CORVALLIS
CITY COUNCIL AGENDA

April 3, 2006
12:00 pm ONLY

Downtown Fire Station
400 NW Harrison Boulevard

COUNCIL ACTION

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. CONSENT AGENDA

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

A. Reading of Minutes
   1. City Council Meeting – March 20, 2006
   2. City Council Work Session – March 20, 2006
   3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Airport Commission – March 7, 2006
      b. Downtown Parking Commission – February 22, 2006

B. Announcement of Vacancy on Watershed Management Advisory Commission (Springer)

C. Approval of a Systems Development Charge reimbursement request for SW 53rd Street improvements to Benton County

D. Authorization to proceed with a Local Share Grant application to the Oregon Parks and Recreation Department for Pioneer Park improvements

E. Schedule a public hearing for April 17, 2006, to consider an appeal of a Land Development Hearing Board's decision (HPP06-00001 – Full Gospel Church)

F. Schedule a public hearing for May 1, 2006, to consider the Community Development Block Grant/HOME Investment Partnership Program Fiscal Year 2006-2007 Action Plan

G. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(h) (status of pending litigation or litigation likely to be filed)

III. ITEMS REMOVED FROM CONSENT AGENDA

IV. UNFINISHED BUSINESS

A. City Legislative Committee – March 22, 2006
ACTION: *A resolution relating to Taxpayers Bill of Rights Initiative Petition #6 (TABOR),* **to be read by the City Attorney**

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. Proclamation of National Library Week – April 2 - 8, 2006
2. Announcement of Appointments to Economic Development Allocations Subcommittee (Joss, Johnen, Barricks)

B. Council Reports

C. Staff Reports

1. Council Request Follow-up Report – March 30, 2006

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

VII. PUBLIC HEARINGS – None.

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

A. Human Services Committee – March 21, 2006
1. Corvallis Fall Festival Annual Report
2. Committee for Citizen Involvement
   - Report on Council Goal
   - Sunset Review

B. Urban Services Committee – None.

C. Administrative Services Committee – March 23, 2006

1. City Charter Review
2. Municipal Code Revisions to Utility Billing Services

ACTION: *An ordinance creating a new Corvallis Municipal Code Chapter 3.06, "City Services Billing," and amending Municipal Code Chapters 2.09, "Storm Water System," 3.01, "Water Regulations," and 4.03, "Sewer Regulations," as amended, and stating an effective date,* **to be read by the City Attorney**

D. Other Related Matters

1. *A resolution extending a second 15-year term of special assessment to historic properties,* **to be read by the City Attorney**

2. *A resolution relating to the Corvallis to the Sea Trail Partnership,* **to be read by the City Attorney**

X. NEW BUSINESS

A. Presentation by Municipal Court Judge Mark Donahue

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 3 - 15, 2006

MONDAY, APRIL 3

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

TUESDAY, APRIL 4

- Airport Commission - 7:00 am - Madison Avenue Meeting Room, 500 SW Madison Avenue
- Human Services Committee - 11:30 am - Madison Avenue Meeting Room, 500 SW Madison Avenue
- Urban Services Committee - 4:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

WEDNESDAY, APRIL 5

- Housing and Community Development Commission - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- Library Board - 7:30 pm - Library Board Room, 645 NW Monroe Avenue

THURSDAY, APRIL 6

- Administrative Services Committee - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- Committee for Citizen Involvement - 7:15 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

FRIDAY, APRIL 7

- Bicycle and Pedestrian Advisory Commission - 7:00 am - Madison Avenue Meeting Room, 645 NW Monroe Avenue

SATURDAY, APRIL 8

- Government Comment Corner (Councilor Scott Zimbrick) - 10:00 am - Library Lobby, 645 NW Monroe Avenue

MONDAY, APRIL 10

- Historic Preservation Advisory Board - 5:15 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

TUESDAY, APRIL 11

- Open Space Advisory Commission - 4:00 pm - Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- Ward 8 (Councilor Betty Griffiths) - 7:00 pm - Fire Station 5, 4950 NW Royal Oaks Drive (City sponsored)

WEDNESDAY, APRIL 12

- Citizens Advisory Commission on Transit - 8:15 am - Madison Avenue Meeting Room, 500 SW Madison Avenue

THURSDAY, APRIL 13

- Citizens Advisory Commission on Civic Beautification and Urban Forestry - 8:00 am - Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- Riverfront Commission - 4:00 pm - Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- Administrative Services Committee - 7:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard (public forum on telecommunications)

SATURDAY, APRIL 15

- Government Comment Corner (Commissioner Linda Modrell) - 10:00 am - Library Lobby, 645 NW Monroe Avenue

CITY OF CORVALLIS
COUNCIL ACTION MINUTES

March 20, 2006

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Consent Agenda Pages 148-149			
New Business 1. OSU Innovation Campus Pages 149-151	Yes		
Unfinished Business 1. Neighborhood Empowerment Grant Allocation Proposals 2. Telecommunications Services Tax 3. City Attorney Employment Agreement Pages 151, 153-155			• Adopted allocations outlined in staff report • Approved Process schedule • Approved ASC hosting public forum • Adopted employment agreement
Visitors' Propositions 1. Earth Charter (Swanson) Pages 151-153	Yes	Referred to USC April 4th meeting	
Mayor's Report 1. Commendation Plaque from 509J 2. Council/509J Work Session Page 155	Yes		• Presented to Community Development Director Gibb
Council Reports 1. Absence from City (Gándara) 2. Needs of Mentally Ill Residents (Daniels) 3. Charles Ross' Memorial Service (Davis) 4. Charles Ross' Legacy (Daniels) 5. Wi-Fi Services Article (Griffiths) Pages 155-156	Yes Yes Yes Yes Yes		
Staff Reports 1. City Manager's Report – February 2006 2. Council Request Follow-Up Report – March 16, 2006 3. ODF Forest Patrol Assessments 4. Citizens Review Board Public Forums 5. Sequoia Tree Removal from NW 15th Street 6. Wi-Fi Services Pages 156-158	Yes Yes Yes Yes Yes Yes		

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Items of USC Meeting of March 7, 2006 1. Council Policy Review: CP 91-7.04, "Building Permits Where Public Improvements Are Not Completed and Accepted by the City of Corvallis" 2. Systems Development Charge Annual Review 3. Airport Lease Assumptions – Pacific Rim and AVIA to Corvallis Aero 4. Airport Lease Extension and Sublease – Fred Lowther Pages 158-159			• Affirmed Policy as amended • RESOLUTION 2006-08 passed U • Approved lease addenda and assumptions • Approved amending original lease, requested lease extension, and sublease request
Items of USC Meeting of March 15, 2006 1. Parks Systems Development Charges Pages 160-161	Yes		
Items of ASC Meeting of March 9, 2006 1. Purchasing Ordinance Review 2. Second Quarter Operating Report Page 161	Yes		• Accepted Report
Items of ASC Meeting of March 13, 2006 1. City Charter Review Public Forum Pages 161-162	Yes		
Executive Session 1. Labor Agreement Negotiatons – IAFF 2. Pending Litigation – LDC Update Phase I, Alberti, Natural Features Inventory Page 162	Yes Yes		

Glossary of Terms

509J	Corvallis School District 509J
ASC	Administrative Services Committee
IAFF	International Association of Firefighters
LDC	Land Development Code
ODF	Oregon Department of Forestry
OSU	Oregon State University
U	Unanimous
USC	Urban Services Committee
Wi-Fi	Wireless Fidelity

CITY OF CORVALLIS
COUNCIL ACTION MINUTES

March 20, 2006

The regular meeting of the City Council of the City of Corvallis, Oregon, was called to order at 12:00 pm on March 20, 2006, in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Berg presiding.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

PRESENT: Mayor Berg, Councilors Daniels, Grosch, Davis, Gándara, Hagen, Brauner, Tomlinson, Griffiths

ABSENT: Councilors Zimbrick (excused)

Mayor Berg directed Councilors' attention to items at their places, including a replacement copy of page 132 of the March 6th Council meeting minutes, which were amended to provide clarification; an article from *"The Economist Technology Quarterly"* regarding wireless fidelity (Wi-Fi) services, provided by Councilor Griffiths (Attachment A); a letter from Ross Parkerson regarding a Sequoia tree slated from removal from a parking strip along NW 15th Street (Attachment B); and a letter from Lyn Larson and Jerry Rooney updating the status of the appeal of removal of the referenced tree (Attachment C).

II. CONSENT AGENDA

Councilors Tomlinson and Hagen, respectively, moved and seconded to adopt the Consent Agenda as follows:

A. Reading of Minutes
   1. City Council Meeting – March 6, 2006
   2. City Council/509J Work Session – March 14, 2006
   3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Citizens Advisory Commission on Transit – February 8, 2006
      b. Committee for Citizen Involvement – February 2, 2006
      c. Corvallis-Benton County Public Library Board – February 1, 2006
      d. Historic Preservation Advisory Board – February 13, 2006
      e. Housing and Community Development Commission – February 15, 2006
      f. Land Development Hearings Board – March 1, 2006
      g. Open Space Advisory Commission – February 14, 2006
      h. Parks and Recreation Advisory Board – February 16, 2006
      i. Planning Commission – February 8, 2006
      j. Public Art Selection Commission – February 1, 2006

B. Announcement of Vacancies on Bicycle and Pedestrian Advisory Commission and Citizens Advisory Commission Civic Beautification and Urban Forestry (Bennett, Hendrick)

C. Announcement of Appointment to Commission for Martin Luther King, Jr. (McKay)

D. Acknowledgment of receipt of updated Boards, Commissions, and Committees directory

E. Approval of 2006 Planning Commission vacancies and proposed interview schedule

F. Authorization to enter into and for the City Manager to sign an Intergovernmental Agreement with Benton County Health Department for bike patrol training services

G. Authorization to enter into and for the City Manager to sign an Amended and Restated Agreement with Regional Automated Information Network (RAIN)

H. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(d)(h) (status of labor negotiations; status of pending litigation or litigation likely to be filed)

The motion passed unanimously.

III. ITEMS REMOVED FROM CONSENT AGENDA – None.

X. NEW BUSINESS

A. OSU Innovation Campus presentation by John Cassady, OSU Vice President of Research

John Cassady reported that Oregon State University (OSU) conducts approximately $208.9 million annually in externally funded research. Corvallis is ranked second in the nation for percentage of scientists and engineers in the community, due in part to the presence of OSU and Hewlett-Packard (H-P). OSU is in the top two percent nationwide in terms of federal research and development expenditures; is the top Oregon University System research university; recently received the "very high research activity" doctoral classification from the Carnegie Foundation; and is one of two American universities designated as land, sea, space, and sun grant institutions.

Mr. Cassady said OSU's strategic plan is aligned to achieve "top ten land grant" status. OSU has five "thematic" areas, including enterprise, innovation, and economic development, attesting to the value of a land grant research university. One of OSU's key initiatives involves establishing an innovation campus.

OSU's research drives technology transfer, development of patents and products, business development, economic development, and jobs. OSU's innovation agenda includes developing a vision for an innovation campus and places for innovation to occur and will align its various campuses in Oregon as centers of innovation. Much of the innovation efforts will occur on and around the main OSU campus. Many of the signature research centers are interinstitutional and regional.

Oregon Senate Bill 853 established a $10 million university venture development fund, which OSU is ready to begin marketing. OSU should be able to issue tax credits for $5.3 million to use money to help develop technology for the market place. The Oregon

Innovation Council (created by Senate Bill 838) has oversight on signature research centers. OSU is beginning to develop a signature research center as part of the Oregon Business Plan, with identified focus areas of renewable energy, open source, natural resources, display technology, biomedical, and green buildings, the latter two in partnership with Oregon Health and Sciences University and Portland State University, respectively.

OSU Innovation Place South Campus (previously referred to as OSU South Farm, along SW Brooklane Drive), consisting of 51 acres, is a proposed site for a signature research center. The site design report for the property was completed. OSU plans to develop several buildings on the site for multi-disciplinary research teams, companies, and combinations thereof. Buildings would be developed around the wetland in the middle of the site.

Mr. Cassady reviewed approximately $3 million of initial "shovel ready" costs anticipated to prepare the South Campus site for development (exterior and interior roads, utilities, and storm water management). Additional "shovel ready" costs would be incurred during construction.

Mr. Cassady emphasized that the innovation agenda is a long-term vision for OSU, extending over several years. Most institutions with which OSU is competing are developing similar research centers. OSU must develop a research center in order to be a "top ten land grant" university and to meet its mission as a land grant university. OSU also needs to align with the Oregon Nanoscience and Microtechnologies Institute (ONAMI) accelerator plans, acquire the funding for "shovel ready" costs, and develop a request for proposals (RFP) for a feasibility study.

In response to Councilor Daniels' inquiries, Mr. Cassady clarified that the focus areas he referenced represented potential signature research centers to be funded by the State of Oregon. He said Councilor Daniels' suggestion of incorporating the on-site wetland into the research center's development and research work was worth considering. OSU is still determining potential natural resources work, including wood technology. The sun grant brought extensive support to developing renewable energy involving biomass, and OSU is seeking a partnership for a water/energy nexus.

In response to Councilor Davis' inquiries, Mr. Cassady said OSU will develop a RFP for the feasability report. Then a contractor will review the economic feasibility of developing the site and different development options. The site could be developed by a private developer, OSU, OSU and its Foundation, or a combination thereof. OSU hopes to issue the RFP within five to six months, after knowing more clearly the future plans for the Corvallis H-P plant.

In response to Councilor Tomlinson's inquiry, Mr. Cassady estimated that the City and OSU can discuss infrastructure development issues during Fiscal Year 2006-2007. OSU must be ready for any development phase undertaken for the South Campus site, which will not occur until H-P's future in Corvallis is known. He believes potential partners should be involved in discussions regarding future developments of the South Campus site.

Mr. Cassady asked that he be advised of City staff representatives who should be his contacts regarding the South Campus site development.

Mayor Berg commended OSU for its progress during the past year concerning development of the South Campus site as an innovation center.

IV. UNFINISHED BUSINESS

A. Neighborhood Empowerment Grant allocation proposals

Mr. Nelson said Community Development Department staff worked with the Committee for Citizen Involvement (CCI) on the Neighborhood Empowerment Grant recommendations.

Mayor Berg observed that the City received requests for more funding than was available. After the allocations were made, approximately $700 remained available for allocation, and the CCI determined the best means of investing the funds.

Councilor Daniels declared that she is Council Liaison to the CCI and that she left the CCI's meeting when it began considering the grant applications. Her neighborhood was one of the funding applicants, and her husband was the neighborhood's spokesperson. Based upon these circumstances, she recused herself from voting on a potential motion regarding the grant allocations.

In response to Councilor Griffiths' inquiry, Associate Planner Gager reported that the CCI discussed the issue of maintenance responsibility for the Timberhill area trails. Some of the trails are included in the City's trails master plan for the Timberhill area; however, the trails were included in the conditions of approval for the Timberhill development and, by past practice, would be the responsibility of the homeowners' association. The CCI determined that maintenance of the trails should still be funded by the homeowners' association. The funding request could be considered for a future allocation, but it did not score as high as other applications this year.

Councilor Tomlinson moved to adopt the Neighborhood Empowerment Grant allocations as outlined in the March 16, 2006, memorandum to the Mayor and City Council from Community Development Director Gibb. Councilor Grosch seconded the motion. The motion passed with seven supporting and one abstaining.

VI. VISITORS' PROPOSITIONS

John Swanson, 1112 SW Sunset Drive, is coordinator of the Corvallis Earth Charter Campaign. The Earth Charter is a declaration of interdependence translated inhto more than 60 languages and endorsed by more than 14,000 groups throughout the world. The Earth Charter promotes protecting the health and beauty of Earth. He referenced information previously provided to the Council regarding the Earth Charter and justifications for a resolution supporting the Earth Charter.

Mr. Swanson reviewed the extensive public outreach conducted by the Corvallis Earth Charter Campaign during the past year to inform local residents about the Earth Charter. Citizen response has been very positive with little opposition. He believes the Earth Charter aligns well with the

Council and the Corvallis community, based upon positive efforts already taken in Corvallis. He further believes that endorsing the Earth Charter is consistent with the leadership Corvallis is providing in developing the *"2020 Vision Statement,"* the Council policy regarding sustainability, the 2005 resolution encouraging businesses and residents to purchase renewable energy, and the recent creation of a sustainability coordinator position. He commended the Council for its efforts and asserted that endorsement of the Earth Charter would add significance to the cited accomplishments. He said the environmental crisis is global in scope and requires a global response. He urged that endorsing the Earth Charter would connect local efforts to a global movement to benefit the world.

Mr. Swanson said Corvallis could be the first Oregon municipality to endorse the Earth Charter. He proposed that the City Legislative Committee consider a resolution to endorse the Earth Charter.

Councilor Grosch suggested that the proposal be referred to Urban Services Committee (USC), which reviewed development of the Council's sustainability policy. USC can consider a staff report and recommend whether the Council should adopt a resolution endorsing the Earth Charter.

Councilor Brauner suggested that Mayor Berg issue a proclamation, which he would support over a resolution. He concurred with USC or another special committee reviewing the request and a possible proclamation or resolution, but he believes a proclamation is more appropriate than a resolution.

Mayor Berg concurred with Mr. Swanson's suggestion of coordinating endorsement of the Earth Charter with the annual Earth Day celebration. She does not need a staff report to know that endorsing the Earth Charter is positive action.

Councilor Griffiths opined that Mr. Swanson's request should be referred to a committee. She noted that a resolution indicates the Council's position regarding appropriate action. She further believes endorsement of the Earth Charter should be made via a resolution, although Mayor Berg could also issue a proclamation. She supports the proposal being reviewed by a committee, particularly the City Legislative Committee.

Councilor Tomlinson concurred that a proclamation regarding the Earth Charter would be appropriate, particularly close to Earth Day.

Councilor Hagen expressed concurrence with Councilor Griffiths' suggestion that Mr. Swanson's request be referred to a committee for discussion of a possible resolution.

Councilor Grosch reiterated his suggestion that USC review the request, based upon its review of the Council policy regarding sustainability. He supports the Earth Charter and believes it is consistent with the Council's policies. He would like to review a staff report outlining whether endorsing the Earth Charter would be consistent with the Council's direction. The City has policies similar to the Earth Charter, and he wants to be sure the Earth Charter does not conflict with existing City policies; he would also like to know how the Earth Charter could be utilized by the City to pursue its goals regarding sustainability.

City Manager Nelson said staff can prepare a report for any committee designated to review the Earth Charter and indicate how the Charter is or is not consistent with existing City policies. Staff would not conduct extensive research or produce a detailed recommendation.

Councilor Davis concurred with referring Mr. Swanson's request to a Committee, such as USC.

Mayor Berg referred Mr. Swanson's request to USC, noting that it must be reviewed during the Committee's next meeting in order for the Earth Charter to possibly be endorsed by Earth Day April 22nd, as Mr. Swanson suggested.

Mr. Swanson said the Earth Charter contains guidelines, principles, and values to aid decision makers regarding the future. Endorsement of the Earth Charter would indicate that the Council would apply the principles when making decisions. Further, endorsement of the Earth Charter would imply a commitment and a set of values guiding policy decisions. For these reasons, he believes a resolution would carry more emphasis and be more appropriate than a proclamation.

IV. UNFINISHED BUSINESS – *Continued*

B. Telecommunications Services Tax

Mr. Nelson referenced from the staff report a proposed process schedule in response to previous Council discussions regarding a telecommunications services tax. According to the staff report, the proposed tax would initially be used for critical Fire Department needs, including vehicles and a training facility. Staff developed a document of "frequently asked questions" regarding the proposed tax for distribution in the community.

Mr. Nelson reviewed the proposed schedule of a public forum April 13th, follow-up discussions by Administrative Services Committee (ASC) May 4th, and Council consideration May 15th. He said staff seeks the Council's approval of the proposed schedule and indication regarding which group should host the public forum. Mr. Nelson referenced discussions within the community regarding the proposed telecommunications services tax, with some Councilors being approached by telecommunications provider representatives. He inquired whether Council members would like specific additional information from staff prior to the public forum, based upon conversations with telecommunications provider representatives.

Councilor Tomlinson reported that he recently met with representatives of Verizon Wireless and T-mobile, who raised two issues: 1) they believe a general business tax is not equitable if it is imposed only on telecommunications providers and not all businesses within the city; 2) they view their franchise as being regulated by the Federal Government. He inquired how the telecommunications providers may differ in their chartering as a wireless telecommunications provider, versus land-line telecommunications providers. He said the representatives with whom he spoke will present written testimony to the Council.

Councilor Brauner reported that he spoke with representatives of Verizon Wireless, T-mobile, and Cingular, who raised some of the same issues identified by Councilor Tomlinson. He told the representatives that the Council as a body would make a decision regarding the proposed telecommunications services tax, and any information they provide

to one Council member must be provided to the entire Council. The representatives said they will present their concerns in writing; he explained to them the proposed process and when it would be appropriate for them to present information.

Councilor Gándara reported that he spoke with representatives of the same telecommunications providers, who expressed to him their view that the proposed telecommunications services tax would be inequitable. He suggested that the providers work with the City to ensure that the new fee is equitable.

Councilor Grosch expressed support for the proposed schedule and opined that ASC is the appropriate Committee to coordinate public outreach. He is concerned that the public outreach will occur during the Council's process regarding a citizens review board. He would like the two public outreach processes to continue without scheduling conflicts and the citizens review board process to have scheduling priority, as it was postponed a few times.

Mr. Nelson responded that the citizens review board and telecommunications services tax public outreach efforts should be able to proceed simultaneously, as they would be coordinated by different Council Standing Committees.

Councilor Daniels said she understood from earlier Council discussions that the Council is considering fees for cellular telephone use but is also making adjustments to fees for land-line telephone use. Mr. Nelson confirmed. Councilor Daniels noted that this scenario illustrates an effort to balance different types of telecommunications providers.

Mayor Berg explained that the proposed telecommunications services tax is intended to "level the playing field" among all telecommunications providers.

Councilor Daniels quoted from the staff report the statement, "Councilors concluded that telecommunications services tax revenue would be used for critical and unavoidable Fire Department needs, such as fire vehicle replacement and training facilities." She said she did not recall this Council decision, which implies that the revenue would only be used for Fire Department purposes; however, she recalled that this use was considered a priority.

Mr. Nelson clarified that initial telecommunications services tax revenue would be applied to Fire Department needs.

Councilor Brauner concurred with the proposed process. He opined that ASC does not need the burden of another public forum, having just conducted the City Charter review forum; however, it is probably appropriate for ASC to coordinate the forum.

Councilor Davis concurred with Councilor Brauner. If ASC hosts the public forum, he would appreciate other Council members attending the event.

Councilor Griffiths suggested that Council Liaisons report on the proposed telecommunications services tax to their respective advisory boards, commissions, and committees and explain the impacts if the tax is not approved. Mr. Nelson concurred,

adding that the"frequently asked questions" will be given to staff to share with the advisory boards.

As Council members did not express objections, Mayor Berg declared that the proposed schedule was approved, with ASC coordinating the April 13th public forum.

C. City Attorney Employment Agreement

Councilor Tomlinson referenced from the Council meeting packet the draft City Attorney employment agreement, with recommended amendments from the current agreement.

Councilor Tomlinson moved to adopt the City Attorney employment agreement with the firm of Fewel and Brewer. Councilor Brauner seconded the motion.

Councilor Grosch noted that the proposed employment agreement is the result of an annual review by the Council and reflects the value the Council believes the law firm provides to the City. The Council appreciates the law firm's work and the long-term relationship between the City and the firm.

The motion passed unanimously.

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

Mayor Berg reported that the Council and the Corvallis School District 509J (509J) Board and administration conducted a joint work session last week. During the work session, 509J Board Chair O'Mally presented a plaque commending the Corvallis Mayor, Council, Planning Commission, administration, and staff recognizing "outstanding civic assistance and dedicated service related to the completion of major facility improvement projects and construction of new schools in the Corvallis School District." She presented the plaque to Community Development Director Gibb with congratulations. She noted that Linus Pauling Middle School opened on time; and Corvallis High School opened early, thanks to extensive coordination.

Mayor Berg reported that the work session with 509J resulted in identification of 16 potential collaborative efforts. The Council and 509J decided that representatives of each body would form a subcommittee to reduce the potential collaborations to the three with the greatest priority. She said Councilors Brauner and Zimbrick volunteered to serve on the committee, and she would like one more volunteer by tomorrow.

B. Council Reports

Councilor Gándara announced that he developed a new product, which he will need to market in other locations. He requested the Council's approval of his absence from the city for 31 consecutive days. No objections were expressed.

Councilor Daniels reported that she met with Benton County Sheriff Swinyard last December to discuss issues regarding the Willamette Criminal Justice Council (WCJC) and the needs of local residents with serious mental illnesses. She, Sheriff Swinyard, and the WCJC began developing a plan for public meetings as a public information process to explain how the community safety net for this population segment has deteriorated. Program gaps will be identified that local social service providers may be able to collectively address. Larger program gaps that would be better resolved from the state and federal levels will also be identified. She said the public meetings (the first to explain the situation and the second to identify how groups can jointly address the situation or prepare legislative funding requests) will be held during late-May or early-June. She emphasized that the issue involves more than law enforcement and includes the various needs of this population segment, such as housing, social services, medication management, and the criminal justice system.

Councilor Davis reported that he and Councilors Daniels and Griffiths attended Charles Ross' memorial service yesterday. He noted that Mr. Ross helped provide the impetus for the Greenbelt Land Trust and the open space program in Corvallis and Benton County.

Councilor Daniels added that the green hills and open spaces encircling Corvallis are a "monument" to Charles Ross.

Councilor Griffiths encouraged Council members to read the article she provided regarding Wi-Fi services. She noted that cities are often overcome by the rapidly advancing technology as they try to implement Wi-Fi systems. She said the systems seem to work better in smaller cities, with system construction operating costs borne by a contractor, thereby reducing the cities' liabilities.

C. Staff Reports

1. City Manager's Report – February 2006

2. Council Request Follow-up Report – March 16, 2006

Mr. Nelson reviewed items addressed in the Report:

- Eastbound traffic on NW Walnut Boulevard has been reduced to one lane for some time. The retaining wall should be repaired within the next few months to reopen the second eastbound traffic lane and the sidewalk.
- The Council previously decided as a body not to pursue electronic Council meeting packets. Staff can provide electronic packets for those Councilors who would like to try them. Electronic packets have not been prepared for public hearings, and there may be occasions when paper packets are appropriate. If Council members do not object to some members having electronic meeting packets, staff will work with those desiring electronic meeting packets.

Mayor Berg commented that she would prefer electronic meeting packets to paper packets. In response to her inquiry, no Council member expressed objection to Council members having electronic meeting packets, if they chose to do so. Mr. Nelson said staff will provide electronic meeting packets as requested.

Mr. Nelson referenced from the meeting packet a memorandum from Fire Chief Campbell and a draft letter to Oregon Department of Forestry (ODF) regarding Forest Patrol Assessments. He said ODF will slow its process of mailing the assessments to property owners; the assessments apply to fire protection of personal property within the City Limits. Staff believes it is important that ODF understand the City's concerns regarding the assessments. Barring Council objection, Chief Campbell will send the draft letter to ODF and will pursue the issue through the City Legislative Committee for a recommendation to the Council. He expects that other jurisdictions will also pursue legislation.

Councilor Daniels quoted from Chief Campbell's memorandum to Mr. Nelson, "The local forest protection boundary currently covers about seventy-five percent of Corvallis property." Mr. Nelson confirmed, noting that the assessment rate for all of the affected property equates to an operating levy.

Mr. Nelson referenced from the meeting packet a summary of a meeting involving Councilor Grosch, Assistant City Manager Volmert, Police Chief Boldizsar, and Joseph Bailey of Linn-Benton Community College regarding community forums to be held during April to discuss a citizens review board. He believes the approach is appropriate and requested Council feedback.

Councilor Grosch directed Council members' attention to the forum focus points listed in the meeting summary and inquired whether the questions cited represent the Council's desired objective and whether other focus points should be added.

Councilor Daniels inquired about outreach for the April 8th bilingual forum.

Councilor Grosch responded that the City has connections through the OSU Latino programs and Community Alliance for Diversity, which has links to the Latino community. Staff will utilize existing networks to advertise the forum process. One forum will be held at the OSU Latino outreach center.

Councilor Daniels suggested posting meeting notices at the Library, which is extensively used by local Latino residents.

Councilor Griffiths said the Council previously discussed combining its citizens review board with Benton County's board. She suggested asking citizens whether a combined City/County citizens review board would be preferred.

Councilor Grosch said the option of a City/County citizens review board is still open for consideration. The forum focus points are intended to elicit information needed to determine Corvallis citizens' expectations and whether the expectations align with Benton County's efforts and citizen review process. Until citizens' expectations are known, it is difficult to determine whether a joint City/County citizens review board would be appropriate.

Councilor Gándara concurred with asking the proposed forum focus questions to identify the problem before proposing solutions to the community. He said the Linn-Benton Hispanic Advisory Commission might be a resource to utilize.

Councilor Davis suggested the Corvallis Multi-Cultural Literacy Center as a resource.

Mr. Nelson said Human Services Committee will provide oversight to the citizens review board analysis process.

Mr. Nelson referenced the letters from Mr. Parkerson, Ms. Larson, and Mr. Rooney, distributed at the beginning of today's meeting, regarding the Sequoia tree on NW 15th Street. Parks and Recreation Director Conway and Urban Forester Merja extensively assessed the tree's condition, discussed the situation with the Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF), and determined that it was appropriate to remove the tree. Mr. Parkerson requested reconsideration of the decision. The issue was addressed with the Job's Addition Neighborhood Association leadership, with Mr. Parkerson, a member of CBUF, and Ms. Merja present. The letter from Ms. Larson and Mr. Rooney indicates withdrawal of the request for reconsideration. The tree will be removed as scheduled, unless the Council directs staff otherwise.

Mr. Nelson said staff will provide the Council with copies of Mr. Cassady's presentation.

Mr. Nelson said the packets for the next City Legislative Committee meeting will be distributed at tonight's Council work session.

Mr. Nelson asked Council members to bring to tonight's work session the USC meeting minutes packet that will be viewed with USC's report.

Mr. Nelson referenced the article Councilor Griffiths provided regarding Wi-Fi, saying the article outlines the procedures the Council directed staff to pursue. Staff investigated partnership opportunities, recognizing rapidly changing technology. He commented that Ashland, Oregon, is seeking means of retiring $10 million in debt associated with its Wi-Fi and cabling initiatives of the past few years.

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

A. Human Services Committee – None.

B. Urban Services Committee – March 7, 2006

1. Council Policy Review: CP 91-7.04, "Building Permits Where Public Improvements Are Not Completed and Accepted by the City of Corvallis"

   Councilor Gándara reported that the Policy was to be considered a few months ago but was postponed so staff could respond to a developer's concerns. He explained that the Policy enables developers to begin construction under specific permits when infrastructure is not completed. Safety is a priority concern in applying the Policy. The Policy enables developers to meet their schedules, while the City is given assurances for infrastructure construction.

Councilor Gándara moved to affirm Council Policy CP 91-7.04, "Building Permits Where Public Improvements Are Not Completed and Accepted by the City of Corvallis," as amended. Councilor Grosch seconded the motion. The motion passed unanimously.

Mr. Nelson commended Development Services Division Manager Carlson for his efforts in the extensive review and revision of the Policy.

2. Systems Development Charge Annual Review

Councilor Gándara reported that the Committee reviewed the existing systems development charge (SDC) rates in relation to the Engineering News-Record Construction Cost Index for Seattle, which indicated an annual inflationary rate of 3.7 percent.

City Attorney Fewel read a resolution establishing Systems Development Charge rates, per Municipal Code Chapter 2.08, "Systems Development Charge," and directing the City Manager to begin applying the rates effective April 1, 2006.

Councilors Gándara and Grouch, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2006-08 passed unanimously.

3. Airport Lease Assumptions – Pacific Rim and AVIA to Corvallis Aero

Councilor Gándara reported that AVIA is no longer active at Corvallis Municipal Airport (CMA), and private commercial operations at CMA are being consolidated.

Councilor Gándara moved to approve the lease addenda and assumptions and authorize the City Manager to sign the appropriate documents. Councilor Grosch seconded the motion. The motion passed unanimously.

4. Airport Lease Extension and Sub-Lease – Fred Lowther

Councilor Gándara reported that Fred Lowther requested extension of his expired lease at CMA.

Councilor Gándara moved to approve deleting Section 12 of the original lease, approve the requested lease extension, approve the sublease request, and authorize the City Manager to sign the appropriate documents. Councilor Grosch seconded the motion. The motion passed unanimously.

C. Urban Services Committee – March 15, 2006

1. Parks Systems Development Charges

Councilor Griffiths reported that the Committee and stakeholder group representatives held their final meeting to review the parks SDC rate calculation methodology update. The meeting packet includes the consultant's report regarding the SDC update; the consultant and Ms. Conway will present relevant information during tonight's work session.

Councilor Griffiths noted that the group extensively discussed the projected SDC rate and the amount of increase that might be needed to meet projected parks needs. The large rate increase is due in part to previous Council decisions not to collect the full amount of SDCs needed for parks developments. Additionally, the Council chose to not collect SDCs for development of large urban parks and park-related infrastructure. Staff provided updated park development cost estimates, based upon activity during the past five years. After reviewing numerous scenarios, the group considered three refined scenarios on which to base the SDC rate calculation methodology:

- Scenario #1 – Delete from SDC funding eligibility special use areas and swimming pools.
- Scenario #2 – Delete from SDC funding eligibility special use areas, swimming pools, and linear parks.
- Scenario #3 – Delete from SDC funding eligibility special use areas, swimming pools, linear parks, and undeveloped large urban parks.

Councilor Griffiths noted that the proposed SDC rate calculation methodology does not include beautification areas, which are not included in the Parks and Recreation Facilities Plan and, thus, cannot be included in the calculation methodology.

Scenario #3 is the basis of the City's current parks SDC, but the current SDC profile excludes park-related infrastructure.

Councilor Griffiths said the group discussed population projections and decided to use the Corvallis Area Metropolitan Planning Organization (CAMPO) projection, which was updated more recently than the City's Comprehensive Plan projection. The group also discussed providing Parks and Recreation staff flexibility in determining how to invest SDC revenue. If SDCs are not collected for linear parks, SDC revenue cannot be used for the growth portion of development of a linear park. The group desired maximum flexibility while maintaining a low SDC rate. The group compromised on Scenario #1, including all park facility categories except special use areas and swimming pools, reduced to 60 percent – a rate the group was more comfortable recommending – which is approximately the projected rate of Scenario #3, yet twice the current SDC rate.

Councilor Griffiths urged Council members to review the Committee's meeting minutes packet and the subsequent report from the consultant prior to tonight's work session and to present any questions or concerns to Ms. Conway or Mr. Nelson

prior to the work session. She said the Committee and stakeholder group representatives understood that the Council would likely amend the recommendation.

This issue was presented for information only.

D. Administrative Services Committee – March 9, 2006

1. Purchasing Ordinance Review

Councilor Brauner reported that the ordinance had not been reviewed for a few years. During the last review, the bid threshold was increased to $25,000. The Committee discussed whether the threshold should have been increased further, as allowed by state statutes, and how the City addresses local purchasing options. The Committee determined that the policy should be retained another year and then reviewed, when staff will have better information to recommend any ordinance amendments.

Councilor Brauner noted that the Budget Commission approved a purchasing coordinator to help coordinate the City's purchases and develop information for future reviews of the purchasing ordinance. A new software program will enable staff to track purchases in terms of local vendors and other factors. The Committee determined that these procedural changes should be implemented before the purchasing ordinance is amended.

This issue was presented for information only.

2. Second Quarter Operating Report

Councilor Brauner reported that the City's financial operations are proceeding as expected with no major surprises. Two funds heavily rely on vehicles and have higher expenses than anticipated, due to rising fuel costs. Staff hopes to balance these funds by the end of the fiscal year. Two funds rely upon state funding, with payments being behind schedule. The General Fund and other larger funds are progressing as expected.

Councilor Brauner moved to accept the second quarter operating report for Fiscal Year 2005-2006. Councilor Davis seconded the motion. The motion passed unanimously.

E. Administrative Services Committee/City Charter Review Committee – March 13, 2006

1. City Charter Review Public Forum

Councilor Brauner reported that the Committee conducted a public forum to receive citizen input regarding the Council goal of possibly amending the City Charter in terms of diversity issues. The Committee received a report from OSU graduate

student Alex Johnson, who proposed amending the City Charter last year. Mr. Johnson helped ASC conduct three forums during the past two months.

Several Council members attended the meeting and heard Mr. Johnson's presentation and the testimony of approximately 20 citizens. Most citizens encouraged proceeding with the City Charter review and presented specific recommendations.

Councilor Brauner announced that ASC will consider the issue of reviewing the City Charter at its March 23rd meeting and will develop a recommendation for the Council.

This issue was presented for information only.

Councilor Grosch commented that he appreciated citizens' statements that the City Charter is a policy document but does not reflect the broader scope of the *"2020 Vision Statement"* and the City's potential development. He said there is no City document that specifically recognizes the diversity within the community. He observed from citizens' comments that the City Charter is used extensively but could be improved by recognizing the desires outlined in the *"2020 Vision Statement"* and the strengths that all citizens contribute to the community.

Mayor Berg commented that Corvallis voters must approve any City Charter amendments, and the advocates for amendments should be encouraged to participate in the City Charter review process. She noted that two people who testified to ASC live outside the City Limits and would not be eligible to vote on City Charter amendments.

F. Other Related Matters – None.

VII. PUBLIC HEARINGS – None.

The Council entered Executive Session at 1:34 pm.

Ms. Volmert briefed the Council regarding the status of labor agreement negotiations with the International Association of Firefighters.

Deputy City Attorney Brewer briefed the Council regarding the status of pending litigation involving an appeal of the Land Development Code Update Phase I, a land dispute between the City and John Alberti, and an appeal of the Natural Features Inventory.

XI. ADJOURNMENT

The meeting was adjourned at 1:54 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

3/17 / Article from Commissioner Griffith. Katz

Wi-Pie in the sky?

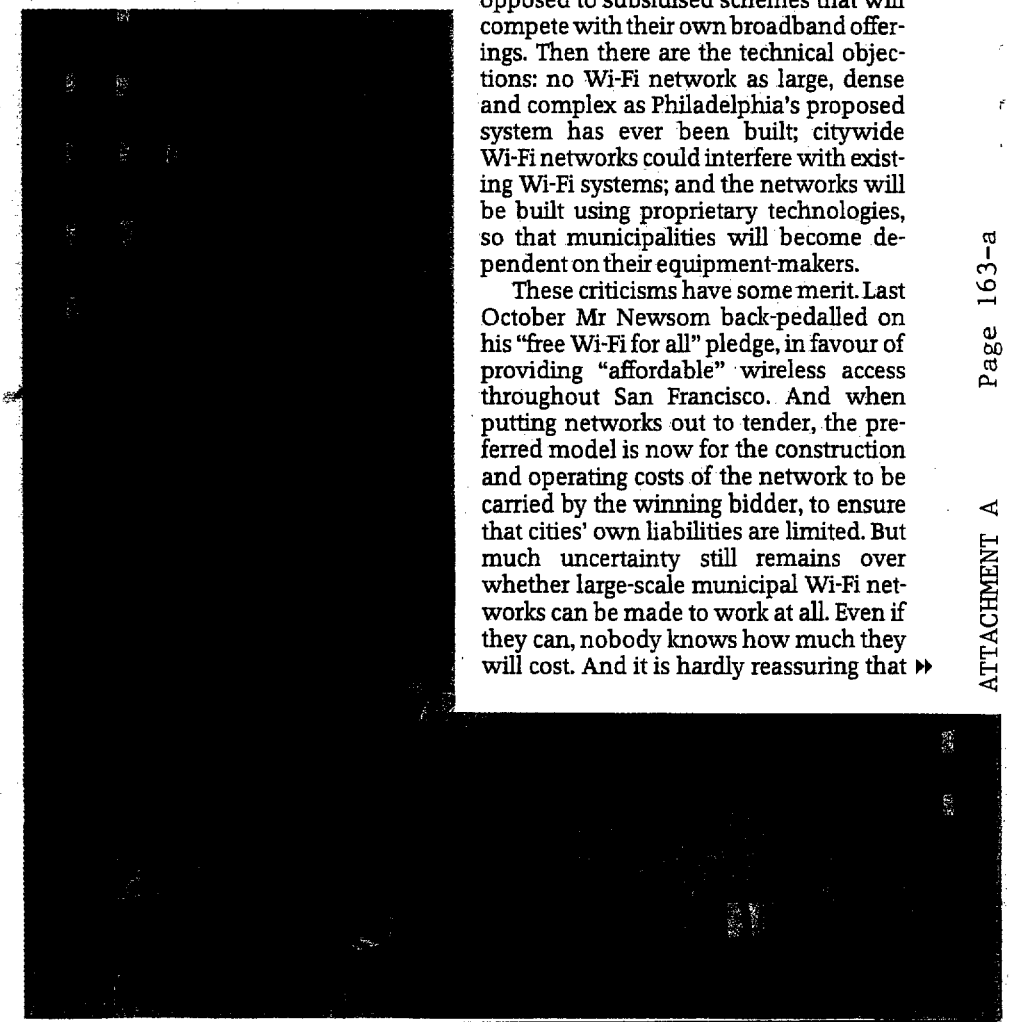
Communications: Cities across America plan to build municipal Wi-Fi networks to widen access to broadband. Will they work?

"WE WILL not stop until every San Franciscan has access to free wireless-internet service." It was a typically bold statement from Gavin Newsom, the charismatic young mayor of San Francisco, as he announced plans in October 2004 for a Wi-Fi network that would blanket the city with wireless-internet coverage. Mr Newsom thus joined a nationwide movement of cities across America that are planning to provide wireless-broadband access for government workers, residents and businesses.

These municipalities, ranging in scale from communities of a few thousand residents to huge cities including Philadelphia and San Francisco, are concerned that the lack of availability of broadband access, compared with other parts of the developed world, is holding back economic growth and perpetuating a "digital divide" between internet-haves and have-nots. A further motivation is that by setting up their own wireless networks, municipalities hope to be able to cut communications costs, improve the efficiency of their staff, and make possible new services such as allowing parking meters to accept debit and credit cards.

Small municipal wireless networks, typically built for local-government use, have been up and running in some parts of America for some time. The far bolder idea of building citywide networks available to all took flight in August 2004, when plans for such a network were announced by John Street, the mayor of Philadelphia. Stringing transmitters across the entire city would create the world's largest Wi-Fi hotspot, providing access both indoors and out.

This would extend low-cost broadband access to existing users frustrated by the slow speed and high cost of dial-up internet connections. A survey conducted by the city found that 72% of internet-connected households used dial-up connections, compared with 47% nationally. "We wanted broadband at dial-up rates," says Dianah Neff, the city's chief information officer. In addition, the city would provide subsidised or free access to tens of thousands of unconnected residents, sometimes even supplying computers. Only 45% of Philadelphia residents had internet access at home, the city found, which compared poorly with the national figure of 73%. Last October the body established by the city to oversee the project, Wireless Philadelphia, picked EarthLink, a national internet service provider, to build and operate the network, which is expected to cost around $10m.



Philadelphia's ambitious scheme prompted many other cities, including San Francisco, Portland and Minneapolis, to follow. So far, nearly 200 municipalities have announced plans for citywide wireless networks, issued bid requests, or built networks, according to Esme Vos, the founder of Muniwireless.com, a website that tracks the subject. Over the next three years nearly $700m will be spent building such networks in America, she estimates. Some networks will be supported by advertising; many will charge fees of $15-25 per month. Most will offer some form of free access at certain times of day or to poorer users.

Free (or at least cheap) broadband for every citizen—who could argue with that? Plenty of people, it turns out. Critics worry that cities are underestimating the cost and complexity of building and running their own networks. Incumbent telecoms and cable operators are predictably opposed to subsidised schemes that will compete with their own broadband offerings. Then there are the technical objections: no Wi-Fi network as large, dense and complex as Philadelphia's proposed system has ever been built; citywide Wi-Fi networks could interfere with existing Wi-Fi systems; and the networks will be built using proprietary technologies, so that municipalities will become dependent on their equipment-makers.

These criticisms have some merit. Last October Mr Newsom back-pedalled on his "free Wi-Fi for all" pledge, in favour of providing "affordable" wireless access throughout San Francisco. And when putting networks out to tender, the preferred model is now for the construction and operating costs of the network to be carried by the winning bidder, to ensure that cities' own liabilities are limited. But much uncertainty still remains over whether large-scale municipal Wi-Fi networks can be made to work at all. Even if they can, nobody knows how much they will cost. And it is hardly reassuring that ▸▸

"Using Wi-Fi at high power levels for citywide coverage could drown out existing networks."

rival manufacturers, each promoting different and incompatible technologies, claim not just that their equipment is the best, but that their rivals' will not work at all. When challenged, vendors point to the many smaller networks that are already running. So who is right?

The view from Tempe

To see municipal wireless networking in action, a good place to start is the city of Tempe, Arizona, a suburb on the outskirts of Phoenix with 160,000 residents spread over 40 square miles. The flat, desert terrain is an ideal environment in which to use wireless networking to boost the availability of broadband. Several years ago the city installed wireless-broadband equipment on two buttes at the opposite ends of town. Rather than paying to lease high-speed digital lines from Qwest, each of which would cost hundreds of dollars per month, police stations and other municipal buildings are linked via the city's own wireless network. Telecoms costs have fallen from $1.7m a year a decade ago to $0.5m today. "We're probably not Qwest's favourite customer," says Dave Heck, Tempe's deputy manager of information technology.

As a result, when the city began considering ways to extend broadband access to more residents—including nearly 60,000 students, staff and faculty members at the main Arizona State University campus in the centre of town—wireless made a lot of sense, says Mr Heck. "We don't have a lot of competition for broadband in Tempe," he says. "There's just not a lot there." A local provider, NeoReach, won the contract to build a Wi-Fi "mesh" network to provide broadband throughout Tempe, using equipment made by Strix Systems. NeoReach is paying for the network's construction, and will collect access fees from subscribers; the city's administration, police, fire and emergency services will also pay to use the network, which will cost $2.3m to build.

Mesh networking allows large areas to be blanketed with wireless coverage quickly and inexpensively. As its name suggests, a mesh network consists of an array of wireless access points, only a few of which are actually connected back to the internet via high-speed links (known as "backhaul" connections). The trick is that all of the access points double as relays, passing packets of data to and from their neighbours. This connects up the mesh, so that users can access the internet at high speed at any of the access points. If the nearest access point does not have a backhaul connection, the packets of data that users send and receive simply make one or more "hops" across the mesh.

As well as being cheap and fast to set up—partly because many of the access points can be attached to utility poles—mesh networks have several other merits. They can provide coverage in areas, such as sprawling suburbs, where fast copper or fibre-optic connections are hard to come by. "When you get out in the residential areas, there's no fibre," says Chuck Haas of MetroFi, whose company has installed mesh Wi-Fi networks in three of the San Francisco Bay Area's largest suburbs. Mesh networks are reliable, since the failure of one or more access points does not bring down the whole network, and they can also route data around obstacles, such as large buildings, which might otherwise block coverage.

By January NeoReach had installed over 400 access points in Tempe, providing Wi-Fi to subscribers in much of the city, and in outdoor areas in downtown Tempe and on the university campus. With the network's completion this month, NeoReach claims to have built the first example of a citywide Wi-Fi network in America. Proof, surely, that Wi-Fi mesh networks are an excellent way to extend broadband coverage across entire cities?

In fact, it is too soon to say. Wi-Fi was designed for use in small hotspots, not in citywide mesh networks. Using mesh networks to connect up a flat, sprawling, relatively sparsely populated suburb is one thing. But many unknowns remain, given the scale and nature of the networks about to be installed in Philadelphia, San Francisco and several other large American cities—all of which will push Wi-Fi technology to its limits. "We're taking this technology and, through some enhancements, we're trying to apply it for an application it wasn't really designed for," says Peter Rysavy, an independent wireless consultant. "Consequently, we just do not know how well it's going to work—but we're going to find out."

Not so fast

Some mesh network devices, notably those made by Tropos Networks, the market leader, use the same Wi-Fi frequencies both for communication between neighbouring access points, and to connect users to the mesh. Wireless experts fear that the use of Wi-Fi at the very high power levels required for municipal-scale networks, particularly in cluttered cities, could drown out existing outdoor Wi-Fi networks, public and private, and slow or disable indoor networks. An estimat 10m American homes contain Wi-Fi ne works; many more are installed in offices, schools, coffee shops and parks. "It is absolutely guaranteed that you're going to end up interfering with anybody else that is using any channels within your coverage area," says Mr Rysavy.

To make matters worse, Wi-Fi operates in "unlicensed" frequency bands, which are supposed to be available for anyone to use. By interfering with existing Wi-Fi networks, a municipal network is, in effect, appropriating a shared public asset. "There are going to be 3,000 or 10,000 or whatever access points in the city of San Francisco," says Tim Pozar, a wireless consultant. "Even though this is unlicensed frequency, guess who owns the spectrum? The vendor."

Ron Sege, the boss of Tropos, insists ▸▸

"If city governments cannot even fill potholes, how will they be able to manage running a network?"

that his firm's technology does not cause undue interference. After all, he notes, there are millions of access points in use already, with more being added all the time. Tropos nodes installed in a city are no different, he says, from a home user buying an access point and plugging it in. The problem, however, is that off-the-shelf access points operate at just 3-20% of the power output of the mesh nodes made by Tropos and its rivals. Reducing the signal strength of the mesh nodes would reduce interference with existing networks, but the density of nodes would then have to go up, increasing costs.

Interference is not the only potential difficulty with municipal Wi-Fi networks. Another problem, notes Mr Rysavy, is that there is no common standard for Wi-Fi meshing, and thus no compatibility between the five leading vendors' equipment. So if a city builds a network and the vendor goes bust—as recently happened to Vivato, a pioneer of long-range Wi-Fi gear—keeping the network running could be difficult. Although a standard for Wi-Fi meshing, called 802.11s, is under development, it is not very far along—and cities want to start building now. "Until there's some standardisation in the mesh protocols, any deployment today is pretty risky," says Mr Rysavy.

That raises another criticism: that wireless technology is developing very quickly, yet most municipal networks will be based on a Wi-Fi standard that is already three years old. Why not wait for the next-generation standard, 802.11n, which is much faster, or for Wi-Fi's long-range big brother, a much-hyped technology called WiMax? Waiting a year or two might make it possible to build faster networks over greater areas at lower cost.

In fact, 802.11n is designed to perform best indoors, while WiMax has already been factored into most municipal wireless plans—where it will be used to provide backhaul connections to the mesh. EarthLink, for example, will use Canopy, Motorola's WiMax-like technology, for this purpose in Philadelphia and in four other cities. And dedicated Canopy links will also, says Ms Neff, be used to connect several hundred large buildings, which will not therefore rely on the Wi-Fi mesh. "Metro Wi-Fi is going to create the base and the excuse for WiMax," says Tom Hulsebosch of Motorola's Canopy division.

Municipal Wi-Fi must also contend with political interference. A number of reports financed directly or indirectly by incumbent telecoms firms such as Verizon, AT&T and Comcast, have criticised municipal networks as risky wastes of taxpayers' money that will provide unfair competition to private companies. Similarly, there have been complaints that if city governments cannot even fill potholes in roads, how will they be able to manage the far more complex task of running a network? Proponents of municipal networks respond that broadband access is just another utility, and that utilities have been state-run in the past. That is true, but public ownership of electrical utilities was, in fact, as controversial a century ago as municipal Wi-Fi is today.

Philadelphia's plans were almost derailed when, after much lobbying, legislation was proposed in Pennsylvania that would have given Verizon, the local incumbent, right of first refusal in any municipal telecoms scheme. A bitter argument ensued, and the bill was signed into law only after Verizon agreed to issue a waiver exempting the city of Philadelphia from the provision. Similar bills preventing municipalities from going into competition with telecoms incumbents have been passed in over a dozen states.

One exception is Texas, where a grassroots movement succeeded in scuttling a vote on such a bill, which had been sponsored by the local incumbent, SBC (since renamed AT&T). Michael Dell, the founder of the world's biggest PC-maker, based in Round Rock, Texas, helped to undermine the bill when he pointed out to state legislators that more broadband might sell more computers, and thus bring more jobs and tax revenues to the state. To avoid such political wrangling, many cities are now taking the approach of awarding contracts to firms that build the networks at their own expense, pay taxes or franchise fees, and operate autonomously, in return for special rights to city-owned facilities such as utility poles, towers, building tops and electricity.

All of this means that Philadelphia, San Francisco, Minneapolis, Portland, Chicago and many other cities are participants in a great experiment. Building a large Wi-Fi network is harder than it looks, says Mr Haas, who has first-hand experience, not least because, once deployed in the field, mesh Wi-Fi equipment does not always perform as promised. "The radios we put up in 2002 and 2003 and the first half of 2004—hundreds of them—are either back at the vendors or sitting in the warehouse," he says. Only in the past 18 months has his firm hit upon the right combination of equipment and network design.

One step at a time

Reassuringly, Philadelphia and other big cities are taking a staged approach to the deployment, which will allow the conflicting claims made by equipment manufacturers to be resolved, one way or another. In Philadelphia, EarthLink will start by building a 15-square-mile test network covering different terrain, demographics and building densities. Building such a test network "is very expensive to do, but it's never been done," says Greg Richardson of Civitium, a consultancy that was involved in the bidding in Philadelphia and San Francisco. If EarthLink cannot meet the specifications set by the city and assessed by independent auditors, the network will not be built. "It gives us a chance to see if what we ask for is realistic, or if we need to change some of the parameters," says Ms Neff. And if existing Wi-Fi networks are disrupted, citizens in the test area will know whom to blame.

Mayor Newsom's utopian vision of free wireless for all quickly ran up against the snag that all such giveaways require: there's a price to pay at the end of the day. Even with the decision to charge some users for access, not all cities will find that their plans for citywide Wi-Fi networks turn out as expected. The real measure of municipal wireless networks will not be in places such as Tempe, where they are expected to work, but in bigger cities, where success is far from certain. Whether service providers will be able to meet the required technical standards and still make a profit will soon become clear. ■

RECEIVED
MAR 16 2006
CITY MANAGERS OFFICE

March 14, 2006 Becky M, Pat
F/I Kathy

Proud Supporter of The Humane Society of the United States
E Ross Parkerson
1352 NW Lincoln Ave
Corvallis OR 97330

Re: Sequoia tree @ 420 NW 15th Street

Dear City Council,

This past week the sequoia tree located in the parkway in front of 420 NW 15th Street was posted for removal. A copy of the notice is included explaining the reasons for the proposed removal.

As noted on the attached notice the giant sequoia is not a hazard. The issue is the growth of the trunk and its impact on the adjacent sidewalk and street. The tree is impressive and has a considerable impact on the surrounding neighborhood.

The tree is located within the boundary of Jobs Addition Neighborhood Association (JANA) and we, residents and neighbors, are concerned. We have started a fund raising campaign to assist with the improvements to the sidewalk and street curb allowing the sequoia to remain in place.

We ask for your support in saving this tree from removal. Thank you for your attention in this matter.

E. Ross Parkerson
JANA Co-Chair

NOTICE OF TREE REMOVAL

WHAT: 1 Large Sequoia
WHERE: 420 NW 15th Street
(The tree is posted for removal)
WHY: Due to significant infra-structure damage, a permit for removal has been issued for this tree. Removal will occur as soon as arrangements can be made.

8 months ago the City Forester received a call from the adjacent property owner who wanted to discuss options around sidewalk replacement at the base of the Giant Sequoia in front of her house. The City Forester met on site to evaluate the situation and has recommended removal and replacement.

WHY IS THIS TREE BEING REMOVED?
This tree is not a hazard. Giant Sequoia are fast growing trees that need a lot of space. The large buttress swell is typical of the species making an 8 foot park strip a poor place to plant one. This tree is relatively young so it will inevitably grow much larger, however it has already used up it's growing space. This is one reason why they are not a desirable street tree and by Corvallis Municipal Code, prohibited.

WHAT IS CONSIDERED WHEN EVALUATING A TREE FOR REMOVAL?
Our standard procedure in reviewing tree / infra structure conflicts is to evaluate the age, health, structure, species, and location of the tree. Then determine what options are available to minimize impacts to the tree and correct the damage to the infra structure. Compromises can and have been made to accommodate trees and make repairs that were both cost effective and did not jeopardize the functionality of the infra structure.

Over the years, adjustments were made to accommodate the Sequoia, the sidewalk has been ramped the curb and street have been replaced, the water meter has been moved farther from the base of the tree. While it may seem a shame to remove such a healthy tree, the issue still remains that the tree has out grown it's space, the sidewalk needs to be repaired again and that cost is the responsibility of the adjacent property owner. The tree is already growing over, and damaging the recent curb repair which is a cost to all tax payers. Since this tree is not a hazard, the adjacent property owner will also have to bear the cost of tree removal and stump grinding.

This tree is estimated to be around 85 years old, with many years of growth ahead of it. The larger it gets the more it will cost to remove it and repair infra structure damage that will occur as it continues to expand. Removal is the most prudent action in the use of the home owners financial resources.

WHAT WILL HAPPEN TO THE WOOD?
The contractor will dispose of it as they see fit.

If you have questions about the removal of this tree please contact the **City Forester at 754-1723**

Sequoia Update From JANA Leadership 3-20-06 JAN

At noon on March 16 Jerry Rooney, Ross Parkerson, and Lyn Larson met with City Forester Becky Merja and Mike Riddle, an arborist and member of the Civic Beautification/Urban Forestry group (and owner of Trillium Landscaping), to discuss options for possibly saving the giant sequoia growing in front of 420 NW 15th. To accommodate the tree's vigorous growth, nine sidewalk panels would have to be replaced and the street side would need to be amended from driveway to driveway to create a "bulb." We discussed the idea of a ramp or some sort of bridge that would reroute the sidewalk. The problem is that the setback for the house is minimal, which would put the sidewalk practically at the front door and would require an easement from the city. We talked about ideas like using pavers, and even rubber sidewalks (those have been used in some cities in California).

The homeowner was given a cost estimate to replace the sidewalk of $290/panel (Becky thought this was high; Public Works could do it for about $187/panel). The street side work would run about $1,000 (done by Public Works). The lowest estimate for taking the tree down was $2,200. This cost would be borne by the homeowner.

We also talked about a compromise funding for these "amendments" to the tree's location; that is, raising the funds for materials from the greater neighborhood, and asking the city to provide the labor. This would all depend on the city engineering and planning departments with approval of the City Council. Becky and Mike also suggested that any concession to the tree's needs would be short-term; more steps would have to be taken in the future to accommodate the growth of a giant sequoia in such a small area. They questioned whether or not the neighborhood would be willing to provide for the long-term needs of the tree, or would it fall back on the homeowner to do so.

There was a concern about the homeowner's needs. If the tree remains in her front space and it needs to be removed at a later date, it would cost much more.

A "pocket park," we observed, would place the "park" within a few feet of the front of the homeowner's house, thereby possibly compromising her security.

Unfortunately, after thoroughly exploring all her options, including consulting with her immediate neighbors, the homeowner has decided the tree must go. She'll work with Becky to plant something more appropriate for the space.

The tree is a magnificent example of its species and will be a loss to all of us. Trees provide many of the basic needs of human beings and other creatures of the planet.

The sad truth is that whoever planted it probably had no idea of its potential to outgrow its space. It was a seedling in 1920, and the city was a different place then.

Thanks to those JANAns who offered money to help defray the cost of accommodating the tree, and for the commentary and discussion we had via email. Obviously we care about our city and our neighborhood!

Lyn Larson and Jerry Rooney

CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES

March 20, 2006

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 7:00 pm on March 20, 2006, in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Berg presiding.

I. ROLL CALL

PRESENT: Mayor Berg, Councilors Daniels, Grosch, Davis, Gándara, Brauner, Tomlinson, Griffiths

ABSENT: Councilors Zimbrick, Hagen (both excused)

II. UNFINISHED BUSINESS

A. Parks Systems Development Charge Methodology Recommendations

Parks and Recreation Director Conway recognized stakeholder group representatives in the audience. She reviewed that the Council directed staff to conduct a five-year-interval review of the City's parks systems development charge (SDC) rate calculation methodology. Urban Services Committee (USC) and stakeholder group representatives conducted seven meetings during the past five months. The City hired Don Ganer and Associates to assist staff with the technical analysis aspects of the review.

The existing parks SDC, prior to the inflationary increase approved by the Council earlier today, was approximately $2,000 for single-family residences and approximately $1,500 for multi-family dwelling units.

Based upon Council direction, USC and stakeholder group representatives thoroughly reviewed five issues, which were outlined in reports to the Council and again in tonight's work session packet. The consultant's recommendations regarding these issues were the basis for the review of the parks SDC rate calculation methodology.

In addition, various issues must be determined in the initial stages of the SDC rate calculation methodology review, including:

- Planning Horizon – The group selected 2020 as the planning horizon, as it is compatible with the Parks and Recreation Facilities Plan (PRFP), along with population projections by the Corvallis Area Metropolitan Planning Organization (CAMPO).
- Calculation Basis Approach Alternatives –
  - » *Standards-Based Approach* – facility units per 1,000 of population
  - » *Improvements-Based Approach* – construct facilities identified in the PRFP in relation to population projections
  - » *Level-of-Service Approach* – maintain or increase the current facilities/population ratio.

  The group recommended the Improvements-Based Approach.

Approximately 24 rate calculation methodology scenarios were considered, from which three refined scenarios were developed and reviewed during the March 15th USC meeting. The refined scenarios were the basis for USC's recommendation to the Council. Table 4.5, "Discounted SDC Per Dwelling Unit," of Mr. Ganer's report in tonight's work session packet outlines USC's recommended SDC rates of $4,627 for single-family houses and $3,905 for multi-family dwelling units. After extensive discussion, the rates were reduced by USC and stakeholder group representatives. The USC's recommendation would exclude collecting parks SDC revenue for swimming pools and special use areas. The decision was based upon the unlikelihood that SDCs would be needed for those purposes, and other parks and recreation facilities identified in the PRFP have greater community priority within the planning horizon.

Table 4.5 of Mr. Ganer's report includes reference to manufactured housing, for which the State allows collection of SDC revenue. The City charges the same SDC rates for manufactured housing and single-family residences for all utility categories. USC and stakeholder group representatives did not discuss a separate SDC rate for manufactured housing, and such a rate is not included in USC's recommendation. Corvallis received only nine permits for manufactured housing during the past five to seven years.

Ms. Conway summarized that staff seeks the Council's endorsement of USC's recommendation for consideration during a June 19th Council public hearing. State statute requires that the City provide a written SDC rate calculation methodology (which would be Mr. Ganer's report) to the public 60 days prior to the public hearing. Citizens can comment regarding the recommendation during the 60-day period preceding the public hearing; additional testimony would be received during the public hearing, and the Council would render a decision during July regarding the parks SDC rate calculation methodology.

In response to Councilor Gándara's inquiry, Ms. Conway said the projected manufactured housing SDC rate is included only for information. She clarified for Mayor Berg that, according to the 2000 Census, 1.7 people live in manufactured housing, resulting in a lower projected SDC rate than for other dwelling unit types.

Councilor Brauner summarized that the proposed parks SDC rates are those stated in Table 4.5 of Mr. Ganer's report, excluding the manufactured housing rate.

Mayor Berg summarized that USC and stakeholder group representatives considered several scenarios and liked the project profile of one methodology, but preferred the projected SDC rate of another methodology, and developed a means of resolving the rate discrepancy between the two scenarios.

Councilor Tomlinson referenced Table 4.3, "Tax Credit Per Dwelling Unit," of Mr. Ganer's report and expressed concern with the assumptions that imply a large potential credit. He does not anticipate the City issuing a $22.5 million general obligation bond during 2009. Including the assumptions in the calculation of tax credits anticipated for 2007 results in the City giving away SDC tax revenue for a large anticipated bond measure to occur at a specific time. He concurs with the tax credit calculation methodology but urged issuing the credit when the bonds are actually issued, so the true credit amount is known.

Mr. Ganer explained that USC's proposal identified a parks and recreation system deficiency that must be funded. Table 3.4, "Growth-Required Facility Costs," of his report indicates total facility costs of $99,293,990, with growth's share at $53,262,020 and the remaining deficiency cost of $46,031,970. The deficiency portion of the total costs would not be paid by new development and is needed to meet the current population. In this plan, it is assumed that the City would have a means of paying the deficiency costs without contribution by new development, thus the assumption of general obligation bonds. If the City does not have a plan to fund the deficiency costs, it cannot legitimately plan to meet the indicated level of service for its current residents. An argument could be made that new development would be asked to pay for facilities not entirely attributable to growth and partially attributable to the existing population. Oregon statutes prohibit new development paying for existing system deficiencies. The proposed tax credit scenario is included in his report to indicate that the City has considered and planned for the costs for the needed facilities. The specific amounts are less critical than the assumption that an amount of revenue must be derived from another source, which is factored into the projected SDC rate. Not granting the tax credit early implies that new development will pay all of its share without provision for paying for the existing deficiency; this could prompt new development to claim that it is paying for more than its share.

Councilor Tomlinson noted that by basing the projected SDC only on the facility costs attributable to growth, new development would never be asked to pay for the facility costs attributable to deficiencies. He reiterated that his concern involves reducing the SDC rate in anticipation of activity that may or may not occur during 2009; if that event does not occur, the City will not collect the full amount attributable to growth. He observed that projects could be selected that are attributable only to growth with no deficiency component, thereby eliminating the tax credit.

Mr. Ganer responded that USC and stakeholder group representatives considered a scenario to maintain the current level of service, which had approximately the same projected SDC rate. Under that scenario, the City could invest SDC revenue only in those facilities to maintain the existing level of service and could not invest in the mixture of facilities identified in the PRFP.

Councilor Tomlinson again expressed concern about assuming that the City will approve a $22.5 million general obligation bond during 2009.

Councilor Griffiths expressed similar concerns, noting that Mr. Ganer's report does not indicate how the information is used to calculate the $2,120 tax credit per single-family dwelling unit. She would like the calculation explained more clearly in the proposal. She noted that existing bonds were used in the 2000 parks SDC rate calculation methodology. She believes it would be more appropriate to base the projected SDC rate on existing bonds, rather than unknown bonds. She noted that USC and stakeholder group representatives discussed extensively how the City would pay for facility projects not paid by SDCs. She does not object to a tax credit, but she shares Councilor Tomlinson's concern regarding projecting a tax credit based upon unknown factors.

Councilor Brauner summarized the calculation process:

Portion of new projects attributable to new development	$53,262,020
Table 3.4, "Growth-Required Facility Costs"	
Administrative costs	+ $960,000
Table 3.5, "Compliance/Administrative Cost Estimates"	
Total costs eligible for funding from SDCs	$54,222,020
Table 3.6, "Total SDC-Eligible Costs"	
Population increase	÷ 14,063
Table 4.1, "Projected Population Increase From New Development (2005 - 2020)"	
Per-person improvement cost	$3,856
Table 4.1, "Improvements Cost Per Capita"	
Average persons per dwelling unit	x 2.55 or 1.82
Table 4.2, "Improvements Cost Per Dwelling Unit"	
Improvements cost per dwelling unit	
	$9,832 for single-family dwelling unit (without a discount)
	$7,017 for multi-family dwelling unit (without a discount)

Councilor Brauner then noted that USC's recommendation involves applying a tax credit to the project costs attributable to deficiencies. He opined that the tax credit should be applied to total project costs attributable to new development and deficiencies.

Mr. Ganer explained that new development would repay a portion of the bonds anticipated for issuance in 2009.

Mr. Ganer confirmed Councilor Brauner's understanding that the population increase would pay a share of the funding that must be raised to pay to correct system deficiencies. Ms. Conway added that this issue was broached by stakeholder group representatives from the development community.

Mr. Ganer confirmed Councilor Tomlinson's observation that a single general obligation bond could be issued during 2019, reducing the credit amount because of the present value of the future bond. Councilor Tomlinson considers the tax credit assumptions uncertain.

In response to Councilor Gándara's inquiry, Mr. Ganer said the requested reduction to 60 percent of the projected SDC rate was applied later in the calculation. The reduction could be applied before the tax credit was calculated, thereby reducing the deficiency portion of project costs. Tax credits are applied to address the potential issue that the City is illegally charging for a higher level of service than is currently provided.

Councilor Brauner questioned the amount of the proposed general obligation bond issue. Mr. Ganer said project costs to remedy deficiencies are projected at $46,031,970. He projected general obligation bonds of $45 million, assuming the City would acquire the remaining funding from other sources.

Councilor Brauner noted that the system deficiencies may not be remedied; therefore, funding to remedy the deficiencies is not dependent upon issuing general obligation bonds.

Ms. Conway added that the Council must consider what is realistic for the community. During the past five or six years, voters approved bonds for Riverfront Commemorative Park and open space land purchases totaling approximately $18 million. The City has shown it has a realistic means of funding projects intended to remedy the existing system deficiencies. Otherwise, the City would reduce its proposed projects, thereby reducing its parks SDC rate.

Councilor Brauner inquired whether the proposed tax credit calculation would be affected if $45 million in general obligation bonds were assumed to be issued during 2019, rather than two smaller amounts in different years. Mr. Ganer responded that the tax credit would be reduced slightly because of the present value of future dollars.

Councilor Brauner inquired whether the bond issue to improve the Senior Center and Chintimini Park would be part of the general obligation bond issue included in the deficiency cost calculation. Ms. Conway responded affirmatively.

Councilor Griffiths suggested that Mr. Ganer's report be enhanced, before it is made available for public review prior to the public hearing, to provide additional information regarding the assumptions. She also recommended including the math formula for determining the projected SDC rate. She noted that Mr. Ganer's report addresses property valuation and the fact that property taxes will be paid in the future, which was incorporated into the SDC rate calculation formula. However, the report does not reference existing bonds, which she considers a critical factor that may adjust the formula.

Mr. Ganer responded that existing bonds were included in the dollar amounts in his report but are not specifically identified. Ms. Conway offered to specify in the report the existing bonds.

Mr. Ganer explained that he included two bond issues at different time intervals because asking developers to pay SDCs now, when deficiencies may not be remedied for several years, equates to new development paying for use of the facilities by the existing population until the deficiencies are remedied, which is not reasonable. He believes a funding source should be identified for the next few years to address the system deficiency situation.

Councilor Griffiths suggested that the near-term proposed bond issuance be correlated in the report with the Senior Center/Chintimini Park project.

Councilor Gándara expressed concern that the report be presented in a clear and legal manner. If the report indicates that the City will seek a bond issue during the next five years, he would want some probability of the issuance occurring, so its use in the rate calculation formula is defensible.

Mr. Nelson suggested that the term "general obligation bonds" be more generic, such as "property taxes and other funding sources." Mr. Ganer responded that the report referenced general obligation bonds to equate to the cost to remedy system deficiencies. Mr. Nelson said the City may use property taxes, general obligation bonds, and grants. Councilors Gándara and Brauner concurred with Mr. Nelson's suggstion.

Mr. Ganer responded that general terms can be used in the proposal; however, he is concerned about explaining how the projected SDC rate was calculated. Alternatively, the proposal could indicate a specific amount of funding per year without identifying a funding source.

Mayor Berg observed that examples must be provided for specified funding amounts. However, it would be worse to have an undefensible SDC rate calculation methodology challenged. Mr. Ganer responded that both needs can be satisfied.

Councilor Griffiths commented that Ms. Conway has data verifying that the City has not "banked" SDC revenue obtained a great deal of matching funding. She said USC and stakeholder group representatives concerned about the issue were satisfied with the degree to which the City matched SDC revenue. This information might be beneficial to concerned citizens.

Councilor Tomlinson referenced Appendix Table B, "Large Urban & Community Parks," of Mr. Ganer's report and surmised that the 73.37-acre property indicated in the table is Alan B. Berg Park.

Ms. Conway responded that USC and stakeholder group representatives discussed a desire for flexibility in case the community, in the future, wanted to collect and invest SDC revenue for large urban parks. The group discussed not restricting SDC revenue to a specific park and keeping the full acreage or a portion of it in the SDC rate calculation methodology.

Councilor Tomlinson noted that no funds are indicated as needed to acquire 73.37 acres of large urban park. He inquired what would happen if the community wants to use SDC revenue to enhance an existing asset. Noting that new development did not pay to acquire the asset, he inquired whether new development can be required to help pay for past acquisitions.

Ms. Conway responded that USC and stakeholder group representatives reviewed the issue from the perspective of a reimbursement fee SDC component; however, the potential revenue that could be gained was not significant enough to warrant enacting the fee.

Councilor Tomlinson referenced Appendix Table C, "Linear Parks & Open Space," of Mr. Ganer's report and noted that no funds are indicated as needed to acquire open space, as the City already owns the property. He suggested that open space acquisition could be eligible for reimbursement from SDC revenue.

Ms. Conway explained that the City must demonstrate "excess capacity" in a system, based upon a master plan, in order to assess a reimbursement fee SDC component. The PRFP did not include a recommendation for open space property needed to 2020; therefore, the City could not substantiate whether it had excess capacity for open space. Staff will recommend including in the next PRFP update an indication of needed open space acreage for the future; the City would then be able to demonstrate whether it had excess capacity for this facility category. Staff could not determine a defensible level of open space, based upon the PRFP. If excess capacity could be determined, a reimbursement fee SDC component for open space

would have been defensible and might have been worth enacting. She confirmed that the City would have had to credit the open space bond payments from property taxes against the excess capacity.

Councilor Tomlinson noted that the PRFP was adopted several months before the open space bond measure was approved. Therefore, while the PRFP does not specify a deficiency or level of service for open space, the open space acreage purchase approved at the November 2000 election was not a City asset when the PRFP was adopted. Ms. Conway confirmed but noted that the PRFP included projections of future needs for other facility categories. The future needs stated in the PRFP for various parks and recreation facility categories was used in the proposed SDC rate calculation methodology scenarios reviewed by USC and stakeholder group representatives. The future need projections cited in the PRFP are needed for an improvements-based approach to the SDC rate calculation methodology and were the basis for projecting future open space acreage needs.

Councilor Griffiths referenced Table 3.3, "Facility Needs for Growth and Deficiency Repair," from Mr. Ganer's report and inquired about the planned acreage of enhanced open space at 2020. Mr. Ganer responded that the acreage cited in Table 3.3 would be enough to maintain the City's existing level of service. Without a standard, staff wanted to be sure that all proposed open space acquisition would be eligible for SDC funding, based upon there not being a deficiency. Staff used the existing open space acreage level of service as the starting point and determined the additional acreage to provide the same level of service for the population projected for 2020.

In response to further inquiry, Mr. Ganer explained that the City owns 132 acres of unenhanced open space that is planned for enhancement; 122.49 acres is needed to maintain the current level of service into the future. The City currently owns 962.1 acres of enhanced open space. Combining 962.1 acres of current enhanced open space and 254.49 acres of projected new open space needed to serve growth produces the total amount of enhanced open space needed to serve the additional 14,063 people expected in Corvallis by 2020.

Councilor Griffiths referenced Table 3.4, "Growth-Required Facility Costs," of Mr. Ganer's report and questioned the calculation of total facility costs for open space acquisition and enhancement, based upon other figures in the report.

Mr. Ganer offered to enhance Table 3.4. He explained that the figure for "Total Facility Costs" for open space represents a combination of the currently owned open space land (132 acres at $10,000 per acre) and the proposed acquisition of open space (122.49 acres at $85,000 per acre – $75,000 per acre for acquisition and $10,000 per acre for enhancement).

Councilor Tomlinson noted that, based upon the tables in Mr. Ganer's report, new development needs to fund 254.49 additional acres of open space but will only fund 122.49 additional acres because the City already owns 132 acres.

Councilor Tomlinson inquired about the status of infrastructure for the Owens Farm open space property and whether it is included in the parks SDC rate calculation methodology or will be included in the water and wastewater rate funds.

Ms. Conway responded that the portion of infrastructure for Ownes Farm open space that can be attributed to recreational purposes is included in the parks SDC rate calculation methodology. Parks SDCs and infrastructure costs included in the calculation formula are associated with enhancement of parks and open spaces. No other infrastructure costs are included in the calculation formulas. The infrastructure costs for Owens Farm and Timberhill open space properties are included in Appendix Table C, "Linear Parks & Open Space," section OS-X1 – Open Space Enhancement, of Mr. Ganer's report.

Mr. Nelson added that staff will present to the Council funding strategies for constructing infrastructure through the Owens Farm open space property to the property farther north.

Councilor Gándara noted that SDCs can only be used to pay for construction of infrastructure to reach recreational facilities within park property and cannot be used for construction of infrastructure through park property to another property.

Councilor Tomlinson referenced Table 4.5, "Discounted SDC Per Dwelling Unit," of Mr. Ganer's report and noted that discounting SDC rates to 60 percent results in the City not receiving sufficient SDC revenue for growth and not crediting new development the full property tax payment received in response to the general obligation bonds calculated earlier in the rate calculation formula. The calculation implies that only 60 percent of the proposed project construction will be funded by growth.

Mr. Ganer responded that new development would be given 100 percent of its due credit. As indicated in Table 4.4, "Total SDC Per Dwelling Unit," of his report, the total SDC for a single-family residence is $9,832, less a credit of $2,120. This calculation indicates a credit of 100 percent of the cost attributable to growth, while the City collects 60 percent of the costs for construction to remedy existing deficiencies. The credit should be applied after the percentage reduction of the SDC rate.

Mr. Nelson noted that the City's ability to access other funding sources in the future is not known; however, those efforts have been successful the past several years, with SDCs funding only ten percent of parks and recreation projects eligible for SDC funding.

Councilor Griffiths reviewed that USC and stakeholder group representatives reviewed a variety of scenarios with different facility categories profiled for SDC funding. The group was most comfortable with Scenario #3, which projected a single-family dwelling unit SDC rate of $4,870. Scenario #3 represented the same facility categories profile as the 2000 parks SDC rate calculation methodology. The SDC rate approved during 2000 did not include special use areas, linear parks, swimming pools, or large urban parks. USC members and stakeholder group representatives wanted flexibility in how SDC revenue could be invested and, thus, did not want to exclude from SDC funding linear parks and large urban parks; this meant those facility categories must be included in the rate calculation methodology. The projected SDC rate of Scenario #1, which only excluded special use areas and swimming pools, was discounted to the level of the projected SDC rate of Scenario #3.

Mayor Berg observed that it may be politically impossible to meet the needs of the PRFP with SDC revenue, as desired by Corvallis residents.

Councilor Gándara observed that, historically, staff has been able to use less SDC revenue than collected in funding parks and recreation projects because of its ability to obtain grants, bonds, and other revenues. Mr. Nelson clarified that ten percent of park development during the past five years, of which some was eligible for SDC funding, was actually funded with SDC revenue; the remaining funding was obtained from other sources.

Councilor Gándara noted that, by including in the SDC rate calculation methodology project profile more facility categories, staff is provided more flexibility in investing SDC revenue. He would prefer retaining the flexibility and reducing the projected SDC rate, rather than reducing the potential SDC revenue by reducing the facility categories eligible for SDC funding, which reduces staff's flexibility. Councilor Brauner concurred.

In response to Councilor Davis' inquiry, Councilor Griffiths explained that the 60 percent SDC rate was based upon USC members and stakeholder group representatives being comfortable increasing the projected SDC rate to approximately $4,000 and retaining SDC investment flexibility. Councilor Davis speculated that the recommended SDC rate calculation methodology could be challenged. Councilor Griffiths opined that the methodology clearly demonstrates that new development would not pay its share of the future parks and recreation facility needs.

Mr. Nelson emphasized that tonight the Council is framing discussion to occur prior to the June 19th public hearing, after which the Council will determine a SDC rate.

Councilor Gándara explained that USC members and stakeholder group representatives agreed to reduce the projected SDC rate because they believed the community would not support a new SDC rate more than twice the existing rate. The group strongly believed that new development should pay for as much new park development as was reasonable. The group wanted to give staff flexibility in investing SDC revenue while not increasing SDC rates too much.

Ms. Conway summarized that staff can proceed to distribute the draft proposal for public review prior to the June 19th public hearing. Staff will revise Mr. Ganer's report to include additional information to clarify some of the calculation formulas and assumptions. She observed that the Council generally endorses the proposed SDC rate calculation methodology, as recommended by USC.

Councilor Tomlinson said the tax credit assumptions could be amended, thereby reducing the tax credit. He suggested that the tax credit be applied on 100 percent of eligible costs and then reduced to 60 percent.

Councilor Brauner emphasized that the assumptions must be clarified in Mr. Ganer's report for discussion at the public hearing.

Councilor Daniels thanked stakeholder group representatives York, Fisher, and Hohenlohe for their work in reviewing the SDC rate calculation methodology and for attending tonight's work session.

Councilor Gándara recommended that Mr. Ganer delete from his report reference to SDC rates for manufactured housing, since it was not discussed by USC and the stakeholder group representatives.

In response to Councilor Davis' inquiry, Ms. Conway responded that Ashland, Oregon, has a low parks SDC rate because it primarily focuses on open space acreage. Additionally, she believes Ashland's SDC rate has not been modified for several years.

Councilor Griffiths referenced Table 3.5, "Compliance/Administrative Cost Estimates," of Mr. Ganer's report. Over a 15-year period (to the 2020 planning horizon), administrative costs would average $64,000 per year. She inquired whether three master plan updates are anticipated during the next 15 years.

Ms. Conway responded that at least two master plan updates are anticipated, and staff wanted to include the option of a third update. Staff reviewed the costs for the Recreation Service Plan and the Owens Farm Management Plan; these costs totaled approximately $90,000 to $100,000. She opined that the future cost per update is realistic.

Following Councilor Griffiths' further inquiry, Mr. Ganer said State statutes allow the City to pay for the direct costs of complying with the law, including specific actions. A recent statutory update included a provision that cities maintain a list of projects, based upon a current master plan. It is clear that the cost of updating master plans can be included as a SDC-related administrative cost. Mr. Nelson added that the proposed administrative costs are a small percentage of the project costs eligible for SDC funding.

Councilor Griffiths inquired whether plan update costs have been challenged in other jurisdictions. Mr. Ganer said he was not aware of any challenges.

Mr. Nelson summarized that Mr. Ganer's report will be updated, as indicated tonight. Mr. Ganer added that information responding to Councilor Tomlinson's concerns regarding the tax credit will be clarified in a staff memorandum or included in the draft SDC rate calculation methodology report. It will include how the portion of projects attributable to existing deficiencies will be paid and the application of existing bonds toward the tax credits.

III. ADJOURNMENT

The meeting was adjourned at 8:20 pm.

APPROVED:

Helen M. Berg
MAYOR

ATTEST:

CITY RECORDER

DRAFT
Subject to review & approval
by Airport Commission

AIRPORT COMMISSION
MINUTES
March 7, 2006

Present
David Hamby, Chair
Jim Moran, Vice Chair

Bill Gleaves
Marion Rose
Louise Parsons
Tom Picht
Todd Brown

Absent
Betty Griffiths, Council Liaison
Lanny Zoeller

Staff
Jon Katin, Transportation Supervisor
Dan Mason, Airport Coordinator

Visitors
Tyler Parsons, pilot, OPA
Eric Dapp, pilot, airport tenant
Mysty Rusk, EDP
Craig Tate, Corvallis Aero Services
Rod Lockrem, Honey B, LLC
Jack Mykrantz, pilot, airport tenant
Jack Loflin, pilot
Zach Brattain, Oregon State Flying Club
Tom Mock, FAA/Eugene ATCT
Ruthann Couch, FAA/Eugene ATCT

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Open Meeting, Introductions	X		
II. Review of February 7, 2006 Minutes			Approved, as amended.
III. Visitor Comments • REACH Air Ambulance - Jim Adams	X		
IV. New Business • Phelan Corporate Hangar Lease • Airspace Change Request			 Approved lease. Disapproved.
V. Old Business	N/A		
VI. Update on Industrial Park	X		
VII. Update on Airport	X		
VIII. Update on FBOs	X		
IX. Update on City Council	N/A		
X. Information Sharing • Monthly financial report	N/A		

CONTENT OF DISCUSSION

I. Open Meeting, Introductions

Chair Hamby opened the meeting at 7:00 am. Staff and visitors were introduced.

II. Review of Minutes

Page 5, item VI, second bullet, the motion was seconded by Commissioner Tom Picht.

Page 3, last bullet, should read "This item will be covered under Update on Industrial Park".

Page 4, bottom of the page, the motion should include the sentence "This recommendation will be forwarded to the Development Subcommittee for further discussion".

Commissioners Moran and Brown, respectively, moved and seconded that the Commission approve the minutes, as amended. The motion passed unanimously.

III. Visitor Comments

- REACH Air Ambulance - Jim Adams

Dan Mason noted that REACH Air Ambulance, stationed in Santa Rosa, California, was scheduled to send a representative to the meeting to introduce their company. The representative was unable to attend. REACH is seriously considering establishing an air ambulance/helicopter service at the airport. Good Samaritan Hospital and the City are both very supportive of this venture. REACH would like to begin service as soon as possible. Assuming the Commission concurs with the recommendations of the ADRC, the recommendation would need to be taken to the Urban Services Committee on the same day as the next Commission meeting. Urban Services Committee would then forward the recommendation to City Council. Assuming City Council consent, REACH is hopeful of becoming operational May 1.

IV. New Business

- **Phelan Corporate Hangar Lease**

Dan cited the ADRC report dated November, 2005, which stated Eric Dapp, representing Rick and Ron Phelan, has requested permission to put another corporate hangar next to Mr. Dapp's hangar.

Commissioners Gleaves and Picht, respectively, moved and seconded that the Commission approve the Phelan corporate hangar lease as stated. The motion passed unanimously.

- **Airspace Change Request**

Background:

Dan received a call from the FAA Center in Seattle saying the Center is considering a request to change the airspace over the airport to Class E airspace from Class G airspace and noted that the airport's operations would not change. A Coast Guard pilot called the FAA to ask for a review of a change in airspace so that it would be controlled down to the surface. Currently, at 700 feet Above Ground Level (AGL), it becomes Class E airspace, below 700 feet AGL it is currently uncontrolled, Class G airspace. The FAA asked Dan for a recommendation from the City regarding its approval or disapproval of the airspace change.

Discussion:

Dan introduced Ruthann Couch, Manager of the FAA tower in Eugene, and Tom Mock, Support Specialist. Ms Couch and Mr. Mock attended the meeting to answer any questions which may arise. Ms Couch said any change would be preceded by an extended comment period and public meetings. Mr. Mock said the result of an airspace change would be a restriction during reduced weather situations. Currently, the FAA has no control over airspace below 700 feet. A change to "Class E" would take the control to the surface up to five miles around the airport. Mr. Mock estimated the impact as minimal to airport users.

Mr. Mock was asked about the effect upon helicopter operations during reduced visibility in the event of an airspace change. If a helicopter is below VFR minimums, a special VFR clearance would be needed.

Dan talked about FAA Order 7400.9 series and how it refers to E2 to the surface and whether it's a 4 or a 5 mile minimum.

Rod Lockrem of Honey B, LLC, said his company is unequivocally against the proposed airspace change. The change would significantly reduce the days of the year his company could conduct helicopter training and hover practice in reduced visibility. Commissioner Gleaves agreed that a change would negatively impact airport operations.

Mr. Mock was asked about "holes" in radar coverage north of the Corvallis airport. He said the radar site located in Eugene has an anomaly in its coverage. The FAA has been working on correcting the problem for years.

Jim Moran asked Mr. Mock if solving the "holes" problem of reduced radar coverage at the Corvallis airport would eliminate the need for airspace change. Mr. Mock said he did not definitively know the answer but he thought the airspace change would still be needed even after the "holes" in radar coverage was solved.

Commissioners Gleaves and Parsons, respectively, moved and seconded that the Commission recommend disapproval of the airspace change request.

Discussion followed regarding the motion. Commissioner Parsons said the airport is so busy at times, especially during the summer, that it is safer to fly at a lower altitude. Dan Mason said he spoke to Ron Gustafson, HTSI's representative, who said HTSI's official position is that they are unequivocally against approval of the request. Dan said his observations at the airport have shown him that pilots use the airspace in a safe and conscientious manner.

The motion passed unanimously.

V. Old Business

There was no Old Business.

VI. Update on Industrial Park

- Mysty Rusk said Commissioner Gleaves joined her in taking a group of elected officials on a tour of the Airport Industrial Park.
- A shovel ready application was submitted for the Airport Industrial Park. It was requested by the State that the application be withdrawn because of configuration problems with the areas being proposed. A third-party reviewer is expected in June to help with meeting the State's criteria.
- There are four leads for recruitment of airport lessees, two have already been turned in.
- Dan Mason reported that he and Jon Katin have been attempting to finalize an agreement to acquire acreage which would ease the problems of wetlands mitigation. Mr. Mason also met with the Adair Village City Manager about acquiring use of a one-hundred acre parcel being offered as a mitigation site. The City is still considering this offer.

VII. Update on Airport

- Dan distributed flyers on the Bend Fly Safe Clinic to be held at Bend Airport June 2-3. There will be safety seminars on mountain flying and other tips for flying into higher altitude airports.
- Dan went over the Madison Avenue Meeting Room's guidelines and layout. The Commission was asked for its input on the meeting room. Several Commissioners mentioned the heat being set too high.

VIII. Update on FBO's

Rod Lockrem proposed a new building for Corvallis Aero Service. He requested the

Airport Design Review Committee meet to review his conceptual plans. Once the site and general configuration of the building are approved, an architect will draw up the plans.

IX. Update on City Council

Councilor Griffiths was not present.

X. Information Sharing

Commissioner Rose expressed concern about the use of modular buildings. Bill Gleaves said it is written in the guidelines that modular buildings are not permitted.

- **Monthly Financial Report**

There was no comment on the Monthly Financial Report.

The meeting was adjourned at 8:15 am.

NEXT MEETING: April 4, 2006, 7:00 am, Madison Avenue Meeting Room

DRAFT
Downtown Parking Commission
Minutes
February 22, 2006

Present
Lita Verts, Vice Chair
Joan Wessell
Stan Nudelman
Mike Blair
John Howe
Josh Kvidt

Staff
Joe Whinnery, Public Works
Jim Mitchell, Public Works

Visitors

Absent
Jeff Katz, Chair
Andrew Ross
Rob Gándara
Richard Mehlhaf

SUMMARY OF DISCUSSION

Agenda Item	Infor-mation Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Approve January 25, 2006 Minutes			Approved, as amended
II. Commission Reports	X		
III. Old Business • Benton County Request for Preferred Carpool/Vanpool Parking Downtown			Approved one carpool preferred parking space and one vanpool preferred parking space for County employees
IV. New Business • Review of 10-Hour Meter Utilization - 300 Foot Boundary of the Free Customer Parking Area • Motorcycle Parking Space Marking in Free Customer Parking Area • Benson Interiors Inc. Meter Change from 24-Minute Parking to 2-Hour Parking		X	Approved conversion of seven parking spaces to motorcycle-only parking Approved conversion of parking meters to 2-hour parking
V. Visitors Comments	N/A		
VI. Other Business/Actions/ Information Sharing	X		

I. Call Meeting to Order/Approve January 25, 2006 Minutes

The meeting was called to order by Vice Chair Lita Verts.

In a correction of the January minutes, Mike Blair was present at the January 25, 2006 meeting.

Commissioners Wessell and Nudelman, respectively, moved and seconded that the Commission approve the January 25, 2006 minutes, as amended. The motion passed unanimously.

II. Commission Reports

- **Chair Reports/Updates**

Jeff Katz was not present.

- **BPAC - Andy Ross**

Andy Ross was not present. In his absence, Joe Whinnery reported that many visitors attended the February BPAC meeting to share their stories on bicycle safety and to advocate for a comprehensive safety and education program to be coordinated by the City.

Three downtown intersections were identified by BPAC as being potentially dangerous for pedestrians and bicyclists. BPAC will look into possibly altering or eliminating several parking spaces to improve sight distances.

Chair Greg Bennett resigned from BPAC. His position will be filled by mayoral appointment. Susan Nelson will be acting Chair until a successor is elected.

- **CACOT - Lita Verts**

Lita Verts reported that CACOT is in the midst of revising routes to improve on-time performance. A CACOT subcommittee drafted revisions, there was a public meeting to consider citizen suggestions and comments, and staff and the subcommittee will make their final recommendations at the March CACOT meeting.

- **City Council - Rob Gándara**

Rob Gándara was not present.

III. Old Business

- **Benton County Request for Preferred Carpool/Vanpool Parking Downtown**

Background:

Benton County requested several parking spaces for carpool and vanpool vehicles as part of a

program to encourage ride sharing. The spaces were to be located near County buildings which are the places of employment of carpool and vanpool drivers. The Commission requested that staff consider other potential locations at which these drivers could park so as not to impact metered or on-street parking.

Discussion:

Whinnery distributed a staff report which stated that if the County could not assure the filling of a vanpool, with a minimum of eight riders, or could not assure the filling of a carpool, with a minimum of two riders, any preferred parking accommodations would be rescinded. The County would be responsible for administering program restrictions.

Staff, along with County representatives, identified several potential locations for preferred parking spaces. The vanpool space identified by the County is a ten-hour metered space located at the corner of NW Jackson Avenue and 5th Street. The carpool space identified is at the corner of NW Monroe Avenue and 6th Street.

Jim Mitchell said he was concerned that designating a space for carpool-only parking may not limit parking to County employees. He said designating a space in an off-street location, particularly in a private lot, makes more sense because a private lot would be owned by a company which could closely monitor the space's use.

Commissioners Nudelman and Howe, respectively, moved and seconded that the Commission approve the creation of a County carpool preferred parking space in the parking lot next to the former Moose Lodge and one vanpool preferred parking space at the corner of NW Jackson Avenue and 5th Street. The carpool space will be reserved for vehicles with no fewer than four occupants. Each carpool and vanpool rider must be a County employee. Permits for both spaces will be issued by the City. The Commission will revisit this issue in six months to gauge its success or failure. The motion passed unanimously.

IV. New Business

- **Review of 10-Hour Meter Utilization - 300 Foot Boundary of the Free Customer Parking Area**

Staff analyzed the 10-hour meter usage on the periphery of downtown. If it were determined that a significant number of spaces were not being used, the City may remove some of the meters to encourage more employee parking. Any 10-hour meters other than those identified within the 300 foot boundary of the Free Customer Parking Area would not be affected.

Whinnery said this item will be deferred until a future meeting while data is further analyzed. A staff proposal will be forthcoming.

- **Motorcycle Parking Space Marking in Free Customer Parking Area**

Parking Enforcement requested that staff evaluate areas in which motorcycles have traditionally

parked but are not specifically designated for motorcycle parking. These areas could possibly receive designated parking spaces for motorcycles. Current ordinances prevent motorcycle parking in a "regular" parking space. Staff identified areas downtown which could receive motorcycle or scooter spaces. Staff requested from the Commission approval of eight identified motorcycle parking space locations. The eight locations are:

1. 2nd Street and Madison Avenue, Northeast corner on Madison
2. 2nd Street and Monroe Avenue, Northwest corner on Madison
3. 3rd Street and Monroe Avenue, Southeast corner on Monroe
4. 3rd Street and Adams Avenue, Northwest corner on 3rd
5. 4th Street and Washington Avenue, Northeast corner on Washington at end stall
6. 4th Street and Adams Avenue, Northwest corner on Adams
7. 4th Street and Jefferson Avenue, Northwest corner on Jefferson
8. Madison Avenue between 4th and 5th Streets, west of alley on south side

These locations were forwarded to Lt. Jon Keefer, Police Department liaison to the Commission, and to Parking Enforcement. Both Lt. Keefer and Parking Enforcement approved of the eight locations. Each motorcycle space would be able to accommodate at least two motorcycles.

Mitchell said the one exception to the smaller-than-normal spaces mentioned earlier by Whinnery is the space on 4th Street and Washington Avenue, Northeast corner on Washington at end stall (identified above as #5). The space is currently a 10-hour meter space in which a vehicle could park.

Commissioners Wessell and Nudelman, respectively, moved and seconded that the Commission approve the conversion of spaces 1-8, as identified above, with the exception of number 5, be converted to motorcycle-only parking spaces.

Discussion ensued regarding the motion. Wessell said she did not approve of location #5 being converted because she expects vehicle parking demand to increase upon completion of the Renaissance on the Riverfront project.

The motion passed unanimously.

- **Benson Interiors Inc. Meter Change from 24-Minute Parking to 2-Hour Parking**

The building which currently houses Benson Interior's was formerly occupied by Beaver Plumbing. Beaver Plumbing wanted quick turnaround times in front of the building. Benson's feels that 24 minutes is not enough time for customers to comfortably conduct business. The cost of changing the parking meter heads would be minimal.

Commissioners Wessell and Nudelman, respectively, moved and seconded that the Commission approve the conversion of meters in front of Benson's Interiors to 2-hour parking.

Discussion ensued regarding the motion. Mike Blair said Benson's Interiors owns a parking

lot on the west side of the building and wondered if that wasn't enough parking for their customers. Wessell said no businesses in the area would be well-served by the 24-minute meters. Jim Mitchell said many motorists are not paying for the use of the meters now. Parking Enforcement has a difficult time enforcing the time limit because it is so short.

The motion passed unanimously.

V. Visitors Comments

There were no visitor comments.

VI. Other Business/Actions/Information Sharing

Stan Nudelman asked if consideration has been given to allowing parking on both sides of the street on 11th Street between Madison Avenue and Jefferson Way. Currently, parking is allowed only on the east side of 11th. He suggested that the Commission adopt a policy of finding one new parking space for every space that is eliminated. Wessell agreed with the suggestion. Verts pointed out that 11th and Madison does not constitute downtown parking, therefore does not fall under the purview of the Commission. Nudleman asked Mitchell how he would go about proposing parking be permitted on the west side of 11th between Madison and Jefferson. Mitchell said staff would look into the history of why parking is not currently permitted there and would contact the City's Planning Department to have a City Planner attend an upcoming Commission meeting to address this and other issues.

Blair said another problem spot is westbound on SW Washington at 11th Street. He said the sight distance is insufficient for safe travel.

Next meetings: March 29, 2006, at Madison Avenue Meeting Room, 5:00 p.m.
April 26, 2006, at Madison Avenue Meeting Room, 5:00 p.m.

MEMORANDUM

To: City Council Members

From: Helen M. Berg, Mayor

Date: March 30, 2006

Subject: Vacancy on Watershed Management Advisory Commission

I'm declaring a vacancy on the Watershed Management Advisory Commission for the position previously held by Gary Springer, who resigned because of health reasons. Gary's term on the Commission expires June 30, 2008.

I would appreciate your nominations of citizens to fill this vacancy.

1023

MEMORANDUM

TO: Mayor and City Council

FROM: Steve Rogers, Public Works Director SR

DATE: March 20, 2006

SUBJECT: Request for Systems Development Charge (SDC) Reimbursement - 2005 SW 53rd Street Improvements

I. ISSUE

Benton County, the applicant, has requested SDC reimbursement for the incremental costs of extra-capacity components of the public street improvements installed in SW 53rd Street. The applicant has specifically requested that reimbursement be made as a cash reimbursement.

II. BACKGROUND

The 1996 Corvallis Transportation Plan classifies SW 53rd Street as an arterial and cites that the preferred improvement alternative from the "1985 53rd Street Corridor Study: Harrison Boulevard to Highway 20" should be pursued through cooperation between the City and Benton County.

The 53rd Street Corridor Study recommends Alternative OP-2 which shows a 68-ft pavement section consisting of four 11-ft travel lanes (two each direction), two 6-ft on-street bike lanes, and one 12-ft center turn lane. The existing 10-ft multi-use path on the west side of 53rd is retained. A 6-ft sidewalk is shown on the east side of 53rd Street. No landscape strip is shown for the east side and a 4-ft planter is shown on the west side.

The subject section of 53rd Street is also within the planning area of the "West Corvallis - North Philomath Plan" adopted in 1998. The West Corvallis - North Philomath Plan shows arterial street sections consisting of four 12-ft travel lanes, two 6-ft on-street bike lanes, 12-ft center landscaped median (WCNP Policy C-I-24), two 12-ft landscape strips and 6- to 14-ft sidewalks. With the exception of wider sidewalks (5-ft is typical), these dimensions are consistent with a typical arterial configuration as currently specified in the Corvallis Transportation Plan.

III. DISCUSSION

The improvements constructed by Benton County consist of two 12-ft travel lanes (one each direction), two 6-ft on-street bike lanes, west-side curb & gutter, west-side 6-ft landscape strip, 12-ft center medians with 8-ft-wide landscape area and 12-ft turn lanes. These improvements are consistent with the planning for this area. This project was publically bid in conformance with ORS 279.

East-side curb & gutter was not provided as would be prescribed by City standards. Provision of curb & gutter is a local street component that would be funded by non-SDC sources.

The bike lanes, left turn lanes and extra pavement strength are typical extra-capacity street facilities. Landscape medians have not been a common extra-capacity street facility but, in this case, should also be eligible. These medians are associated with the left turn lanes, facilitate capacity increasing access control, and are recommended for arterial street sections in the West Corvallis - North Philomath Plan. Access to the Benton County Fairgrounds was consolidated through this project.

According to Corvallis Municipal Code Chapter 2.13 guidelines, SDC reimbursement requests for public improvements are to be submitted by the developer and approved by City Council prior to issuance of a construction permit. The construction for these public improvements was completed in August 2005. In this case, no City construction permit was applicable to Benton County so this criterion was not applicable. Improvements to this section of 53rd are, however, included in the City SDC program and are eligible to be considered for reimbursement.

Benton County has submitted an SDC-eligible construction cost estimate of $251,412.06. This estimate is based upon proposed eligible construction quantities and known costs to-date. Final accounting may differ from this estimate. The project may be also eligible for up to 15% reimbursement for engineering costs and 3% for legal and administrative costs. These non-materials costs are subject to documentation of conformance with ORS 279 and Contractor's Wage Certification form submissions. Staff have reviewed this request for reimbursement eligibility and recommends SDC reimbursement approval of up to $310,000. The staff recommendation includes approximately 5% of the estimated construction cost as contingency.

If approved by the City Council, actual reimbursement will not occur until the above-mentioned improvements have been completed and accepted by Benton County. At that time, Benton County will be required to substantiate the reimbursement request with eligible construction quantity and payment verifications, as-built drawings and ORS 279 compliance. Reimbursements are limited to the lesser of the City Council approved estimates or actual costs, unless additional amounts based on actual construction costs are approved by City Council. Actual reimbursement timing is also subject to the availability of SDC appropriations and may need to occur in subsequent fiscal years.

IV. RECOMMENDATION

Staff recommends that City Council authorize Street SDC reimbursement to Benton County of up to $310,000 for bike lanes, extra pavement strength, left turn lanes and landscape medians on 53rd Street.

Review and Concur:

3/22/06

Nancy Brewer — Date
Finance Director

3/23/06

Jon S. Nelson — Date
City Manager

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

MEMORANDUM

To: Mayor and City Council
From: Julee M. Conway, Director
Karen Emery, Recreation Division Manager
Date: March 24, 2006
Subject: Local Share Fund Grant - Application Authorization

Issue:
The Department has been notified that the grant cycle for the 2006 Local Share Fund has begun. The application process requires the City Council authorize the application for the grant.

Background:
The sports lighting system at Pioneer Park is in need of replacement. The current lighting system is forty-five years old, and due to its age and aluminum wiring, is unstable. In addition, the wooden light poles have deteriorated. This project was adopted in the Capital Improvement Plan to be completed in FY 06-07 although unfunded. This project will be submitted to the Oregon Department of Energy, Business Energy Tax Credit Program, which if successful, could fund 25% of the total project. The Friends of Softball advisory committee approved match funding, up to $50,000 in support of this project. The remainder of the project will be funded with the grant and Parks and Recreation budgeted funds.

Recommendation:
To authorize application to the 2006 Local Share Fund process to fund the Pioneer Park lighting system project.

Review and Concur:

Jon S. Nelson, City Manager

Nancy Brewer, Finance Director

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Park Improvements - Existing

Department: Parks and Recreation

Category: Community Preservation

Origination: Citizen Requests

Priority: 3 -Parks and Recreation Advisory Board Objective

Purpose: This project provides for a wide variety of improvements for several existing City parks. The Parks and Recreation Advisory Board has recommended the highest priority for ongoing funding is to maintain existing facilities. Enhancements to existing parks through project phasing is the next highest priority followed by bringing new park facilities into the system.

Scope of Work: FY 06-07: Pioneer Park lighting improvements ($200,000) to replace lights, ballasts, and wiring; Complete Riverfront Park north end design ($70,000); Complete construction of Sunset Park Improvements ($180,000). Street and water infrastructure improvements associated with the Sunset Park project will be constructed under the Country Club Drive Improvement project (page 59 of CIP document).

FY 07-08: Complete Willamette Park design ($30,000); Riverfront Park South Gateway improvements design ($10,000); Construct a picnic shelter at Willamette Park to replace the shelter destroyed by fire in FY 00-01 ($75,000); Replace Starker Arts Park play structure ($45,000); Cloverland Park Picnic Shelter ($33,000).

FY 08-09: Complete improvements to Grand Oaks Park including parking, restroom, benches, trash cans, drinking fountain and landscaping ($84,000); Riverfront Park south gateway improvements including skate park improvements to construct a playground area, lighting, and cover (budget TBD); Pioneer Park improvements including a new ball field, lights, parking improvements, and a footbridge connection to Avery Park parking areas ($450,000).

FY 09-10: Construct a permanent restroom at Village Green Park ($113,000); Install four sand volleyball courts at Village Green or Washington Park ($62,000).

FY 10-11: Willamette Park field conversions modifying existing soccer fields to softball/soccer fields ($150,000); Porter Park improvements to upgrade play area and install irrigation and turf (budget TBD); Riverfront Park northend construction (budget TBD).

Assumptions: Implementation of these project is dependent upon successful acquisition of grants and other funding sources TBD. Willamette River Greenway permit approval, including a public hearing before the Planning Commission, is required for all work undertaken in Willamette Park.

Operating Budget Impacts: Operating impacts vary by the nature of each project.

Estimated Useful Life: 20 years

11/09/05

MEMORANDUM

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director

DATE: March 27, 2006

RE: Scheduling a hearing for the appeal of a Land Development Hearings Board decision regarding an Historic Preservation Permit application for the Full Gospel Assembly Church (HPP06-00001)

On March 15, 2006, the Land Development Hearings Board (Board) heard a request from the owner of the Full Gospel Assembly Church (now Sivetz Coffee) to remove the Historic Preservation Overlay (HPO) from the property, thereby removing the property from the Local Register of Historic Landmarks and Districts (Local Register). If the HPO is removed and the property de-listed from the Local Register, it would no longer be subject to Land Development Code Chapter 2.9 - Historic Preservation Provisions.

The Board unanimously denied the request on March 15, 2006. On March 23, 2006, staff at the Planning Division Office received an appeal of the Board's decision. The appeal requires a public hearing before the City Council.

Please schedule this Public Hearing for April 17, 2006.

MEMORANDUM

March 29, 2006

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director

RE: Scheduling a Public Hearing to Receive Input Related to the FY 06-07 CDBG/HOME Program Draft Action Plan

In order to meet public participation requirements and carry out planning activities related to the development of an FY 06-07 Action Plan for the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs, the City must conduct two public hearings prior to submitting a final Action Plan for HUD consideration and approval.

The first hearing, to receive input prior to drafting the Action Plan, was held January 3, 2006, and a draft version of the Action Plan will be completed and made available for public review no later than April 18. This memo requests scheduling of the second CDBG/HOME public hearing for the City Council meeting of May 1, 2006, in order to receive citizen comments related to the draft Action Plan and the activities/expenditures outlined therein.

* * * MEMORANDUM * * *

MARCH 22, 2006

TO: **MAYOR AND CITY COUNCIL**

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

SUBJECT: **MARCH 22, 2006, CITY LEGISLATIVE COMMITTEE WORKING NOTES**

1. Call to Order

Mayor Berg called the meeting to order at 7:30 am. Also in attendance were Councilors Brauner, Daniels, and Grosch and City Manager Nelson.

2. Resolution on TABOR Constitutional Amendment

The Legislative Committee considered passing a resolution opposing the Tax Payers Bill of Rights Spending Limit Initiative Petition #6. The Committee unanimously recommends Council pass the attached Resolution.

Committee members noted that a subsequent resolution urging a no-vote may be appropriate should the initiative make the ballot.

3. Adjournment

The meeting adjourned at 8:00 am.

Attachment

2017

RESOLUTION 2006-____

Resolution on Taxpayers Bill of Rights Initiative Petition #6

Minutes of the April 3, 2006, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, state and local officials are elected to make decisions that balance the public's needs with government spending and revenue; and

WHEREAS, state and local government need flexibility to respond to emergencies and the changing priorities of citizens; and

WHEREAS, a number of potential ballot measures would make arbitrary cuts in funding for state and local programs that provide essential service such as public safety, education and human services; and

WHEREAS, voters have adopted multiple ballot measures that limit local revenue; and

WHEREAS, a statutory cap on state spending has already been enacted.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that the Corvallis City Council opposes Spending Limits Initiative Petition #6 and other similar petitions, and urges voters to carefully consider the consequences prior to signing.

_____
Councilor

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

* * * M E M O R A N D U M * * *

MARCH 13, 2006

TO: **CITY LEGISLATIVE COMMITTEE**

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

SUBJECT: **Council Referral of Spending Limit Constitutional Amendment (TABOR)**

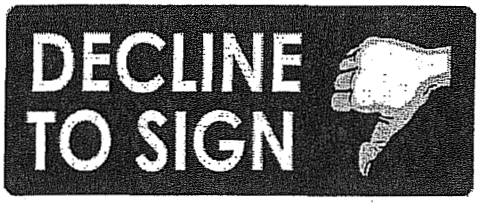
I contacted the League of Oregon Cities (LOC) asking for information they have on the TABOR initiative petition. The LOC Resolution is attached. You will note it is purposefully broad. Should the initiative petition receive enough signatures for the ballot, I anticipate an additional LOC model resolution with information targeted specifically to initiative petition #6.

Attachment

2013

3/2 From Councilor Tomlinson —
Kathy

Our Oregon BALLOT WATCH



TABOR Constitutional Amendment
"Spending Limit"
Initiative Petition #6

Get the facts

TABOR amends the Oregon Constitution.
It imposes an arbitrary cap on state spending that will take away our ability to do balanced and fair budgeting.

TABOR is unnecessary and is the wrong solution for our state.
The real problem is the corporate tax loopholes that shift the tax burden to hard-working families. We need to make big businesses pay more of their fair share rather than slash much-needed services to kids and seniors.

TABOR doesn't set priorities for state government.
Instead, it makes it harder for the state to protect the services we all count on.

TABOR has unintended consequences.
It would limit state spending to an arbitrary formula that will force deep cuts to schools, public safety, health care and seniors services with no relation to real expenses. We all know that costs for things like health care and senior services are rising faster than we can keep up with.

TABOR is a proven failure.
Coloradoans learned the hard way. After 13 years under TABOR, Colorado's schools got worse and college got more expensive. Health care services dwindled. Bridges and roads went without repair.

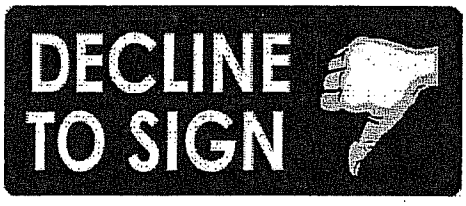
TABOR didn't work in Colorado. It won't work in Oregon.
That's why Colorado voted to roll back TABOR last year after leading conservatives joined the business community and led the fight to suspend the measure. Also, in California, voters recently rejected a similar measure.

TABOR is being pushed on Oregon by outside special interests.
This petition is being funded by national special-interest groups such as Grover Norquist's Americans for Tax Reform. Norquist is an ally of disgraced Washington, D.C. lobbyist Jack Abramoff, who has pled guilty to corruption charges. Campaign reports show that there is no Oregon funding for TABOR.

www.ouroregon.org

3/2 From Counselor Tomlinson, Kathy

Our Oregon BALLOT WATCH



Federal Substitution
Initiative Petition #14

Get the facts

Another false promise.
They say it's a tax cut, but in the end we'll get far less money than they promise and it won't do anything to slow down the skyrocketing costs of living we all face.

This measure doesn't make things better.
The measure says people could take either the per-person tax credit they now get from the state or the per-person deduction they receive on their federal return when they file their taxes.

This measure is the wrong solution.
The real problem with the state are the corporate tax loopholes that shift the tax burden to regular working families.

This measure won't help regular people.
Average Oregonians will see education, health care and other public services shortchanged, while those at the top will keep their big tax loopholes.

This measure doesn't solve anything.
Cutting services to kids and seniors isn't the way to force the government to become more accountable. If we want to change the way our government is run, we should change our leadership, not punish low-income families, students, and seniors on a fixed income.

It's not worth $11.17 per month.
The average Oregonian would get just $11.17 per month under this measure. That's not worth bigger class sizes and increased college tuition. It's not worth nursing home bed shortages for our senior citizens and cuts to public safety.

This measure doesn't come from Oregon.
The measure is being funded by a rich Nevada hypnotist named Loren Parks and a national group called FreedomWorks. Parks has a long history of bizarre ideas that he tries to impose on Oregon voters by using the initiative system. FreedomWorks is a national corporate special interest group.

www.ouroregon.org

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

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PROCLAMATION

National Library Week

April 2 - 8, 2006

WHEREAS, Libraries are part of the American Dream – places for opportunity, education, self-help, and lifelong learning; and

WHEREAS, Our nation's public, academic, school, and specialized libraries help people change the world; and

WHEREAS, Libraries play a vital role in providing millions of people with the resources they need to live, learn, and work in the 21st Century; and

WHEREAS, Libraries are changing and dynamic places; and librarians are the ultimate search engine, helping people of all ages find the information they need in print and online; and

WHEREAS, Libraries bring you a world of knowledge both in person and online, as well as personal service and assistance in finding what you need when you need it; and

WHEREAS, Libraries are a key player in the national discourse on intellectual freedom, equity of access, and narrowing the "digital divide"; and

WHEREAS, More individuals must be recruited to the profession of librarianship and to work in libraries to maintain their vitality in today's changing workplace; and

WHEREAS, Awareness and support must be increased for libraries, librarians, and library workers by raising their visibility in a positive context and by communicating clearly and strongly why libraries are both unique and valuable; and

WHEREAS, Libraries, librarians, library workers and supporters across America are celebrating National Library Week with The Campaign for America's Libraries.

NOW, THEREFORE, I, Helen M. Berg, Mayor of Corvallis, Oregon do hereby proclaim **April 2 through 8, 2006,** to be **National Library Week** in the City and encourage all residents to take advantage of everything their library has to offer and discover all the ways you can change your world at your library.

_____
Helen M. Berg, Mayor

_____
Date

A Community that Honors Diversity

MEMORANDUM

To: City Council Members

From: Mayor Helen M. Berg Helen

Date: March 28, 2006

Subject: Appointments to Economic Development Allocations Sub-Committee

---

I am appointing the following persons to the Economic Development Allocations Sub-Committee; these appointments do not require Council confirmation.

Randy Joss
6088 SW Grand Oaks Drive
Corvallis, OR 97333
Telephone: 929-9360 (H)
228-7267 (W)

Randy Joss is the advertising executive with KEZI television in Corvallis.

Matt Johnen
3931 NW Clarence Circle
Corvallis, OR 97330
Telephone: 753-4313 (H)

Matt Johnen is a former executive with Seagate who has retired to live in Corvallis. He has children in elementary and high school.

Jeff Barricks
5270 SW Philomath Boulevard
Corvallis, OR 97333
Telephone: 929-2649 (H)
738-2100 (W)

Jeff Barricks is the manager of Safeway Food & Drug at SW 53rd Street and SW Philomath Boulevard.

****

COUNCIL REQUESTS

FOLLOW-UP REPORT

MARCH 30, 2006

****

1. City Hall Renovation Project Update (Nelson)

The Capital Improvement Program includes a series of projects over three years relating to City Hall.

- The first project, renovation of the Madison Building , is complete.

- The second project, renovation and seismic upgrades to City Hall, is currently in design and is scheduled for construction during Fiscal Year 2006-2007. This project needs to be modified as follows:

  There is a potential for the seismic upgrade portion of the project to be partially (75%) funded through a FEMA grant. Unfortunately the 2006 grant cycle was not funded at historic levels; and grant submittals were limited. We believe that the 2007 cycle will be more conducive to successful grant funding. We have, however, determined that it is feasible for the renovation portion of the project to proceed in Fiscal Year 2006-2007 while delaying the seismic upgrade portion to the following year, hopefully with grant funding. Since the project is fully funded should the grant not be received, the seismic work will proceed in any case in Fiscal Year 2007-2008.

- The third project, demolition of the Moose Building and addition of parking, will continue as scheduled for Fiscal Year 2007-2008.

Jon Nelson
City Manager

CITY OF CORVALLIS – COUNCIL REQUESTS – TRACKING REPORT
PENDING REQUESTS

Council Request Item	Requested By	Date of Request	CM Report Due Date	Assigned to	Response in CM Rpt No.	Comments
City Hall Renovation Project Update	Nelson	03-20-06	03-28-06	Rogers	CCR 03-30-06	
Citizen Attitude Survey Response Trends	Grosch	01-03-06	04-11-06	Nelson		

Memorandum

Date: March 28, 2006

To: Mayor and City Council

From: Ken Gibb, Community Development Director

Re: 2006 Social Service Needs Assessment

Attached for your review is the final version of the Benton County Needs Assessment for 2005-06. The City of Corvallis, Benton County and United Way have been long-time partners in the assessment of the social service needs of the community. The first assessment was conducted in 1996 with follow-ups every three years. In recent years, Samaritan Health Services, the Corvallis Clinic, and Oregon State University have joined the partnership.

In the past, the Needs Assessment has been information considered by the Human Services Committee in the annual social service priority setting. Earlier last month, staff recommended and the Human Services Committee agreed that the Needs Assessment should be reviewed more thoroughly this year - well in advance of the social service priority setting process for the FY 07-08 funding allocation that would typically take place next January. A presentation and review process will be scheduled later this year.

Therefore, at this time, this report is for information only. If you have questions about the Needs Assessment, please feel free to contact me.

Review and Concur:

Jon S. Nelson, City Manager

Community Assessment Update

Needs Assessment Report

Prepared for

The United Way of Benton County

In Partnership with

Benton County
City of Corvallis
Corvallis Clinic
Oregon State University
Samaritan Health Services

By Cogan Owens Cogan
in association with
Davis Hibbitts and Midhgall

February, 2006

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Executive Summary

Introduction

Benton County residents, employers and community organizations—all benefit from a healthy community—one in which people have access to healthy lifestyles and a clean environment; where the basic needs of food, shelter, clothing, education and healthcare are met; people participate actively in the life of the community; job opportunities are plentiful and meaningful; and where people can enjoy cultural, recreational and other opportunities that nurture their minds and bodies.

The United Way of Benton County, in partnership with the County, the City of Corvallis, the Corvallis Clinic, Oregon State University and Samaritan Health Services, periodically assesses the health of the community to help them set priorities for funding and resource use that best meet the needs of the community. This report describes the fourth such assessment, which has generally been updated every three to five years. It summarizes the research methodology used and includes the elements of a healthy community today, community needs and issues, and conclusions and recommendations.

Methodology

In early 2005, United Way of Benton County and its partners retained the consulting firm Cogan Owens Cogan (COC), assisted by survey researchers Davis, Hibbitts and Midghall (DHM), to prepare this needs assessment. The project team undertook the following activities:

- Stakeholder interviews with community leaders. Personal or telephone interviews were conducted with 11 community leaders representing partnering agencies, local foundations and other interests.
- Random-sample, telephone survey of 500 County residents, including 213 low-income households.
- Secondary, empirical research into conditions related to healthy communities, with detailed data for each element.

- Informal, service provider questionnaire. United Way distributed this written survey via e-mail to 47 people representing nonprofit, faith-based, local government and other service providers in the County.
- Two focus groups of community service recipients and others. COC facilitated discussions related to substance abuse and health care, and strategies to address these issues.

Overview of a Healthy Community

Through personal interviews, community leaders defined and identified key elements of a healthy community. This was followed by a random sample telephone survey and service provider questionnaire asking respondents to rank the importance of these elements in creating a healthy community.

A **healthy economy** is considered a very important element of a healthy community by 63% of service providers and 70% of telephone survey respondents. This includes a high employment rate/job opportunities and stable workforce. They believe that an economically vibrant community also affects mental health and crime rates.

Services for the elderly and health care and safety are important in meeting the basic needs for food, clothing, shelter and education. Providing the first three for residents in need are identified by 95% of service providers and 77% of telephone survey respondents as a very important element of a healthy community.

Quality education is defined in terms of good schools, a satisfactory graduation rate and a well-educated population. Quality educational opportunities are important to several community leaders. In responding to the list of elements, 95% of service providers and 91% of telephone survey respondents say that quality K-12 education is a very important element of a healthy community, with education/schools the second most common answer among telephone survey participants.

A healthy community also is defined in terms of the availability of a **variety of social and health care services, or a social service**

network. Specifically mentioned by community leaders are adequate resources to treat/counsel substance abusers and their families and other families in distress. A low crime rate and low child abuse ratios also are important. Services for the elderly and those with disabilities or other special needs are identified by 100% of service providers and 99% of telephone survey respondents as a very or somewhat important element of a healthy community. Service providers (95%) and telephone respondents (74%) also say that mental and physical health care services and facilities are very important elements of a healthy community. When asked to rank the importance of access to these facilities in creating a healthy community, all focus group participants said that they are very important. They went on to agree that people with poor mental or physical health will see adverse impacts on other aspects of their life, such as job, family and other relationships.

Some community leaders cite a **vibrant downtown**, with civic, social and cultural activities and events, a diversity of people, and opportunities for interactions among different segments of the community as important elements of a healthy community. Cultural activities that provide intellectual stimulation, such as arts and theater are seen as less important than other elements of a healthy community—very important by 16% of service providers and 38% of telephone survey respondents. To 32% of service providers and 41% of telephone survey participants, community gathering places are very important elements of a healthy community. Similarly, 47% of service providers and 51% of telephone survey respondents say that cultural and ethnic diversity are very important elements of a healthy community.

Other leaders add **quality public services** such as law enforcement, public works, parks, transportation, cleanliness and maintenance. A safe environment free from crime is considered a very important element of a healthy community by 88% of telephone survey respondents and 74% of service providers.

A **physical environment that is healthy, clean and free of contamination and unhealthy substances** is important to many residents. Clean air, water and other environmental conditions are considered very important elements of a healthy community by 79% of

service providers and 84% of telephone survey respondents. Community leaders also include opportunities to pursue healthy lifestyles, such as parks and recreational facilities, in this category. Fewer service providers (47%) and telephone survey respondents (46%) rate recreational facilities and opportunities as very important elements of a healthy community.

Interviewees identified a **culture of community pride and a place where people feel invested and contribute to the whole** as another descriptor of a healthy community. Telephone survey respondents (77%) and service providers (78%) feel that people working together to solve community problems is very important in creating a healthy community.

Conclusions

Benton County residents enjoy many opportunities to live, work, learn and play.

- The County has one of the lowest unemployment rates and highest average per capita incomes in the state.
- People enjoy a wide array of recreational opportunities and natural resources, including the Willamette River, neighborhood and community parks, trails and access to nearby forests.
- A well-educated citizenry has diverse opportunities at Oregon State University and Linn-Benton Community College. The public school system is generally above average.
- Residents participate in a wide variety of volunteer activities with many opportunities for community interaction and collaboration.

While most people are able to take advantage of attributes, others face significant medical, housing and other problems. Difficulty obtaining medical or dental care, rising housing costs and increased substance abuse are exacerbated by declining local, state and federal resources.

- A relatively high percentage of people in the County lack affordable housing or spend more than 30% of their income for shelter. Low-

income households have less money to spend on health care and other basic needs.

- According to census data, a relatively significant percentage of residents have a substance abuse problem while resources to address the problem are generally lacking. Substance abuse is linked to a high percentage of the criminal activity in the County.
- While other medical related problems, such as lack of access to mental health services, affect a relatively small proportion of residents, they are significant for those who must face them.

While these issues may not directly affect a majority of the population, they indirectly affect the health of the entire community by:

- Requiring scarce resources that could otherwise be used to meet other community needs.
- Contributing to criminal activity and the cost of crime prevention.
- Increasing the cost of health insurance, emergency and other services.
- Reducing the quality of K-12 education.

Recommendations

Although Benton County has much to be proud of, more can be done to ensure that it is an even healthier community for all its residents.

- Increase public education efforts and awareness of issues and problems to influence societal attitudes and individual behavior.
- Stimulate a higher level of cooperation and collaboration among service providers, public agencies, members of the business community and others.
- Address the most pressing issues identified in this plan by targeting resources to the most effective strategies that lead to a healthy community.
- Publicize and encourage public participation in volunteer and community-building activities.

Introduction and Overview

A healthy community benefits all Benton County residents, employers and community organizations. People in the County have defined a healthy community very broadly to encompass physical health; the natural environment; the ability to meet basic needs of food, shelter, clothing, education and health care; active participation in the life of the community; plentiful and meaningful job opportunities; and opportunities to engage in cultural and recreational events and activities.

The remainder of this report describes these elements of a healthy community in more detail. The report was prepared as part of a regular process undertaken by the United Way of Benton County, in partnership with the County, the City of Corvallis, the Corvallis Clinic, Oregon State University and Samaritan Health Services. United Way and its partners periodically assess the health of the community to help set priorities for funding and resource use that best meet the needs of the community. This is the fourth such assessment. It was last undertaken in 2002. A variety of tools have been used to define and assess community health. This methodology is described in the following pages, followed by a summary of conclusions and recommendations.

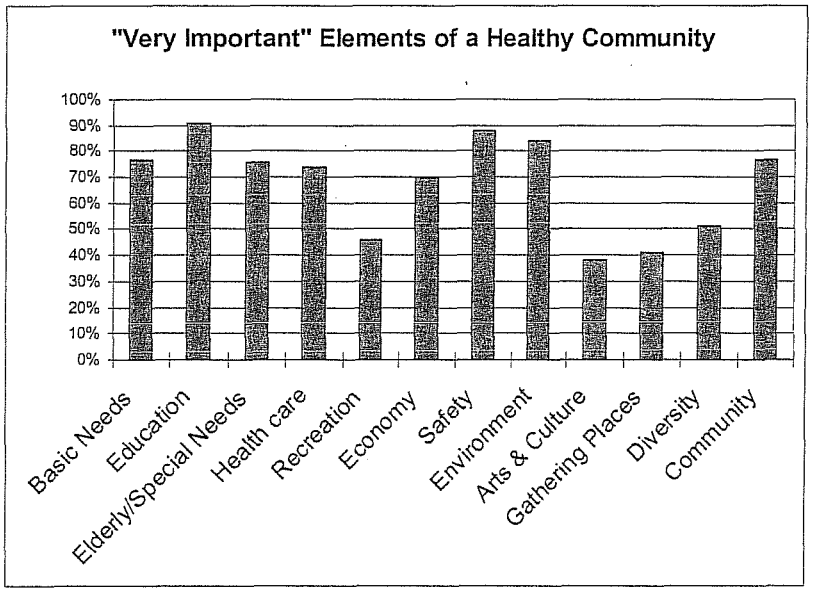
Elements of a Healthy Community in Benton County

Through personal interviews, community leaders identified the following key attributes of a healthy community:

- Strong economy/adequate employment
- Ability to meet basic needs for food, shelter, clothing, education and health care
- Opportunities to pursue a healthy lifestyle
- Cultural activities
- Community interaction and involvement

With these attributes as the framework, a statistically valid sample of County residents was surveyed by telephone about the relative importance of the following elements of a healthy community:

- Quality K-12 education
- Safe environment free from crime
- Clean air, water and other environmental conditions
- Food, shelter and clothing provided for residents in need
- People who work together to solve community problems
- Services for the elderly and those with disabilities or special needs
- Mental and physical health care services and facilities
- Healthy economy
- Cultural and ethnic diversity
- Recreational facilities and opportunities
- Community gathering places
- Arts, culture and theater



Source: Telephone Survey conducted by Davis Hibbitts and Midghall.

In order of frequency, survey participants also identified their priority elements of a healthy community:

- Community involvement/cooperation/support
- Education/schools
- Safety: police; fire; emergency medical technicians (EMT); lack of crime/drugs
- Jobs; economic stability/growth
- Public services; parks; libraries; activities
- Caring/friendly people
- Diversity among people; acceptance
- Public health facilities; healthcare

As noted below, many of the attributes noted by telephone survey participants are consistent with the elements identified by community leaders.

In addition to identifying the most important elements of a healthy community, service providers and phone survey participants were asked to rate the seriousness of a variety of problems that affect the health of a community. The focus groups that followed discussed two of the most significant issues in more depth – substance abuse and the ability to obtain medical and dental care.

Methodology

The following were undertaken to obtain information for this report:

- **Stakeholder Interviews.** Personal or telephone interviews were conducted with 11 community leaders representing partnering agencies, local foundations and other interests. Participants were asked to define and identify key elements of a healthy community and provide guidance related to additional needs assessment tasks.
- **Service Provider Questionnaire.** United Way distributed a survey via email to 47 people representing nonprofit, faith-based,

local government and other service providers. Participants were asked to identify important problems in Benton County, significant characteristics of a healthy community, and the most effective methods for disseminating information. Nineteen surveys were returned.

- **Telephone Survey.** A random-sample, telephone survey was conducted of 500 Benton County residents, including 213 low income households. Participants were asked to identify and rate key elements of a healthy community identified by stakeholders as well as comment on community needs.

- **Focus Groups.** Thirteen people representing a variety of interests participated in two focus groups. One group was assembled to discuss health care issues, the other, substance abuse issues. The groups discussed research and survey work conducted to date and possible strategies to address these issues, including ways to engage community members in implementing solutions.

- **Secondary Research.** Empirical data on conditions and goals related to healthy communities, with detailed information for each element, were compiled from these sources:

  - ✓ 2000 U.S. Census
  - ✓ Bureau of Labor Statistics
  - ✓ Benton County 2002 Comprehensive Plan
  - ✓ Benton County Environmental Health Assessment Priority List-2002
  - ✓ Benton County Health Department
  - ✓ Benton County Natural Area and Parks Department
  - ✓ Consolidated Plan for the Corvallis Community Development Block Grant and Corvallis CDBG Plan (2000 US Census and 2001 Building Inspections)
  - ✓ Federal Bureau of Investigation
  - ✓ Home Investment Partnerships Programs, 2003
  - ✓ Linn-Benton Community College
  - ✓ Oregon Benchmarks Data Book, 2003

- ✓ Oregon Criminal Justice Commission
- ✓ Oregon Department of Education Annual District Report Cards
- ✓ Oregon Department of Environmental Quality
- ✓ Oregon Department of Water Resources, 2003
- ✓ Oregon Housing and Community Services
- ✓ Oregon State University
- ✓ Restoring the Willamette Basin Willamette Restoration Initiative, 1999School District Report Cards
- ✓ State of Oregon Healthy Teens, 2003-2004
- ✓ Tri-County Special Transportation Planning Project, 2002
- ✓ Youth Focus Group Report for 2005, Benton County Commission on Children and Families

*More information is included in appendices **A-F**.*

Community Needs and Issues

The results from questionnaires returned by community service providers who identified important needs and issues in Benton County, as well as information from the random sample survey, focus groups and secondary research are summarized below.

Basic needs

Service providers say that providing food, shelter and clothing for those in need is the most important characteristic of a healthy community, while telephone survey respondents rank it fourth. A majority of telephone survey respondents (56%) say that the community is doing an excellent or good job providing social services to those in need, while 33% do not know.

While a general lack of funding for various social services is considered a significant problem, service providers say that not enough money for child care for people with limited incomes is not as important.

Approximately 19% of respondents rate the issue as very significant while 40% say it is somewhat significant.

According to 2002 estimates by the U.S. Census, Benton County has a poverty rate of 9.8%; a 4.8% decrease from the 1999 level of 14.6% and 5% lower than the statewide average. This number may be affected by the large number of college students in Benton County. In 2002, approximately 11% of the County's population received food stamps or similar services; 84% of service providers say that people with limited incomes not having enough money for food is a very or somewhat significant problem in Benton County. According to the Community Services Consortium, the number of people relying on emergency food boxes from Linn Benton Food Share increased by 45% since 1997 and 15% over the last two years.

More than half of all households in Benton County (nearly 53%) spend more than 30% of their income on housing. This is a standard threshold used to identify families who lack affordable housing. Renters are much more likely than homeowners to have low or very low incomes and to use a more significant portion of their incomes for housing. More than 80% of renters who make less than the median household income spend more than 30 percent of their income on housing, compared to approximately 70 percent of renters in the state as a whole. Insufficient money for housing for people with limited incomes is cited by 67% of service providers as a very significant problem.

Percent of Benton County owner-occupied households and renters below median income spending more than 30% of income on housing (including utilities), 2000

Region	Owner-occupied	Renters
Benton County	32.7%	82.3%
Statewide	40.1%	70.1%

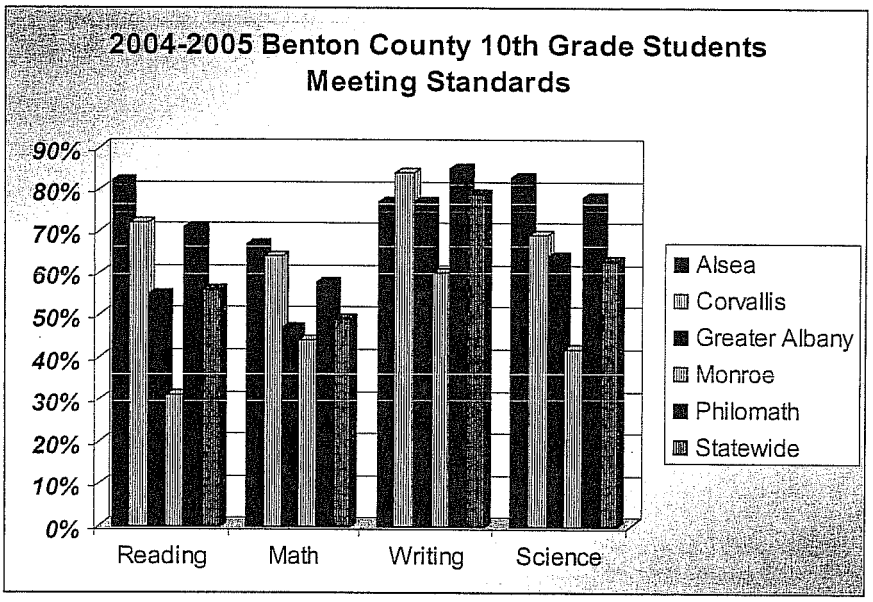
There are 31,980 housing units in Benton County. Of these, 150 lack complete plumbing facilities and 393 do not have complete kitchen facilities. The majority of service providers say that the cost of utilities

for people with limited incomes is a somewhat significant problem (53%.)

Households in Corvallis have a relatively low rate of overcrowding, with the city's 2.9% rate of overcrowding in all housing types significantly below the statewide figure of 4.9% and substantially lower than all but one comparably sized or larger community in Oregon entitled to federal housing or community development block grant funds. Similar information for the County as a whole was not readily available.

Education

While the phone survey participants rate education as the most important element of a healthy community, community service providers rate it third. Overall, Benton County compares well to other parts of the state in terms of educational achievement. On average, Benton County students rank higher than students in the state as a whole in nearly every skill category. In some cases, Benton County's rankings are as much as 10% higher than the state rankings.



Source: State of Oregon Department of Education; Annual School District Report Cards

At the same time, educational performance among school aged children varies among the County's different school districts. During the 2003-2004 school year, the percentage of students meeting or exceeding

state standards on Oregon Statewide Assessments was greater than the state average in reading, math, writing and math problem solving at most grade levels in most school districts. However, several districts had lower percentages of achievement than for the state at selected grade levels.

Benton County's population has the highest rate of high school completion and a high school drop-out rate (2.8%) that is two percentage points lower than the state average. The County has a highly educated adult population and access to a wide variety of educational opportunities. It has the lowest number of persons 25 and over without a high school diploma and the highest rate of completion of a four-year degree of any county in the state. Oregon State University and Linn-Benton Community College offer more than 80 degrees and certificates.

At the same time, similar to other communities in Oregon, local school districts face funding shortfalls, growing class sizes, fewer resources for programs and counselors, and increasing expectations. In a discussion of substance abuse issues, focus group participants noted dwindling resources for school counselors as well as drug and alcohol awareness education and enforcement programs for young people. They also said that schools are increasingly being asked to take on responsibilities traditionally held by parents, such as teaching community values and ethics.

Services for the elderly and those with disabilities or other special needs

Assistance with routine activities for the elderly and people with special needs as an element of a healthy community ranks fourth in importance among service providers and is considered a very or somewhat significant problem by 79% of those providers. Approximately 81% of service providers say that assistance to people with disabilities or serious illness to help them meet routine needs is a very or somewhat significant problem.

Telephone survey respondents rank this as the sixth most significant problem in the County. Only 13% of telephone survey respondents say the community is doing an excellent job providing social services for the elderly and those with disabilities and other special needs. When asked if they or a member of their family has needed help assisting an elderly person with needs in the past 12 months, 14% answered "often" or "sometimes." When asked the same question regarding persons with a disability or serious illness, 11% responded "often" or "sometimes." Census data indicates that more than 10% of Benton County's population is 65 years of age or older; 12% of residents indicate some sort of disability, with 50% of residents over the age of 75 reporting a disability.

Service providers also consider housing for special needs populations as a significant need; 88% say that a lack of housing that meets the needs of the elderly is a very or somewhat significant problem. The same percentage of service providers feel that a lack of housing that meets the needs of persons with disabilities is a very or somewhat significant problem. However, only 4% of telephone survey respondents said that they have had a problem finding housing that meets the needs of the elderly or persons with disabilities over the past 12 months. Census data indicates that more than 400 elderly households (households with at least one person 62 years of age) in Benton County are in need of affordable housing.

Corvallis Housing Needs by Income Range (Households)

Tenancy	Income Range	Number	Percent Paying Greater than 30% of Income for Housing	Number Needing Affordable Housing
Elderly (1 or 2 persons, at least 1 is 62+)	0-30% MFI*	305	69	210
	31-50% MFI	236	76	179
	51-80% MFI	283	49	139
Owners Elderly	0-30% MFI	217	89	193
	31-50% MFI	199	59	117
	51-80% MFI	397	18	71

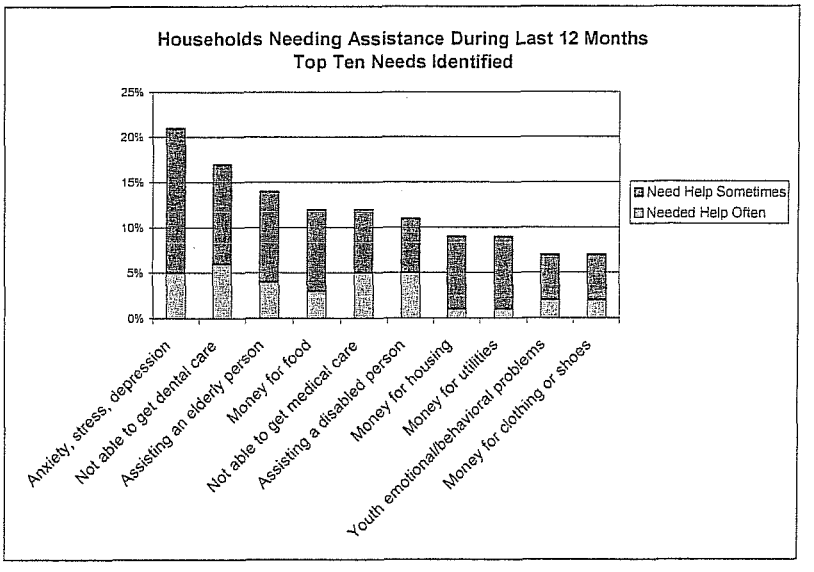
* Median Family Income

Source: Corvallis Consolidated Plan for Community Development and Housing

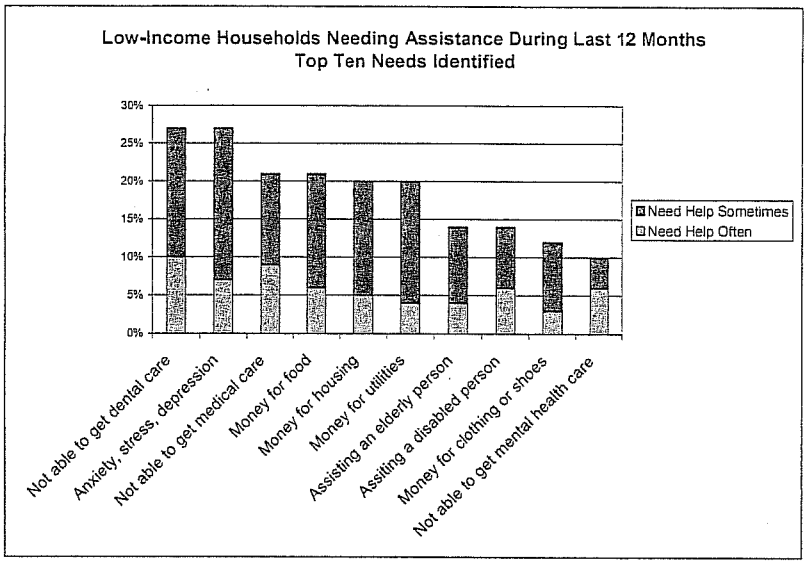
Health care

Along with providing a quality education for residents and meeting the basic needs of those in need, service providers rate mental and physical health care services and facilities as the most important element of a healthy community (these three categories tied with identical highest ratings). Telephone survey respondents rate it seventh. Service providers say that lack of access to medical care (81%), mental health care (84%) and dental care (89%) are very or somewhat significant problems in Benton County.

About 12% of all County residents say they have needed help because they were unable to receive medical care during the past 12 months: 5% often and 7% sometimes, while 21% of families with lower incomes have this problem. An even larger percentage is unable to get dental care. Along with having anxiety, stress, or depression (21% of all respondents and 27% of respondents with lower incomes), both the general public and low income respondents needed help with dental care more than any other area (17% of all respondents and 27% of respondents with lower incomes).



Source: Telephone Survey conducted by Davis Hibbitts and Midghall.



Source: Telephone Survey conducted by Davis Hibbitts and Midghall.

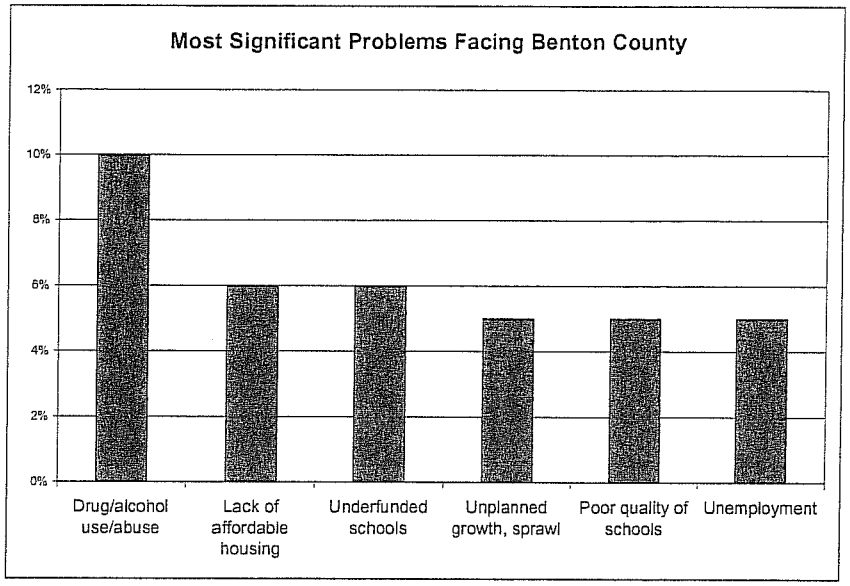
In 2002, 11.4% of the Benton County population was enrolled in the Oregon Health Plan. The Benton County Health Department has served 3,740 clients thus far in 2005, 723 of whom were Hispanic; 4.7% of the total population is Hispanic.

An estimated 5,800 people in Benton County had a need for mental health-related services in 2003 while more than 1,700 residents received treatment for mental health issues in 2003.

Focus group participants listed a number of obstacles to health care, including cost, rules and regulations, and the absence of a safety net. Cost, lack of insurance, cuts in funding, transportation, language/cultural competency, and the quality and availability of services are listed as obstacles to health care access.

Substance abuse

While dealing with substance abuse was not identified specifically by respondents as an element of a healthy community, telephone survey participants cited it more often than any other issue when asked to identify the most important problem facing the County.



Source: Telephone Survey conducted by Davis Hibbitts and Midghall.

According to the US Census and other data sources, between 15% and 19% of the Benton County population reported a substance abuse problem in 2000 and 2002. These percentages are slightly higher than the statewide average. Focus group participants feel that the number is greater, believing that these statistics tend to underestimate the problem. They consider substance abuse a highly significant issue and are concerned about children having easy access to drugs and alcohol. About 12% of County residents reported a need for drug or alcohol treatment in 2000. Service providers feel that problems related to alcohol or drinking (69%) and drug use (100%) are very or somewhat significant problems in Benton County. Focus group participants say that alcohol abuse is probably more prevalent than drug abuse, with some stating anecdotal information that 80% of law enforcement issues are directly or indirectly related to alcohol or drugs.

According to the Oregon Healthy Teen Survey and focus group participants, the number of teens engaging in the use of alcohol, binge drinking, marijuana and methamphetamines has decreased over the past year. However, when asked about underage drinking, 87% of service providers say it is a very or somewhat significant problem. Nearly all (94%) service providers feel that children or teenagers experiencing

serious behavioral or emotional problems are a very or somewhat significant problem in Benton County.

Focus groups administered by the Benton County Department of Children and Families and Oregon State University asked teens to verify the accuracy of data published by the State of Oregon Healthy Teens 2003-2004 report. Participants confirmed that approximately 43% of 11th-graders consumed alcohol and 29% participated in binge drinking in the past 30 days. Additionally, there was a consensus among focus group participants that more than the reported 18% of students have smoked marijuana during the last 30 days.

Crime and safety

Telephone survey respondents say that a safe environment free from crime is the second most important element of a healthy community while service providers rank a safe environment as the seventh most important element. Approximately 88% of telephone survey participants say their community does an excellent or good job of providing a safe environment.

The vast majority (over 94 percent) of crimes reported in Benton County are classified as property crimes (burglary, larceny and motor vehicle theft.) Less than six percent are violent crimes (murder, rape, robbery or aggravated assault.) Benton County generally has much lower rates of violent crime than the state as a whole (typically less than half the state rate). However, the rates for a few types of crimes (fraud, liquor and disorderly conduct) are higher in Benton County than for the state. Benton County has a relatively low rate of children who are reportedly abused or neglected or who are at risk of abuse or neglect (4.7%, compared to 9.7% for the state as a whole.)

100% of service providers say that abuse or violence in the home is a very or somewhat significant problem. Law enforcement officials in one of the focus groups indicated that a significant percentage of criminal activity in the County (80% or more) is directly or indirectly related to drug or alcohol abuse. Other focus group participants added that resources to address this issue are limited. There is a lack of funding at

all levels--law enforcement, drug counselors and residential treatment services.

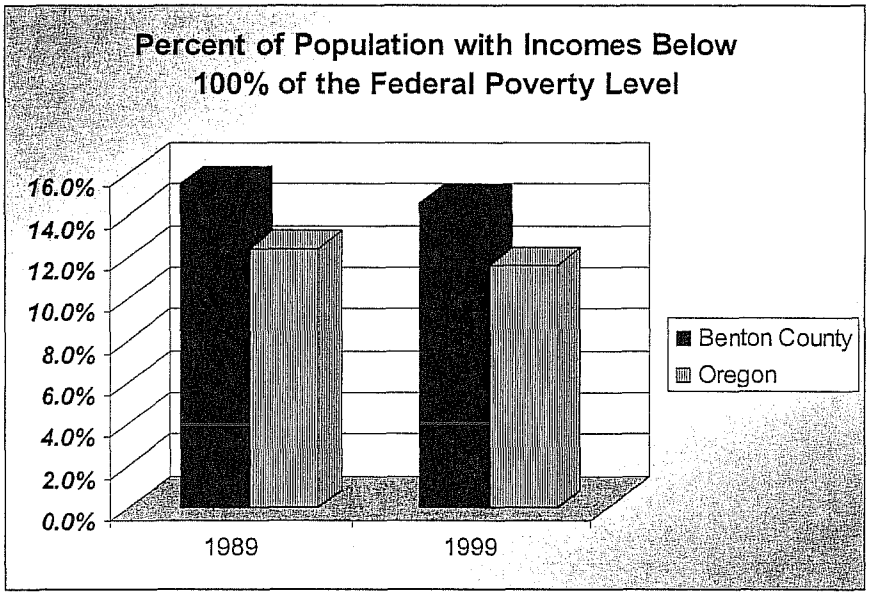
Economy

A healthy economy was often cited in interviews with community leaders and service providers as a key characteristic of a healthy community. Both service providers and telephone survey respondents rate a strong economy eighth among characteristics of a healthy community.

Benton County ranks fourth highest among all counties in the state in personal per capita income. The median household income in Benton County in 1999 was $41,897, an increase from the 1989 median household income of $27,295. Over the last 10 years, the County has had one of the lowest unemployment rates of any in the state, typically, just over half the statewide average. However, the unemployment rate has been slowly increasing since 1995 (from about 2.9% to 5.2%). The 2000 U.S. Census reports that more than 63% of the population 16 years and over are in the labor force.

In comparison to the state as a whole, Benton County has a relatively high percentage of workers in professional, management (46.9%), sales and office occupations (20.7%), and a relatively low percentage employed in service jobs (14.8). Educational, health and social service industries employ the greatest number of residents, accounting for 31% of Benton County jobs. Manufacturing is the next largest industry, employing 16.6% of the residents.

Although Benton County's economic health is better than most, in 2002, 9.8% of the population was below the poverty level; down from the 1999 rate of 14.6%. However, this still means that nearly 8,000 people in Benton County live below the poverty level. It should be noted that the Benton County numbers may be skewed due to the large number of college students living here.



Source: US Census 2000

Environment

According to telephone survey respondents, clean air, water and other environmental conditions comprise the third most important element of a healthy community. Service providers rate this sixth.

Benton County meets all federal ambient air quality standards and is less at risk than a number of other Oregon counties. In 2004, Corvallis had an Air Quality Index (AQI) of "Good" 333 days of the year and "Moderate" for 22 days. The remaining 11 days did not receive a score. There were no days with an AQI of "Unhealthy for Sensitive Groups" or "Unhealthy."

The "Benton County Environmental Health Assessment Priority List" includes eight areas in the County with on-site sewage problems and seven drinking water problem areas; other environmental problem areas include watersheds. Recent studies have found that much of the Willamette River main stem is water quality limited for bacteria, fish deformities, temperature, and dissolved oxygen. However, water quality has improved in the Willamette Valley in the past 30 years.

Five Corvallis cleanup sites are listed on the DEQ Environmental Cleanup Program "Active Site List." There are approximately 226 underground storage and home heating tanks with reported releases of petroleum products. The Coffin Butte Sanitary Landfill has the capacity to serve Benton County for the next 43 years. The landfill is currently in compliance with permits and is heavily monitored by the County. Leachate is collected and treated, a leak detection system is in place to monitor the bottom liner of the landfill for leaks, and wells that surround the perimeter of the landfill are monitored.

Recreation

Benton County has more than 45 parks and recreational areas, with amenities ranging from hiking trails to fully developed areas with camping, picnicking, gas grills, electricity, ball fields, boat ramps, and more. The Corvallis Parks and Recreation Department manages over 2,000 acres in parks, trails, open space and beautification areas. Service providers consider recreational facilities and opportunities as the ninth most important characteristic of a healthy community while telephone survey respondents rate it tenth. Telephone survey respondents also say the community is doing an excellent or good job providing recreational facilities and opportunities.

Arts and culture

According to respondents to our various surveys, civic, social and cultural activities and events are not as significant indicators of a healthy community as other characteristics. They rank twelfth among service providers and survey respondents. Likewise, community gathering places are considered less important elements, with service providers ranking community gathering places tenth and telephone survey participants eleventh.

There are many opportunities to experience the arts in Benton County. The Linn-Benton Arts Council, headquartered at the Corvallis Arts Center, is one of the oldest arts councils in the country. The council provides arts services, planning, and advocacy for the two-county region. The Benton County Historical Museum provides educational activities, museum services and cultural resource management services

to help people understand the history and culture of the area. Other arts opportunities are available at Oregon State University and Linn-Benton Community College.

In addition to the resources noted above, the Corvallis-Benton County Public Library, Sweet Home Senior Center, and Benton County Fairgrounds serve as gathering places for County residents.

Diversity and discrimination

In the 2000 U.S. census, 89% of residents identified themselves as white alone; 4.3% as Asian; and 1% as black or African American. The majority of Benton County residents are between 25 and 44 years of age. People 65 years of age and older comprise only 10.2% of the population.

Cultural and ethnic diversity is considered less important than most of the other elements in creating a healthy community in Benton County, with both service providers and telephone survey respondents rating it ninth. At the same time, 94% of service providers and 91% of telephone survey respondents say cultural and ethnic diversity is very or somewhat important. Housing discrimination (0%), racial or ethnic discrimination (19%) and discrimination based on sexual orientation (6%) are considered very significant problems by a relatively small percentage of residents.

Age Distribution in Benton County

Age	Number	Percent
15 and under	14,545	18.6
16 – 24	17,850	22.8
25 – 44	20,876	26.7
45 – 64	16,930	21.7
65+	7,952	10.2
Total	78,153	100.0

Source: 2000 U.S. Census

Community Assessment Update

Needs Assessment Appendices

Prepared for

The United Way of Benton County

In Partnership with

Benton County
City of Corvallis
Corvallis Clinic
Oregon State University
Samaritan Health Services

By Cogan Owens Cogan
in association with
Davis Hibbitts and Midhgall

February, 2006

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Appendix A

Benton County Community Needs Assessment
Stakeholder Interview Summary

August, 2005

Overview

United Way of Benton County, in partnership with the County, the City of Corvallis, the Corvallis Clinic, Oregon State University and Samaritan Health Services has retained Cogan Owens Cogan (COC) to assist in preparing its current needs assessment. Davis, Hibbitts and Midghall, a survey research firm, is a subcontractor to COC. This is the fourth such needs assessment, which are updated every three to five years. The project team is undertaking the following activities:

- Conducting stakeholder interviews with community leaders
- Designing and conducting a random-sample, telephone survey of County residents
- Facilitating focus groups of community service recipients and others
- Conducting secondary, empirical research into conditions and goals related to healthy communities
- Distributing and summarizing results of an informal written service provider questionnaire (possibly some clients as well)
- Informing community members about the results of the study

This report summarizes the results of the first of these tasks. COC conducted personal or telephone interview with 11 community leaders representing partnering agencies, local foundations and other interests. The list of participants and the questionnaire follows. Participants were asked to define and identify key elements of a healthy community and provide guidance related to additional needs assessment tasks. The results of the interviews will be used to refine the approach to those tasks and they also be incorporated in the final report. A summary follows.

General Observations

Overall results of the survey include the following:

- Participants are approximately evenly divided between relatively long-time residents (more than 10 years) and relative newcomers (less than 10 years).
- About half of those interviewed are familiar with previous needs assessment and less than half of those or their organizations have used the results directly. However, most believe the updated community assessment could be useful to them in the future, if it is expanded in a number of ways. For example, several say it could be most useful in identifying and prioritizing community needs, particularly gaps in needed services or facilities.
- The following key attributes of a healthy community were identified most often: a strong economy/adequate employment; ability to meet basic needs for food, shelter, clothing, education and health care; and opportunities to pursue a healthy lifestyle. Also mentioned by

more than one interviewee are cultural activities and opportunities for community interaction and involvement.

- Interviewees suggested a wide range of data that could be evaluated as part of the assessment, including information related to the key elements of a healthy community identified above. They also identified a variety of organizations that could provide such information and should be involved in and informed about this project (see answers to questions 7, 10 and 11).
- Most participants support the proposed approach to target service recipients or other populations with specific needs as part of a County-wide telephone survey. In addition to service recipients, possible target groups include the elderly, low-income households, community college and OSU students and United Way program participants.
- Interviewees recommended a variety of tools for informing the community about the results of the needs assessment, including use of e-mail lists, electronic listserves, organizational newsletters, the media (the *Gazette-Times* and local radio stations) and possibly direct mail.

A detailed summary follows.

Responses

Following is a summary of answers to each question. Interview questions are shown in *italics*.

1) How long have you lived in Benton County?

Half the interviewees have lived in the County for less than 10 years; the remainder has lived here between 11 and 40+ years.

2 to 5 years	6 to 10 years	11 to 20 years	21 to 30 years	31 to 40 years	Over 40 years
3	2	3	0	1	2

How long have you worked in Benton County?

Over half the interviewees have worked in the County for less than 10 years. The remainder has worked here between 11 and 30+ years, except for one who does not work in the County.

Under 5 years	6 to 10 years	11 to 20 years	21 to 30 years	Over 30 years
3	4	1	1	1

2) What is the primary mission of your organization?

Four respondents provide education and/or related secondary services, such as conducting community outreach and ensuring equal opportunities for all aspects of education, employment and life experiences.

Two organizations focus on giving. One manages endowments that benefit youth with grants and scholarships; the other (United Way), helps donors facilitate giving that provides an attractive return

on investment, improves performance of nonprofit organizations, and ensures that money goes where donors desire.

Other missions include providing services and facilities of two full service cities and the home-rule County (Benton), providing health care services, and growing and harvesting forest products in a sustainable manner.

3) How would you define a healthy community?

A high employment rate/job opportunities and stable workforce were mentioned most often. Several comments related to meeting basic needs, such as food, clothing, shelter, education, health care and safety. These were followed in frequency by education in terms of good schools, a satisfactory graduation rate and a well-educated population.

Some stakeholders mentioned a vibrant downtown, with civic, social and cultural activities and events, a diversity of people, and opportunities for interactions among different segments of the community.

Others defined a healthy community in terms of the availability of a variety of social and health care services. Specifically mentioned were adequate resources to treat/counsel substance abusers and their families and other families in distress. A low crime rate and low child abuse ratios also are important to some interviewees.

Still another descriptor is a community culture of taking care of one another—a place where people feel invested and contribute to the whole. Related to this was a comment about an economically vibrant community with a rich education and social service network (social safety net) and community pride.

Some added quality public services such as law enforcement, public works, parks, transportation, cleanliness and maintenance. Similarly, a physical environment that is healthy, clean and free of contamination and unhealthy substances is of some interest, as well as opportunities and activities to pursue healthy lifestyles, such as parks and recreational facilities.

4) What are the most vital or important elements of a healthy community in Benton County?

The majority of comments relate to meeting basic needs such as food, shelter, education, social services, services for the elderly and health care. Specific concepts mentioned are ensuring that capacity equals need, providing a rich educational and social service network (social safety net) and opportunities to pursue healthy lifestyles. One stakeholder said that Corvallis has many positive aspects of healthy communities now, e.g., parks, trails, services for seniors, and diverse religious services and groups. Quality educational opportunities also were specifically mentioned by several.

Employment and a stable work force are important to many interviewees. Some said that a healthy economy is the foundation of a healthy community and that it affects mental health and crime rates. One said that the decline of the traditional economic base (primarily saw and plywood mills) has caused communities to grapple with their identity, particularly in Philomath.

Some added that cultural activities that provide intellectual stimulation, such as arts and theater are important. One suggested connecting them with educational institutions. Others favor a vibrant

downtown and community gathering places, including areas for young people. One stakeholder expressed concern about young OSU students engaging in "partying and other negative activities." Another suggested looking into why Albany has more community activities than Corvallis.

Other comments:

- The presence of Oregon State University adds to the richness of the community.
- Shared community values, including equality, are important.
- There is an increase in language and cultural barriers, particularly for Latino residents.

5) *Are you familiar with the community needs assessment prepared for United Way and the County in the past?*

Approximately an equal number of participants are or are not familiar with the assessment. Most who are not familiar with it have moved into the community during the past three years (after the assessment was last updated).

Yes	5
No	5
Generally	1

Of those who answered yes, two responded that it has been useful to their organizations, two that it has not. What about the other one?

In what ways has it been useful for your organization?

Some interviewees use the assessment indirectly, such as for background information or participation in United Way and other groups, to help prioritize their programs and needs, including Boys and Girls Club, Community Outreach, and the Old Mill Center for children and families.

One said it is not helpful because it focuses on nonprofit organizations, rather than government issues and programs. Another said it is helpful to donors to know what residents think is important, but not useful in terms of identifying real needs.

Another said that understanding community needs is very important for city councilors, specifically in Corvallis, where United Way allocates funds and oversees delivery of services such as for homelessness and domestic abuse. Yet another is always interested in data.

6) *How could you or your constituents use the results of this assessment of community needs to improve the health of the community in general and/or the services you provide?*

Most interviewees said the assessment could be more helpful if changes were made from the past. Suggestions include summarizing and evaluating empirical data rather than relying solely on a subjective analysis and collecting data from those in need rather than those who "speculate" on what these needs may be. Several suggested asking questions during the assessment of people who actually use those services, rather than asking them to prioritize matters such as different

governmental functions, what non-governmental agencies do, wants or needs of specific populations in the County, and what the government should do.

Results of the assessment that could be useful include:

- Identifying gaps in service
- Understanding the demographics and needs of the growing population and opportunities to meet them, thus tailoring programs accordingly
- Setting priorities in grant processes
- Establishing priorities for funding social services
- Collaborating with the County
- Updating missions and strategic plans
- Partnering with the broader community to help meet community needs

Other comments:

- Our organization already has a well-defined process and mission.
- The assessment does not directly help my business, except to help us be aware of the character of needs in the community.
- It would be interesting to know if the community is "health-promoting" and to identify how we can all do better in providing services and facilities needed for healthy communities.

7) What specific types of information should this updated community needs assessment include to help you?

Several interviewees would like to know more about unmet health care needs, such as access to services, programs people cannot use due to their lack of ability to pay for them, services that people obtain outside the County, as well as the capacity for services that could be provided within the County. They also want information about drug-related statistics and the availability of other types of health facilities (primary, secondary, tertiary services). One stakeholder would like to know about the quality, costs and availability of health-promoting activities such as recreation and other facilities and activities. Teen pregnancy and suicide rates are additional statistics requested.

Many want to know more about opportunities in the physical and social environment for spiritual, physical and intellectual activities such as arts and churches; opportunities to create community gathering places or events such as farmers markets and the fall festival. Some suggest reviewing what other communities have done in terms of physical design to promote community interaction. Some referred to similar assessments elsewhere, including in other countries (e.g., Mexico, which has community gathering places such as plazas and town squares). In that regard, the assessment could discuss how to create and sustain similar elements here despite challenges like weather. Related to this, one person is interested in what a healthy community would look like in 100 years and incorporating futuristic ideas in the process.

Several suggested demographic information such as current residents' ages, family size, employment and average wages compared to education levels. One interviewee suggested obtaining Census data or other statistics on the number of families in the County participating in the Oregon Health Plan; how many are assisted by WIC (Women, Infants and Children); those who receive basic medical care from County; people served by the Food Bank or COI (community

outreach); and needs and counts of the homeless. Secondary information related to food, shelter and basic health care needs as indicators of poverty would be helpful.

Some suggest identifying gaps and under-served populations, specifically:

- Homeless men, particularly in winter
- Those who are chemically dependent and need shelter but not help
- The number of people whose basic needs (e.g., food, shelter and clothing) are not being met; psychological counseling; and law enforcement facilities
- Housing conditions, including the price of housing in Corvallis
- Mobility.

Some interviewees suggested looking at opportunities to combine agencies or resources of groups meeting similar needs and areas of potential partnerships. One favors a review of possible excess capacity in certain areas.

Two interviewees said they do not need the information the assessment will provide either because their applicants keep them alert to needs (for foundations) or they receive data from the State on problems related to juvenile crime, public safety and drugs.

Other comments:

- Discuss why the community population is growing, but is decreasing in elementary schools and what that means
- What are our capabilities, financial and otherwise, compared to our needs?
- Identify gaps in addressing the mission of Linn-Benton Community College (LBCC)

8) This fall, we will conduct a random-sample telephone survey of County residents to identify their perceptions of a healthy community and the types of services and improvements they favor. What questions or topics do you think we should cover?

Some suggestions relate to health and social services in general and include inquiring about the types of services people want, use and volunteer for; opinions about their availability, affordability and adequacy; the degree to which respondents are able to pay; and unmet needs.

Others relate to health: specifically, a recommendation to cover all health-related services, including acupuncture and naturopathic medicine; and to inquire about the accessibility of prescription drugs, nutrition knowledge and perceptions about health-promoting opportunities in the community.

Some interviewees suggested questions related to city services, specifically, how willing people are to pay for services and their priorities. One stakeholder said the survey is limited in its usefulness unless questions are targeted, e.g., how much people are people willing to pay for specific services. Another said that the survey should have an educational focus: current services should be described before the questions are asked. Two specific studies were cited as references: the City of Corvallis' city service assessment, and the *Corvallis Citizen Attitude Survey.*

Two stakeholders suggested inquiring about perceptions of United Way, specifically, its effectiveness in meeting community needs, the fairness and integrity of the grant process and

whether the respondents are donors (and what would motivate them to become donors if they are not yet).

Other comments:

- Does Philomath need a central gathering place? The community swimming pool is now financed by the school district. Who uses it? Should it be a community pool?
- What is the effect of class size on drop outs.
- Ask about collaboration, civility and a welcoming attitude. What kind of leadership is needed to create a healthy community? There are many divided groups and less unity of visions. How can groups work better together?
- Ask about community attitudes toward homelessness and diversity. Neighborliness and feelings of attachments. Generational attitudes.
- The survey should have the potential to be bilingual.

9) *Should some questions be focused on specific user groups or other types of people? If so, whom (e.g., elderly residents, program recipients, renters, etc.)?*

Several people suggest asking people of different ages questions about services targeted to them, particularly the elderly (including special population recipients of HUD block grant funds), but also asking baby-boomers about their parents in elder care or other senior services and families with children. One respondent said that the United Way is working with young women who may have different special needs, such as assistance with single motherhood, methamphetamine abuse or domestic violence and that this is an important group to target for early intervention.

Several others suggested talking to people who use or need social services, including drug users, people with mental illness and the lowest income residents. It was suggested that service providers could identify interviewees and that surveying these populations would help assess the value of the services being provided.

Still others suggested talking to service providers, such as schools (regarding more requests for special programs due to funding gaps) and mental health professionals (related to downsizing of institutionalized patients into the community).

The sample of the population to survey also is important. One suggested that the concept of a healthy community will be different to Corvallis residents than to rural residents, and that over-sampling or attention to proportions should be considered to address this. Another recommended sampling by income rather than age. Another expressed concern that services recipients may be difficult to contact.

Other comments:

- Talk to single families about home rental opportunities.
- Community college students could fit multiple categories, such as English-as-second-language, elderly and people with disabilities.
- Talk to downtown businesses. It will help them get into the loop and increase their awareness about the homeless and other issues.
- All of those listed in the question.

10) In addition to our survey, we are interviewing community leaders such as yourself and also conducting research into issues such as housing, education, social services and other factors that help achieve a healthy community. Are you aware of other information sources that will help us in assessing community needs in Benton County?

A variety of data sources, studies and people were identified.

Data from other studies

- Corvallis Citizen Attitude Survey (2001-onward).
- School District survey, if it exists.
- Data profile of LBCC students.
- Health profile of Benton County.
- Census data or other statistics on number of families participating in the Oregon Health Plan; how many assisted by WIC (Women, Infants and Children), receive basic medical care from County; people served by Food Bank, COI (community outreach), homeless needs and counts. Secondary information related to food, shelter and basic health care and indicators of poverty. Child protective services data (SCF data)—is there a growing segment of poor children?
- Studies in the Oregon Business Plan—different business sectors and supporting services they need.

Specific people or groups

- Meredith Howell (541-929-2789), is volunteer-chairing a committee to renovate an old college building for senior center and Montessori school. Tapped into senior population in Philomath and parents of young people.
- Policy of the City of Corvallis on emerging social services (Judy Somes 541-766-6981).
- Service providers and customers.
- Local chambers of commerce.
- Marlene Propst, Office of Advancement.
- School district: enrollment projections for the next ten years, drop-out rates, ethnic breakouts, school attendance. Contact Linda Martin, 541-757-3900, Linda_martin@corvallis.k12.or.us.

Other

- There is a plethora of available data to collect and analyze. The challenge is on how to use, synthesize and interpret the information

11) Who else should be informed about and involved in this project?

Interviewees recommended a variety of specific individuals and community groups, as well as general types of people who should be informed and involved.

Specific people or groups

- Steve Jasperson will share copy of report and his copy with his board
- Fire chief (separate fire district) also serves rural area. Dale Staib (541-929-3002)
- Mayor Chris Nusbaum (224-0212) – long time resident

- Rev. Terry Osborne (929-6028) – Nazarene Church
- Former Mayor Van Hunsaker (929-2616 home, 737-3758 OSU work) – wealth of information
- Kent Weiss, Director Corvallis Housing Division in charge of block grant funding for special populations – 541-766-6944
- Judy Somes – liaison to United Way from Corvallis 541-766-6981
- Head of County Health Department
- Head of COI
- Someone from WIC
- Other OSU people – Jackie Rudolph, Human Resources Director; Larry Roper (on steering committee)
- Association of Faculty for Advancement of People of Color (OSU group).
- OSU Provost – ask about faculty who focus on topic of healthy communities – Saba Rondowa. Nancy Hoffman is scheduler. Provides broadest view of OSU. 541-737-0733.
- Benton County Foundation
- Alsea rural health clinic: Rev. Brian Leavitt and Jeni Lansing
- Tammy Skubinna – 4H leader (Corvallis)
- Steve Lowther – Clemens Foundation – Alsea
- Gazette Times: Rob Prieve, city editor; and Bennett Hall
- Frank Thayer – Monroe mayor
- Faye Abraham – Adair Village mayor
- Chuck McLaren – North Albany resident, Albany mayor
- Doug Killin – Albany city councilor
- Dawn Tarzian – Corvallis School Superintendent, lives in Albany
- Downtown Corvallis, Chamber of Commerce, Corvallis Independent Business Association, Philomath Chamber, Philomath charitable organizations that provide food, cultural and social services
- Strong ecumenical person. E-mail Dawn Tarzian for the information.

<u>General people or groups</u>

- Law enforcement providers. (2)
- People who represent secondary data.
- Executive directors of nonprofit organizations that serve the poor.
- Focus group with poor people.
- Possible focus group with front-line personnel from school district, other agencies, possibly counselors and principals, instead of teachers.
- Hospital emergency room personnel.
- Students living at home, on campus and off-campus (as part of telephone survey).
- Young people, e.g., 16-year-olds who are making decisions about their future and whether to stay in the community.
- Business community/merchants.

- Neighborhood group representatives.
- Community organizations (e.g., NAACP, service clubs).
- Agencies traditionally supported by United Way or who have applied for grants in the past.

12) How can we most effectively inform citizens about the results of this needs assessment?

Many interviewees suggested using existing electronic networks, such as city e-newsletters and Web sites, and listserves of employers, OSU, LBCC, social service networks and other groups. Participants also suggested submitting articles for newsletters of cities, chambers of commerce and other organizations.

Several interviewees suggested utilizing local newspaper advertisements or stories to let people know how to obtain the report and other information. One suggested working with Bennett Hall, business editor for the *Gazette-Times*, for a state-of-the-community article.

Others suggested presenting information at meetings of city officials and service clubs. One interviewee specifically suggested producing and widely distributing a quasi-glossy report with an executive summary, charts and tables that could be distributed to service groups, department directors and others.

Others suggested involving particular organizations, including the Cities of Corvallis and Philomath; or key decision-makers, including representatives from major employers such as HP, CH2M, OSU, and Good Samaritan.

Other comments:

- Target others who should be interested, such as service providers and agencies.
- Correlate or compare findings with results of the Citizen Attitude Survey.
- Use broadcast media, e.g., radio.
- Undertake a multi-faceted approach, e.g., a mailing to every household in Corvallis describing overall findings from the study.
- Key communicator group; school board. Both through Dawn Tarzian.

13) Are there any other issues you would like to discuss?

- The needs analysis should be combined with an analysis of capacity, which is related to more than just money. Focus on capacities and then translate into needs.
- How does the Needs Assessment correlate with the Corvallis Attitude Survey?
- We should ask fundamental questions, such as what residents think the future should or might be like.
- What are the trends in population (losing the middle class, for example), health care, and effects of the global economy on local issues?
- How should Philomath grow?
- Perceptions about United Way, particularly what it does and does not fund, its visibility and relevance.

- In other communities, the United Way is much more visible. United Way of Benton County should consider mounting a higher profile campaign effort.
- Involve the City of Philomath.
- Provide information/results to Albany.
- Create a list of all organizations that give money in the community.
- Generally, I do not think my foundation would benefit from this study.
- Consider using LBCC facilities.
- Consider a self-selected written questionnaire dispersed throughout the County.
- Awareness of less-than-healthy behaviors among college students that influence high schoolers and younger.
- Law enforcement.

List of Interviewees

- Rita Cavin, President, Linn-Benton Community College
- Angelo Gomez, Director of the Office of Affirmative Action and Equal Opportunity, Oregon State University
- Steve Jasperson, CEO, Good Samaritan Regional Medical Center (Samaritan Health Services, Inc.)
- Randy Kugler, City Manager, City of Philomath
- Linda Modrell, Benton County Commissioner
- Ed Ray, President, Oregon State University
- Debra Ringold, President, United Way of Benton County Board of Directors
- Bond Starker, Starker Forests
- Dawn Tarzian, Superintendent, Corvallis School District
- Dick Thompson, President, Benton County Foundation
- Charlie Tomlinson, President, Corvallis City Council

October 24, 2005

TO: Matt Hastie, Cogan Owen Cogan
FR: Su Midghall, Davis, Hibbitts & Midghall, Inc.
RE: 2005 Benton County Needs Assessment Summary Memo

I. Introduction

Davis, Hibbitts & Midghall, Inc. (DHM) is pleased to present key findings from a telephone survey conducted for Cogan Owens Cogan. The purpose of the survey was to assess Benton County residents' perceptions of their community, its needs, and characteristics of a healthy community.

a. research methodology

DHM conducted a telephone survey of 403 Benton County residents age 18 and older during October 4-9, 2005. An additional 100 interviews were conducted with a targeted sample of lower income households, for a total sample of 213 households making less than $30,000 per year. Respondents were selected using random digit dialing to include households with unlisted or unpublished phone numbers. In gathering the survey responses, DHM employed quality control measures which included questionnaire pretesting, callbacks, and verification.

b. statement of limitations

Any sampling of opinions or attitudes is subject to a margin of error, which represents the difference between a sample of a given population and the total population. For a sample size of 403, if the respondents answered a particular question in the proportion of 90% one way and 10% the other, the margin of error would be +/-2.9% (+/-4.1 for sample size of 213). If they answered 50% each way, the margin would be +/-4.9% (+/-6.7 for sample size of 213).

These plus-minus error margins represent differences between the sample and total population at a confidence interval, or probability, calculated to be 95%. This means that there is a 95% probability that the sample taken for this study would fall within the stated margins of error if compared with the results achieved from surveying the entire target population.

c. report format

This summary memo highlights key findings and notable subgroup variations at a 90% significance level or higher. All reported variations are comparing results within those subgroups only. The report also compares responses to similar questions from a Benton County Needs Assessment conducted in October 2002. Please refer to the questionnaire for the exact wording and order of questions. For complete survey results, refer to the accompanying set of computer abstracts. [1]

[1] Combined percentages may not always add up to 100% due to rounding.

II. General Community Assessment and Most Important Problems

- *Community Rating.* Over nine in 10 respondents give their community an excellent or good rating as a place to live (Q1). These findings are similar to those in the 2002 survey:

Community Rating

Rating	2005	2002
Excellent	46%	48%
Good	47%	44%
Fair	5%	6%
Poor	1%	1%
Don't Know	*	1%

Source: Davis, Hibbitts & Midghall Inc. October 2005

- *Community Problems.* Respondents identified (open-ended) the most important problems facing their community today (Q2). The responses are different from the 2002 survey. In 2005, drug and alcohol use and abuse are mentioned most often, while a quarter of all 2002 respondents put underfunded schools/school funding at the top of their list.

Most Important Problems

Problem	2005	2002
Drug/Alcohol use, abuse	10%	3%
Lack of affordable housing/high cost of real estate	6%	6%
Underfunded schools/School funding	6%	25%
Overdevelopment/too much unplanned growth, sprawl	5%	4%
Poor quality of schools/education needs improvement	5%	3%
Unemployment	5%	10%
Don't Know	19%	15%

Source: Davis, Hibbitts & Midghall Inc. October 2005

- If we combine Q2 responses into larger groupings, we find the following:

✓ Drugs/alcohol/crime-related 15%
✓ Overdevelopment/affordable housing-related 12%
✓ Education/Schools-related 11%
✓ Economy/jobs/unemployment-related 8%
✓ Congestion/transportation-related 5%

- *Community Services.* Nearly nine in ten respondents (88%) say their community does an excellent or good job providing recreational facilities and opportunities, and providing a safe environment (Q24&26).

- Only 56% say their community does an excellent or good job providing adequate social services for residents in need and providing social services for the elderly and those with disabilities or other special needs (Q23&25). However, a high one-third of respondents answer "don't know" when asked about these two service areas.

- ✓ Males, younger respondents, renters, and college students are more likely to respond don't know to both questions. Those without health insurance were also more likely to say don't know regarding services to the disabled and elderly.
- ✓ Age 35+, homeowners, and non-college students rate services to the needy higher.
- ✓ Females, age 55+, homeowners, those with health insurance, and non-college students give higher ratings for services to the disabled and elderly.

III. Fostering Healthy Community

- Over a quarter said community involvement/cooperation/support are characteristics that make up a healthy community (Q3). The highest response categories to this open-ended question are:

✓ Community involvement/Cooperation/Support	26%
✓ Education/Schools	21%
✓ Safety-Police/Fire/EMT/Lack of crime/drugs	16%
✓ Jobs/Economic stability/Growth	14%
✓ Public services/Parks/Libraries/Activities	13%
✓ Caring/Friendly people	12%

- From a short list of activities people do to help foster or support a healthy community, the following shows the percent responding "yes" by total, gender, age, and income (Q4-6):

Percent Yes to Community Support Activities

	Volunteered time for a community organization within last year (Q4)	Served on an advisory board or committee within the last year (Q5)	Donated money to a local non-profit or community organization (Q6)
Total Yes	**59%**	**18%**	**74%**
Females	63%	22%	78%
Males	55%	15%	70%
Age 18-34	53%	14%	62%
Age 35-54	69%	26%	80%
Age 55+	57%	19%	86%
Income <$30K	57%	15%	60%
Income $30K-$50K	63%	15%	75%
Income $50K-$75K	65%	21%	83%
Income $75K+	56%	33%	85%

Source: Davis, Hibbitts & Midghall Inc. October 2005

- Respondents were read the same list and asked if they would be willing to do them (Q7-9):

Percent Willing to Do Community Support Activities

	Volunteer time for a community organization (Q7)	Serve on an advisory board or committee (Q8)	Donate money to a local non-profit or community organization (Q9)
Total Yes	**74%**	**46%**	**76%**
Females	74%	46%	74%
Males	74%	45%	79%
Age 18-34	76%	43%	75%
Age 35-54	81%	54%	77%
Age 55+	64%	44%	78%
Income <$30K	68%	36%	65%
Income $30K-$50K	84%	52%	83%
Income $50K-$75K	78%	52%	83%
Income $75K+	81%	54%	85%
Total Yes	**74%**	**46%**	**76%**

Source: Davis, Hibbitts & Midghall Inc. October 2005

- Most of the subgroup differences (if any) in the above two tables are not statistically significant, except: highest income are more likely to have served on an advisory board; age 18-35 and lowest income are least likely to have donated money; age 18-55 and middle income ($30-$50K) are more willing to volunteer for a community organization; and higher incomes are more willing to serve on an advisory board and donate money.

IV. Characteristics of Healthy Community

- We tested 11 characteristics that may make up a healthy community, and all were rated at least 86% very/somewhat important (Q10-21).

- To better understand what is most important to Benton County residents, the following shows the percent **very** important in descending order:

Very Important Community Characteristics

Community Characteristic	% Very Important
Quality K-12 education	91%
Safe environment free from crime	88%
Clean air, water, other environmental	84%
Food, shelter, clothing for those in need	77%
People who work together to solve problems	77%
Services for elderly/disabled/special needs	76%
Mental/physical health care services & facilities	74%
Healthy economy	70%
Cultural and ethnic diversity	51%
Recreational facilities and opportunities	46%
Arts, culture, and theatre	38%

Source: Davis, Hibbitts & Midghall Inc. October 2005

- We found no significant subgroup variations.

- Respondents had the option of mentioning other characteristics (Q22). The top mentions were: religious/spiritual (15%), caring/friendly people (13%), community involvement/ cooperation/support (11%), and public services – parks/libraries/activities (10%).

V. Need for Services by Household

- Respondents were asked to what extent they, or someone in their household, needed help for 21 different problems in the last 12 months (Q27-47). Problems for which respondents needed help often or sometimes are within four percentage points of the 2002 survey, except:

	2005	2002
Not able to get dental care	17%	7%
Not enough money for food	12%	5%
Not able to get medical care	12%	5%
Assist an elderly person	14%	8%

- Only six problems were experienced often or sometimes by more than 10% of all respondents:

✓	Having anxiety, stress, or depression	21%
✓	Not able to get dental care	17%
✓	Not able to get medical care	12%
✓	Assisting an elderly person with routine needs	14%
✓	Not enough money for food	12%
✓	Assisting a person with a disability or serious illness with routine needs	11%

- Low-income respondents experienced these problems more: not enough money for housing, food and utilities; having anxiety, stress, or depression; and not able to get medical, mental health, and dental care.

- Although not always statistically significant due to small sample sizes, a higher percentage of white respondents compared to minority respondents say they did not experience the listed problems. Although sample sizes are small, this pattern was consistent for nearly all of the 21 problems.

VI. Observations

- *Problems facing the community.* The change between 2002 and 2005 in what Benton County residents identify *unaided* as the biggest problems facing their community stands out. While mention of drug and alcohol use and abuse increased from 3% to 10%, recent media stories about alcohol abuse on campus and meth-related problems may have had some influence.

  Many issues remain consistent – jobs, affordable housing, and safety. Given the high rating residents give to their communities as a place to live, it is not surprising that nearly 20% did not identify any problem.

- *Most important healthy community characteristics.* In the top tier of characteristics residents identify as *very* important to making up a healthy community are: quality K-12 education, safe environment free from crime, and clean air and water. Not far behind are food, shelter and clothing for those in need, services for the elderly and disabled, and mental and physical health care services and facilities.

  We view these characteristics in two contexts: (1) only 56% of residents feel their community does an excellent or good job providing adequate social services for residents in need and for the elderly, disabled, and those with special needs, and (2) the increase over 2002 in those experiencing problems with getting dental and medical care, money for food, and assisting an elderly person. These findings suggest the need for enhanced services to address these problems as well as possibilities for more public support for such services.

- *Subgroup variations.* Overall, subgroup variations were ones we would expect to find. Low-income respondents experience problems with money for housing, food and utilities, anxiety, stress or depression, and getting medical, mental health and dental care more often than other income groups. In many instances, income variations were consistent with demographic characteristics we often associate with lower incomes – younger people, renters, and those without health insurance.

- *Sense of community.* Unaided, residents clearly identify community involvement, cooperation, and support most often as a characteristic that make up a healthy community. This finding is consistent with the 77% who say people who work together to solve problems is a very important healthy community characteristic. Given residents' concerns about growth and related problems like high housing costs and overdevelopment, the importance of community likely will remain in the forefront.

Appendix B

Benton County Community Needs Assessment
Telephone Survey Summary Results

October, 2005

General community sample size = 400; Low income households sample size = 213

Introductory Statement (*read to all participants*)

Hello, this is _____ with DHM, a public opinion research firm in Portland. We are working with the United Way of Benton County and other local agencies to conduct a survey about community needs. This is not a call to sell you anything. May I please speak with a member of the household who is 18 years or older?

Results – Questions 1 – 26 – General Public Only

1. Overall, how would you rate your community as a place to live? Would it be excellent, good, fair, or poor?

		2002 Survey
Excellent	46%	48%
Good	47%	44%
Fair	5%	6%
Poor	1%	1%
[DON'T READ] DK / Na / Refused	*	

2. In your opinion, what is the most important problem facing your community today? (Open, probe, use codebook from benchmark as reference.)

Drug/Alcohol use, abuse	10%
Lack of affordable housing/high cost of real estate	6%
Underfunded schools/School funding	6%
Overdevelopment/too much unplanned growth, sprawl	5%
Poor quality of schools/education needs improvement	5%
Unemployment	5%
All other responses	4% or less
Other	10%
[DON'T READ] DK / Na / Refused	19%

3. In your opinion, what characteristics make up a healthy community, where a healthy community may be defined very broadly and not just physical health? (Open, probe for specifics.)

Community involvement/Cooperation/Support	26%
Education/Schools	21%
Safety-Police/Fire/EMT/Lack of crime/drugs	16%
Jobs/Economic stability/growth	14%
Public services/ Parks/Libraries/Activities	13%
Caring/Friendly people	12%
Diversity among people/Acceptance	9%

Public health facilities/Healthcare ---------- 8%
All other responses---------- 6% or less
Other ----------10%
[DON'T READ] DK / Na / Refused ----------11%

I'd like to read a short list of activities people may do to help foster or support a healthy community. Have you: (Rotate)

	Yes	No	Don't know
4. Volunteered your time for a community organization within the last year.	59%	40%	1%
5. Served on an advisory board or committee within the last year.	18%	81%	1%
6. Donated money to a local non-profit or community organization	74%	24%	2%

Are you willing to do the following to help foster or support a healthy community?

	Yes	No	Don't know
7. Volunteer for a community organization.	74%	21%	4%
8. Serve on an advisory board.	46	46%	8%
9. Donate money to a local non-profit or community organization	76%	20%	4%

I'd like to read you a list of characteristics that may make up a healthy community. For each, please tell me if that characteristic is very important, somewhat important, not too important, or not at all important to you in creating a healthy community. (Rotate.)

ROTATE	Very Imp.	Smwt. Imp.	Not too Imp.	Not at all Imp.	DK
10. Food, shelter, and clothing provided for residents in need	77%	21%	1%	0%	0%
11. Quality K-12 education	91%	7%	1%	0%	0%
12. Services for the elderly and those with disabilities or other special needs	76%	23%	0%	0%	1%
13. Mental and physical health care services and facilities	74%	22%	2%	0%	1%
14. Recreational facilities and opportunities	46%	49%	4%	0%	0%
15. Healthy economy	70%	26%	2%	0%	1%
16. Safe environment free from crime	88%	11%	1%	0%	0%
17. Clean air, water and other environmental conditions	84%	14%	1%	0%	0%
18. Arts, culture, and theatre	38%	48%	10%	3%	1%
19. Community gathering places	41%	51%	5%	1%	2%
20. Cultural and ethnic diversity	51%	40%	5%	2%	2%
21. People who work together to solve community problems	77%	22%	0%	0%	0%

22. Other (Refer to computer tables for specific responses.)

I'd like to read a list of services provided by your community. Please tell me if they are doing an excellent job, good, poor, or very poor job of providing the following services. If you aren't sure, just let me know. (Rotate.)

	Excellent	Good	Poor	Very Poor	DK
23. Providing adequate social services for residents in need	10%	46%	11%	0%	33%
24. Providing recreational facilities and opportunities	32%	56%	5%	1%	6%
25. Providing social services for the elderly and those with disabilities or other special needs	13%	43%	8%	1%	35%
26. Providing a safe environment for the community	25%	63%	5%	1%	6%

Results – Questions 27 – 47 – General Public and Low Income Households (total household income less than $30,000)

The next questions are about problems that you or someone in your household may have experienced. Please remember that your answers are strictly confidential and you can skip any question you don't want to answer – just let me know.

Please tell me if during the past 12 months you or someone in your household has needed help often, needed help sometimes, or did not need help with each of the following areas. (Rotate)

27. Not enough money for housing

	General Public	Low Income
Needed Help Often	1%	5%
Needed Help Sometimes	8%	15%
Did Not Need Help	87%	78%
[DON'T READ] DK / Na / Refused	3%	3%

28. Assisting an elderly person with routine needs, such as household chores, cooking, or shopping

Needed Help Often	4%	4%
Needed Help Sometimes	10%	10%
Did Not Need Help	82%	83%
[DON'T READ] DK / Na / Refused	4%	3%

29. Not enough money for food

Needed Help Often	3%	6%
Needed Help Sometimes	9%	15%
Did Not Need Help	87%	77%
[DON'T READ] DK / Na / Refused	1%	2%

30. Not enough money for utilities

Needed Help Often	1%	4%
Needed Help Sometimes	8%	16%

Did Not Need Help	90%	79%
[DON'T READ] DK / Na / Refused	1%	1%

31. Not enough money for child care

	General Public	Low Income
Needed Help Often	1%	1%
Needed Help Sometimes	4%	3%
Did Not Need Help	90%	90%
[DON'T READ] DK / Na / Refused	5%	6%

32. Having anxiety, stress, or depression

Needed Help Often	5%	7%
Needed Help Sometimes	16%	20%
Did Not Need Help	77%	70%
[DON'T READ] DK / Na / Refused	2%	2%

33. Children or teenagers having serious behavioral or emotional problems

Needed Help Often	2%	1%
Needed Help Sometimes	5%	4%
Did Not Need Help	90%	92%
[DON'T READ] DK / Na / Refused	3%	3%

34. Not enough money for clothing or shoes

Needed Help Often	2%	3%
Needed Help Sometimes	5%	9%
Did Not Need Help	91%	86%
[DON'T READ] DK / Na / Refused	2%	1%

35. Racial or ethnic discrimination

Needed Help Often	*	1%
Needed Help Sometimes	3%	3%
Did Not Need Help	94%	94%
[DON'T READ] DK / Na / Refused	2%	1%

36. Problems related to alcohol or drinking

Needed Help Often	1%	1%
Needed Help Sometimes	2%	2%
Did Not Need Help	95%	96%
[DON'T READ] DK / Na / Refused	2%	1%

37. Assisting a person with a disability of serious illness with routine needs, such as everyday household chores, cooking, or shopping

Needed Help Often	5%	6%
Needed Help Sometimes	6%	8%
Did Not Need Help	85%	84%
[DON'T READ] DK / Na / Refused	5%	3%

38. Problems related to drug use

Needed Help Often	1%	2%
Needed Help Sometimes	1%	1%
Did Not Need Help	96%	95%
[DON'T READ] DK / Na / Refused	2%	1%

39. Abuse or violence in the home

	General Public	Low Income
Needed Help Often	*	*
Needed Help Sometimes	1%	2%
Did Not Need Help	95%	95%
[DON'T READ] DK / Na / Refused	3%	2%

40. Discrimination based on sexual orientation

Needed Help Often	*	1%
Needed Help Sometimes	2%	2%
Did Not Need Help	96%	93%
[DON'T READ] DK / Na / Refused	2%	3%

41. Underage drinking

Needed Help Often	1%	*
Needed Help Sometimes	2%	2%
Did Not Need Help	94%	95%
[DON'T READ] DK / Na / Refused	3%	2%

42. Finding housing that meets the needs of persons with disabilities

Needed Help Often	2%	2%
Needed Help Sometimes	2%	4%
Did Not Need Help	91%	89%
[DON'T READ] DK / Na / Refused	5%	5%

43. Finding housing that meets the needs of the elderly

Needed Help Often	1%	1%
Needed Help Sometimes	3%	3%
Did Not Need Help	89%	89%
[DON'T READ] DK / Na / Refused	7%	7%

44. Not able to get medical care

Needed Help Often	5%	9%
Needed Help Sometimes	7%	12%
Did Not Need Help	87%	77%
[DON'T READ] DK / Na / Refused	2%	2%

45. Not able to get mental health care

Needed Help Often	2%	6%
Needed Help Sometimes	3%	4%
Did Not Need Help	91%	86%
[DON'T READ] DK / Na / Refused	4%	4%

46. Not able to get dental care

Needed Help Often	6%	10%
Needed Help Sometimes	11%	17%
Did Not Need Help	80%	70%
[DON'T READ] DK / Na / Refused	3%	2%

47. Not able to get housing because of discrimination

	General Public	Low Income
Needed Help Often	*	*
Needed Help Sometimes	*	*
Did Not Need Help	97%	98%
[DON'T READ] DK / Na / Refused	2%	1%

Results – Questions 48 – 58 (demographic data) – General Public Only

I have just a few more questions for statistical purposes. All of your responses are completely confidential.

48. What is your age?

18-34	44%
35-54	25%
55 +	25%
Refused	6%

49. Do you own or rent the place in which you are now living?

Own	57%
Rent	41%
Refused	2%

50. Do you have any kind of health care coverage, including health insurance, prepaid plans such as HMOs, or government plans such as Medicare?

Yes	84%
No	15%
Refused	2%

51. Including yourself, how many persons are now living in your household? This does not include paid unrelated boarders and employees.

1	26%
2	37%
3	16%
4	11%
5	6%
6	2%

52. Please tell me if there are children in your household in any of the following categories.

Under age 6	16%
Ages 6-12	13%
Ages 13-18	14%
None	66%
Refused	1%

53. How many adults age 65 or over are living in your household?

0	79%
1	14%
2	7%

54. Do you consider yourself to be

Caucasian/white	89%
Asian American	2%
Native American	1%
Hispanic	2%
Other	2%
Refused	3%

55. Just your best guess, is your total household income before taxes: (Read list)

Less than $15,000	13%
$15,000 to $19,999	5%
$20,000 to $29,999	10%
$30,000 to $39,999	11%
$40,000 to $49,999	8%
$50,000 to $74,999	16%
$75,000 to $99,999	6%
$100,000 or more	6%
Refused	25%

56. Are you a full time or part time college student?

Full-Time	17%
Part-Time	5%
Not a College Student	78%

58. Gender (by observation)

Female	48%
Male	52%

Appendix C

Benton County Community Needs Assessment
Preliminary Summary of Secondary Research on Indicators of Healthy Communities

December, 2005

SUMMARY OBSERVATIONS

Following are a number of summary observations based on the more detailed data compiled on the following pages. Many of the following observations could be incorporated in the Benton County Needs Assessment Report to be prepared as part of this project.

- Over half of all households in Benton County (nearly 53 percent) spend more than 30% of their income on housing. This is a standard threshold used to identify families who lack affordable housing.
- Over 80 percent of renters who make less than the median household income spend more than 30 percent of their income on housing, compared to approximately 70 percent of renters in the state as a whole.
- Renters are much more likely than homeowners to have low or very low incomes and to pay a more significant portion of their incomes on housing.
- Households in Corvallis have a relatively low rate of overcrowding. Corvallis' 2.9% rate of overcrowding in all housing types is significantly below the statewide figure of 4.9% and substantially lower than all but one comparably sized or larger community in Oregon entitled to federal housing or community development block grant funds. Similar information has not been obtained and may not be available for the County as a whole.
- In 2002, approximately 11% of the County's population received food stamps or similar services. In 2000, over 14% of households were living below the federal poverty level, compared to just over 11% for the state as a whole.
- Over the last 10 years, Benton County has had one of the lowest unemployment rates of any County in the state, typically just over half the statewide average. However, the unemployment rate in the County has been slowly increasing since 1995 (from about 2.9% to 5.2%).
- Benton County ranks fourth highest among all counties in the state in personal per capita income.
- Benton County has a relatively high percentage of workers in professional, management, sales and office occupations, and a relatively low percentage employed in service jobs in comparison to the state as a whole.
- Educational performance among school aged children varied among the County's different school districts. The percentage of students meeting or exceeding state standards on Oregon Statewide Assessments during the 2003-2004 school year was greater than the state average in reading, math, writing and math problem solving at most grade levels in most school districts. However, several districts had lower percentages of achievement than for the state at selected grade levels. On average, Benton County students rank higher

than students in the state as a whole in nearly every skill category. In some cases, Benton County's rankings are as much as 10% higher than the state rankings.

- Benton County's population has the highest rate of high school completion and the highest rate of completion of a four-year degree of any county in the state. It also has one of the lowest high school dropout rates in the state and that rate has generally declined during the last decade.
- Twelve (12) percent of all County residents have some type of disability. Nearly 50 percent of residents over the age of 75 report a disability.
- Over 19 percent of all County residents report having a substance abuse problem, compared to just over 15 percent for the state as a whole.
- Benton County has a relatively low rate of children who are reportedly abused or neglected or who are at risk of abuse or neglect (4.7%, compared to 9.7% for the state as a whole).
- Within Benton County there are over 45 parks and recreational areas. The amenities of these areas range from hiking trails to fully developed areas that have camping, picnicking, gas grills, electricity, ball fields, boat ramps, and more.
- The vast majority (over 94 percent) of crimes reported in Benton County are classified as property crimes (burglary, larceny and motor vehicle theft). Less than six percent are violent crimes (murder, rape, robbery or aggravated assault).
- Benton County generally has much lower rates of violent crime than the state as a whole (typically less than half the state rate). However, the rates for a few types of crimes (fraud, liquor and disorderly conduct) are higher in Benton County than for the state.

DETAILED DATA

Following is a summary data collected describing a variety of indicators related to a healthy community as defined by participants in stakeholder interviews conducted for the Benton County Community Needs Assessment. Data is lacking, unavailable or has not yet been collected for some topics and indictors.

BASIC NEEDS FOR SHELTER, CLOTHING AND FOOD

Number and Percentage of Homeless Population

The number and percentage of the homeless population is not available for Benton County or the City of Corvallis.

Benton County population

Jurisdiction	2004 Estimate	2000
Benton County	81,750	78,153
Adair Village	870	536
Corvallis	52,590	49,322
Monroe	610	607
Philomath	4,340	3,838
Unincorporated	17,125	18,746
Albany (portion in Benton Co.)	6,215	5,104

Source: 2000 US Census

Number and Percentage of Households Paying More Than 30% of Their Income for Housing

Selected monthly owner housing costs as a percentage of household income in 1999 (Benton County)

Owner Costs	Number	Percent
Less than 15 percent	1,537	12.1
15 to 19 percent	1,592	12.6
20 to 24 percent	1,464	11.5
25 to 29 percent	1,404	11.1
30 to 34 percent	802	6.3
35 percent or more	5,280	41.6
Not computed	604	4.8

Source: 2000 US Census

Percent of renters below median income spending more than 30% of income for housing (including utilities)

Region	Percent	11-year avg. County rank
Benton County	82.3	36
Oregon	70.1	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Percent of owner occupied households below median income spending more than 30% of income on housing (including utilities) (2000) in Benton County

Region	Percent	11-year avg. County rank
Benton County	32.7	22
Statewide	40.1	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Percent of renters with 30% or more rental burden in Benton County

1995	2000	2001	2002	2003
56.1	52.7	NA	NA	NA

Source: Oregon housing and community services
http://www.ohcs.oregon.gov/OHCS/docs/PovRpt/Benton.pdf

Number and Percentage of Families or Households with Low and Moderate Income and/or Other Housing Problems (I.e., Overcrowding or Incomplete Kitchen or Plumbing)

Housing affordability by income range in Corvallis (households)

Tenancy Type	Income Range	Number (2002 Estimate)	Percent Paying Greater Than 30% of Income for Housing (1990)	Number Paying Greater Than 30% (2002 Estimate)	Percent Paying Greater than 50% of Income for Housing (1990)	Number Paying Greater Than 50% (2002 Estimate)
Renter	0-30% MFI	3,397	83	2,820	73	2,059
	31-50% MFI	2,032	80	1,626	22	358
	51-80% MFI	2,199	34	748	3	22
Owner	0-30% MFI	332	84	282	64	179
	31-50% MFI	323	62	200	30	60
	51-80% MFI	829	33	274	6	16

Source: Consolidated Plan for the Corvallis Community Development Block Grant and Home Investment Partnerships Programs, 2003

Corvallis housing needs by income range (households)

Tenancy	Income Range	Number	Percent Paying Greater than 30% of Income for Housing	Number Needing Affordable Housing
Renters Small Related (2-4 persons)	0-30% MFI	743	92	684
	31-50% MFI	521	78	406
	51-80% MFI	730	30	219
Large Related (5+ persons)	0-30% MFI	48	100	48
	31-50% MFI	44	64	29
	51-80% MFI	132	39	51
Elderly (1 or 2 persons, at least 1 is 62+)	0-30% MFI	305	69	210
	31-50% MFI	236	76	179
	51-80% MFI	283	49	139
All Other (1+persons unrelated)	0-30% MFI	2,301	81	1,864
	31-50% MFI	1,229	83	1,020
	51-80% MFI	1,054	33	348
ALL RENTERS	0-30% MFI	3,397		2,806
	31-50% MFI	2,032		1,634
	51-80% MFI	2,199		757
Owners Elderly	0-30% MFI	217	89	193
	31-50% MFI	199	59	117
	51-80% MFI	397	18	71
All Other Owners	0-30% MFI	115	84	97
	31-50% MFI	124	67	83
	51-80% MFI	432	43	186

Tenancy	Income Range	Number	Percent Paying Greater than 30% of Income for Housing	Number Needing Affordable Housing
ALL OWNERS	0-30% MFI	332		282
	31-50% MFI	323		200
	51-80% MFI	829		257

Source: Consolidated Plan for the Corvallis Community Development Block Grant and Home Investment Partnerships Programs, 2003

Extremely low income (30% or less of HUD-adjusted median family income) households by family/household size and occupancy type in Corvallis

Household Size/Occupancy Type	Number	Percent of Total
Small Related Renters (2-4 persons)	743	19.9
Large Related Renters (5+ persons)	48	1.3
Elderly Renters (1 or 2 persons, at least 1 is 62+)	305	8.2
All Other Renters (1+ persons, unrelated)	2,301	61.7
All Renters	3,397	91.1
Elderly Owners	217	5.8
All Other Owners	115	3.1
All Owners	332	8.9

Source: Consolidated Plan for the Corvallis Community Development Block Grant and Home Investment Partnerships Programs, 2003

Very low income (31 % to 50% of the HUD-adjusted median family income) households by family/household size and occupancy type in Corvallis

Household Size/Occupancy Type	Number	Percent of Total
Small Related Renters (2-4 persons)	521	22.1
Large Related Renters (5+ persons)	46	2.0
Elderly Renters (1 or 2 persons, at least 1 is 62+)	236	10.0
All Other Renters (1+ persons, unrelated)	1,229	52.2
All Renters	2,032	86.3
Elderly Owners	199	8.4
All Other Owners	124	5.3
All Owners	323	13.7

Source: Consolidated Plan for the Corvallis Community Development Block Grant and Home Investment Partnerships Programs, 2003

Low income (51 % to 80% of the HUD-adjusted median family income) households by family/household size and occupancy type in Corvallis

Household Size/Occupancy Type	Number	Percent of Total
Small Related Renters (2-4 persons)	730	24.1
Large Related Renters (5+ persons)	132	4.4
Elderly Renters (1 or 2 persons, at least 1 is 62+)	283	9.3
All Other Renters (1+ persons, unrelated)	1,054	34.8
All Renters	2,199	72.6
Elderly Owners	397	13.1
All Other Owners	432	14.3
All Owners	829	27.4

Source: Consolidated Plan for the Corvallis Community Development Block Grant and Home Investment Partnerships Programs, 2003

Benton County housing units

There are 31,980 housing units in Benton County. Of those units, 150 lack complete plumbing facilities and 393 lack complete kitchen facilities.

Source: 2000 U.S. Census

Substandard units suitable for rehabilitation in Corvallis

Housing Element	Number of Units	Percent of Units Surveyed
Lacking complete kitchen	317	1.61
Lacking complete plumbing facilities	104	0.53
No identified heat source	29	0.15
One exterior condition in need of repair	2,836	14.44
Two or more exterior conditions in need of repair	534	2.72

Source: Corvallis CDBG Plan (2000 US Census and 2001 Building Inspections)

Overcrowded housing conditions in owner- and renter-occupied units in Corvallis

According to the 2000 Census, 3.9% of housing in Corvallis' is overcrowded. The renter-occupied housing rate of overcrowding is 6.4% and the owner-occupied housing rate of overcrowding is 0.8%. Corvallis' 2.9% rate of overcrowding in all housing types is significantly below the statewide figure of 4.9% and substantially lower than 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%).

Number and Percentage of Recipients of Food Stamps or Similar Programs/Services

Percent of Benton County population receiving food stamps or similar services

Type of Assistance	1995	2000	2001	2002	2003
Food stamps	NA	NA	NA	10.9%	NA
TANF	NA	NA	NA	1.99%	NA
DHS Services	NA	15.8%	17.3%	NA	NA

Source: Oregon housing and community services
http://www.ohcs.oregon.gov/OHCS/docs/PovRpt/Benton.pdf

Number and Percentage of Households below the Poverty Line

In 1999, 14.6% of the population in Benton County was below the poverty level. The state rate was 11.6%. The Benton County numbers may be skewed due to a large number of college students living there.

Source: Consolidated Plan for the Corvallis Community Development Block Grant and Home Investment Partnerships Programs, 2003

Poverty status in 1999 (below poverty level)

	Number	Percent
Total Families	1,252	(X)
Percent below poverty level	(X)	6.8
With related children under 18 years	887	(X)
Percent below poverty level	(X)	9.9
With related children under 5 years	426	(X)
Percent below poverty level	(X)	13.5
Families with female householder, no husband present	606	(X)
Percent below poverty level	(X)	28.5
With related children under 18 years	483	(X)
Percent below poverty level	(X)	31.3
With related children under 5 years	191	(X)
Percent below poverty level	(X)	45.2
Individuals	10,665	(X)
Percent below poverty level	(X)	14.6
18 years and over	8,787	(X)
Percent below poverty level	(X)	15.5
65 years and over	376	(X)
Percent below poverty level	(X)	4.9
Related children under 18 years	1,729	(X)
Percent below poverty level	(X)	10.6
Related children 5 to 17 years	1,182	(X)
Percent below poverty level	(X)	9.5
Unrelated individuals 15 years and over	6,822	(X)
Percent below poverty level	(X)	36.1

Source: 2000 US Census

Benton County population in poverty

1995	2000	2001	2002	2003
15.5%	14.69%	NA	NA	NA

Source: Oregon housing and community services
http://www.ohcs.oregon.gov/OHCS/docs/PovRpt/Benton.pdf

Percent of population with incomes below 100% of the federal poverty level (1999)

Region	Percent	County Rank
Benton County	14.6	29
Oregon	11.6	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

STRONG ECONOMY AND JOB OPPORTUNITIES

Percentage Employed and Unemployed

Employment status in Benton County (1999)

Employment Status	Number			Percent		
	Both sexes	Male	Female	Both sexes	Male	Female
Population 16 years and over	63,608	31,407	32,201	100.0	100.0	100.0
In labor force	40,427	21,715	18,712	63.6	69.1	58.1
Armed forces	99	99	0	0.2	0.3	0.0
Civilian labor force	40,328	21,616	18,712	63.4	68.8	58.1
Employed	38,356	20,540	17,816	60.3	65.4	55.3
Unemployed	1,972	1,076	896	3.1	3.4	2.8
Percent of civilian labor force	4.9	5.0	4.8	(X)	(X)	(X)
Not in labor force	23,181	9,692	13,489	36.4	30.9	41.9

Source: 2000 U.S. Census

Benton County unemployment rate

1995	2000	2001	2002	2003
2.2	2.4	3	3.7	4.2

Source: Oregon housing and community services
http://www.ohcs.oregon.gov/OHCS/docs/PovRpt/Benton.pdf

Percent unemployment in Benton County

Region	04Q2	04Q3	04Q4	05Q1
Oregon	8.0	6.5	7.8	9.6
Benton County	3.7	3.8	3.5	5.2

Source: Bureau of Labor Statistics
http://www.epodunk.com/cgi-bin/genInfo.php?locIndex=15178

Unemployment rate as a percent of U.S. unemployment rate (2002)

Region	Percent	County Rank
Benton County	63.8	1
Oregon	129.3	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Employment by Major Sector

Employed civilian population of 16 years and older

Occupation	Number	Percent
All	38,356	100.0
Management, professional, and related occupations	17,977	46.9
Service occupations	5,664	14.8
Sales and office occupations	7,935	20.7
Farming, fishing, and forestry occupations	640	1.7
Construction, extraction, and maintenance occupations	2,425	6.3
Production, transportation, and material moving occupations	3,715	9.7

Source: 2000 U.S. Census

Trends in Wages and Income over the Past Five to Ten Years

1999 household income in Benton County

Households	Income	Percent of Total Population
All	30,198	100.0
Less than $10,000	3,206	10.6
$10,000 to $14,999	2,104	7.0
$15,000 to $24,999	3,870	12.8
$25,000 to $34,999	3,612	12.0
$35,000 to $49,999	4,424	14.6
$50,000 to $74,999	5,946	19.7
$75,000 to $99,999	3,262	10.8
$100,000 to $149,999	2,558	8.5
$150,000 to $199,999	615	2.0
$200,000 or more	601	2.0
Median household income	$41,897	

Source: 2000 U.S. Census

1990 Household income in Benton County

Households	Number
All	26,256
Less than $5,000	2,138
$5,000 to $9,999	2,841
$10,000 to $14,999	2,457
$15,000 to $24,999	4,750
$25,000 to $34,999	4,035
$35,000 to $49,999	4,393
$50,000 to $74,999	3,591
$75,000 to $99,999	1,173
$100,000 to $149,999	626
$150,000 or more	252
Median household income	$27,295

Source: 1990 U.S. Census

According to the Oregon Employment Department, the average weekly wage in Benton County was $648.07 in 2003.
Source: Oregon housing and community services
http://www.ohcs.oregon.gov/OHCS/docs/PovRpt/Benton.pdf

Per capita personal income in Benton County as a percent of the U.S. per capita income (2001)

Region	Percent	County Rank
Benton County	101.0	4
Oregon	92.8	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

EDUCATIONAL OPPORTUNITIES AND CONDITIONS

Student Achievement, Average Class Size and Other Available Data Compared to Other Counties

Corvallis School District

- ✓ Less than 50% of schools have met their 2004-2005 Adequate Yearly Progress (AYP) designations and the school district failed to meet its AYP designation.
- ✓ The percentage of students meeting or exceeding state standards on Oregon Statewide Assessments during the 2003-2004 school year was greater than the state average in reading, math, writing and math problem solving.
- ✓ In 2003-2004, 32.8% of students did not meet state standards in English/language arts and 34.7% did not meet standards in mathematics.

Alsea School District

- ✓ 100% of schools and the school district met their 2004-2005 AYP designations.
- ✓ The percentage of students meeting or exceeding state standards on Oregon Statewide Assessments during the 2003-2004 school year was greater than the state average in reading, math and math problem solving but lower than the state average in writing at the 8th and 10th grade levels.

- ✓ In 2003-2004, 37.7% of students did not meet state standards in English/language arts and 30.9% did not meet standards in mathematics.

Philomath School District

- ✓ One of the six schools and the school district did not meet their 2004-2005 AYP designations.
- ✓ The percentage of students that met or exceeded state standards in the Oregon Statewide Assessments during the 2003-2004 school year was not greater than the state average in reading at the 3rd and 10th grade levels and in math at the 3rd grade level.
- ✓ In 2003-2004, 40.2% of students did not meet state standards in English/language arts and 41.6% did not meet standards in mathematics.

Monroe School District

- ✓ 50% of schools and the school district did not meet their 2004-2005 AYP designations.
- ✓ The percentage of students that met or exceeded state standards in the Oregon Statewide Assessments during the 2003-2004 school year was not greater than the state average in reading at the 3rd and 5th grade levels, in math at the 3rd, 5th and 8th grade levels, in writing at the 5th grade level and in math problem solving at the 8th grade level.
- ✓ In 2003-2004, 47.3% of students did not meet state standards in English/language arts and 49.3% did not meet standards in mathematics.

Greater Albany School District

- ✓ North Albany Elementary School is the only school from this district in Benton County. North Albany Middle School did not meet its 2004-2005 AYP designation.

Source: School District Report Cards:
http://www.ode.state.or.us/data/reportcard/reports.aspx

Percent of children entering school ready to learn (2002)

Region	Percent	County Rank
Benton County	75.2	10
Oregon	76.2	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Percent of 3rd grade students who achieve established skills in reading (2003)

Region	Percent	County rank
Benton County	84.5	10
Oregon	82.4	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Percent of 3rd grade students who achieve established skills in math (2003)

Region	Percent	County Rank
Benton County	80.7	8
Oregon	77.6	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Percent of 8th grade students who achieve established skills in reading (2003)

Region	Percent	County Rank
Benton County	68.0	6
Oregon	60.6	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Percent of 8th grade students who achieve established skills in math (2003)

Region	Percent	County Rank
Benton County	68.1	3
Oregon	58.9	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Percent of students who achieve established skills (2003)

	3rd Grade				8th Grade			
	Reading		Math		Reading		Math	
Jurisdiction	Percent	Rank	Percent	Rank	Percent	Rank	Percent	Rank
Benton County	84.5	10	80.7	8	68.0	6	68.1	3
Oregon	82.4	X	77.6	X	60.6	X	58.9	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

High school drop out rates (01-02)

Region	Percent	County Rank
Benton County	2.8	8
Oregon	4.9	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Higher Education Programs and Services

Oregon State University

Oregon State University offers a variety of degrees in the following fields:

- ✓ Agricultural Sciences
- ✓ Business
- ✓ Education
- ✓ Engineering
- ✓ Forestry
- ✓ Health and Human Sciences
- ✓ Oceanic & Atmospheric Sciences
- ✓ Pharmacy
- ✓ Science
- ✓ Veterinary Medicine

Source: http://oregonstate.edu/

Linn-Benton Community College

Linn-Benton County Community College offers a variety of degrees and certificates in the following fields:

- ✓ Accounting Technology
- ✓ Administrative Assistant
- ✓ Administrative Medical Assistant
- ✓ Agricultural Business Management
- ✓ Agriculture/Horticulture
- ✓ Animal ScienceAnimal Technology – Dairy
- ✓ Animal Technology - Horse Management
- ✓ Animal Technology
- ✓ Apprenticeship
- ✓ Art
- ✓ Automotive Technology
- ✓ Biological Sciences
- ✓ Business Administration
- ✓ Business and Supervisory Management
- ✓ Chemistry
- ✓ Child and Family Studies
- ✓ Civil Engineering Technology
- ✓ Collision Repair
- ✓ Computer Science
- ✓ Computer User Support
- ✓ Criminal Justice
- ✓ Culinary Arts: Chef Training
- ✓ Dental Assistant
- ✓ Digital Imaging Prepress
- ✓ Drafting and Engineering Graphics
- ✓ Economics
- ✓ Education
- ✓ Emergency Medical Technician
- ✓ Engineering Transfer
- ✓ English/Technical Communications
- ✓ Exercise and Sport Science
- ✓ Foreign Language
- ✓ General Science
- ✓ Graphic Design
- ✓ Health and Human Sciences
- ✓ Health Promotion and Education
- ✓ Heavy Equipment/Diesel
- ✓ Horticulture
- ✓ Instructional Assistant
- ✓ Journalism and Mass Communications
- ✓ Legal Administrative Assistant
- ✓ Machine Tool Technology
- ✓ Mathematics
- ✓ Medical Assistant
- ✓ Medical Office Specialist
- ✓ Medical Transcriptionist
- ✓ Music
- ✓ Network & Systems Administration
- ✓ Nondestructive Testing
- ✓ Nursing
- ✓ Nursing Assistant
- ✓ Office Specialist
- ✓ Photography
- ✓ Physical Sciences
- ✓ Physics
- ✓ Pre-Restaurant Management
- ✓ Refrigeration, Heating, Ventilation and Air Conditioning
- ✓ Skills Training
- ✓ Social Science
- ✓ Speech Communications
- ✓ Theater
- ✓ Water/Wastewater
- ✓ Welding Technology
- ✓ Wine and Food Dynamics
- ✓ Medical Unit Secretary
- ✓ Pharmacy Technician
- ✓ Phlebotomy
- ✓ Public Safety Dispatcher (9-1-1)
- ✓ Radiologic Technology
- ✓ Tractor Trailer Operator
- ✓ Veterinary Technician

Source: http://www.linnbenton.edu/

Educational Levels of Adult Population

According to the 2000 Census, 47.4% of the population in Benton County has a bachelor's degree or higher, compared to the state average of 25.1%.

Benton County high school drop out rates (percent)

1995	2000	2001	2002	2003
4.9	3.1	2.4	2.8	NA

Source: Oregon housing and community services
http://www.ohcs.oregon.gov/OHCS/docs/PovRpt/Benton.pdf

Percent of adults (25 years and older) who have completed high school (or GED) or more (2000)

Region	Percent	County Rank
Benton County	93.1	1
Oregon	85.1	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Percent of adults (25 years and older) who have completed a Baccalaureate degree or more (2000)

Region	Percent	County Rank
Benton County	47.4	1
Oregon	25.1	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

HEALTH CARE AND SOCIAL SERVICES

Number and Percentage of Residents on the Oregon Health Plan

Percentage of Benton County population enrolled in the Oregon Health Plan

1995	2000	2001	2002	2003
NA	NA	NA	11.4%	NA

Source: Oregon housing and community services
http://www.ohcs.oregon.gov/OHCS/docs/PovRpt/Benton.pdf

Number and Percentage of Population with Disabilities, Substance Abuse Problems, Domestic Violence Issues, Mobility Limitations, or Other Special Needs

Number and percentage of Benton County population with disabilities (5+ years of age)

Age	Number	Percent
5 to 15 years	582	5.5
16 to 20 years	822	8.5
21 to 64 years	5,378	11.7
65 to 74 years	882	22.5
75+ years	1,857	49.2
Total	8,939	12.1

Source: 2000 U.S. Census

Substance abuse (percent)

Region	No Use	Some Use	Abuse
Oregon	7.3	77.8	15.0
Benton County	7.0	77.6	15.3

Source: Benton Co. 2002 Comprehensive Plan
http://www.co.benton.or.us/ccf/documents/compplan/bentoncomprehensiveplanII.htm

Data from the 1999 United States Census indicates at least 19.03% of the adult population in Benton County abuse or depend on drugs.

1999 adults with a substance abuse problem (Census Data)

Region	Percent	Number
Oregon	15.28	382,101
Benton County	19.03	11,235

Source: Benton Co. 2002 Comprehensive Plan
http://www.co.benton.or.us/ccf/documents/compplan/bentoncomprehensiveplanII.htm

Benton County experienced an increase of those adults who are entering alcohol and other drug treatment for the year 2000-2001. The unduplicated total of adult county residents enrolled in treatment for 2001 was 1,462.

1999 estimated need for alcohol or other drug treatment

Region	Adults	Youth	Percent Adults	Percent Youth	Total	Total Percent
Oregon	369,641	6,895	10.8	0.2	376,536	11
Benton County	9,243	141	11.9	0.2	9,384	12

Source: Benton Co. 2002 Comprehensive Plan
http://www.co.benton.or.us/ccf/documents/compplan/bentoncomprehensiveplanII.htm

2004 Oregon Healthy Teen Survey and Focus Groups

- The survey indicates that 43% of 11th-graders report drinking alcohol in the past 30 days. Focus groups of local students generally confirmed these results, indicating that percentages are probably even higher after or during some types of events (e.g., football games or other sporting events).
- The survey indicates that 29% of students participated in binge drinking during the last 30 days. Focus group participants noted that they would expect the percentage to be lower most of the time but higher soon after certain events (see above).
- The survey indicates that 18% of students smoked marijuana during the last 30 days. Focus group participants noted that they would expect the percentage to be potentially much higher (e.g., around 30%).
- The survey indicates that 5% of students are using methamphetamines. Focus group participants confirmed that meth use is not a significant problem in high school but that many young people are affected by use of meth among adult family members or acquaintances.

2005 Oregon Healthy Teen Survey

- The survey indicates that 34% of 11th-graders and 31% of 8th graders report drinking alcohol in the past 30 days. The number of 11th graders that reported drinking in 2005 has decreased since the 2004 survey (43%), while the number of 8th graders has increased (19%).
- The survey indicates that 16% of 11th graders and 7% of 8th graders participated in binge drinking during the last 30 days. The number of 11th graders that reported binge drinking in 2005 has decreased since the 2004 survey (29%), while the number of 8th graders has increased (6%).
- The survey indicates that 12% of 11th graders and 5% of 8th graders used marijuana during the last 30 days. The number of 11th graders that reported using marijuana in 2005 has decreased since the 2004 survey (18%), while the number of 8th graders has remained the same (5%).
- The survey indicates that 0-1% of students are using methamphetamines. The number of 11th graders (5%) and the number of 8th graders (3%) that reported using methamphetamines in 2005 has decreased since the 2004 survey.

Source: Youth Focus Group Report for 2005, Benton County Commission on Children and Families

Reported cases of domestic abuse

Region	1994	1995	1996	1997	1998	1999
Oregon	1	6	8	6	5	5
Benton County	1	10	41	3	3	3

Source: Benton Co. 2002 Comprehensive Plan
http://www.co.benton.or.us/ccf/documents/compplan/bentoncomprehensiveplanII.htm

Number of children per 1,000 persons under 18, who are abused or neglected or who are at risk of abuse or neglect (2002)

Region	Percent	County Rank
Benton County	4.7	2
Oregon	9.7	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Estimated need for mental health treatment services in Benton County

Total Population			Male Population			Female Population		
All Ages	10-17	18 and Older	All Ages	10-17	18 and Older	All Ages	10-17	18 and Older
5,826	1,293	4,533	2,903	663	2,240	2,923	630	2,293

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Number of Recipients of County Services such as Mental Health Services, Clinics, and Women, Infants and Children Program

Benton County mental health consumers

	Male	Female
Adult	559	757
Youth	277	155

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Benton County mental health consumers by service type

	Male	Female
Outpatient	771	886
Hospital	41	20
24-Hour Community Care	24	6

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Estimated number of people receiving treatment for alcohol or other drugs during FY 01-02 in Benton County

Total Population			Male Population			Female Population		
All Ages	10-17	18 and Older	All Ages	10-17	18 and Older	All Ages	10-17	18 and Older
1,079	167	912	758	112	646	321	55	266

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Estimated number of people receiving treatment for mental health during FY 2001 in Benton County

Total Population			Male Population			Female Population		
All Ages	10-17	18 and Older	All Ages	10-17	18 and Older	All Ages	10-17	18 and Older
1,781	448	1,333	855	287	568	926	161	765

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Health Care Providers' Programs, Facilities, Services and Clients Served

Health Care Providers' Programs and Services

- Assistance League of Corvallis Community Dental Care
- Benton County Health Dept., Community Health Division, Communicable Disease Program
- Benton County Health Dept., Community Health Division, Family Planning Program
- Benton County Health Dept., Community Health Division, Maternal Child Health Program
- Benton County Health Dept., Community Health Division, Med-Link Physician Referral
- Benton County Health Dept., Community Health Division, School Based Health Programs
- Benton County Health Dept., Community Health Division, WIC Program
- Benton Hospice Service, Inc.
- Community Outreach, Inc., Dental Clinic
- Community Outreach, Inc., Medical Clinics
- Addiction Counseling and Education Services, Inc. (ACES)
- Benton County Health Dept., Mental Health Division, Alcohol & Drug Treatment Program
- Benton County Health Dept., Mental Health Division, Family Outpatient Program
- Community Outreach, Inc., Alcohol and Drug Recovery Program
- Community Outreach, Inc., Counseling Services
- Community Outreach, Inc., Crisis Intervention & Information & Referral
- Healthy Start of Benton county
- Milestones Family Recovery Program
- Pastoral Counseling Center Valley AIDS Information Network, Inc.

Source: Consolidated Plan for the Corvallis Community Development Block Grant and Home Investment Partnerships Programs, 2003

2005 Clients Served by Benton County Health Department (BCHD) between (as of September 30)

- BCHD has served 3,740 clients in 2005, 723 of which were Hispanic.
- The Public Services Building Medical Center has served 2,417 clients, 451 of which were Hispanic. The majority of client visits were for primary care (39%), family planning (29%) or immunization (10%) services.
- The Mental Health Division has served 510 clients of which 15 were Hispanic.
- The Lincoln School-Based Health Center served 344 clients of which 220 were Hispanic. The Monroe School Based Health Center served 156 clients, 69 of which were Hispanic.
- BHCD provided dental services to 208 clients, 117 were Hispanic.
- The Adult Treatment Court served 105 clients, 54 of which were Hispanic.

Access to Transportation Services for People with Special Mobility Needs

- A survey of transportation providers and social service administrators in Benton, Lincoln, and Linn counties for the Tri-County Special Transportation Network Planning Project in 2002 reported the following regarding access to transportation services for people with special mobility needs:
  - ✓ 79% of respondents from Benton County felt that the Tri-County area met *only a small part* of the transportation needs of persons 60 and over and those with disabilities in the tri-county area

- ✓ Dial-a-ride service (68% in Benton County), companion transportation (57% in Tri-County area) and routes connecting cities and rural areas (50% in Tri County area) were cited as the specific services most needed or in need of improvement
- ✓ Respondents in Benton County felt Evening trips (58%), medical trips (58%) and weekend trips (58%) were the most difficult trips on public transportation.
- ✓ The public transportation service improvements deemed most needed for senior and disabled persons were make *services easier to use* (57%), make *increased number of door-to-door rides available* (55%), provide *longer hours of operation* (53%), and provide *more days of operation* (50%)

- A telephone survey of Tri-County residents 60 and over, persons with disabilities and special transportation users for the Tri-County Special Transportation Network Planning Project in 2002 reported the following regarding access to transportation services for people with special mobility needs:
  - ✓ 13% of seniors and persons with disabilities in Benton County stated that they have had difficulty finding transportation to places around the county
  - ✓ The most frequently given reason for difficulty finding transportation among both seniors and persons with disabilities and special transportation users was *no bus service, bus stop too far away* (33% for seniors/disabilities and 25% for special transportation users)
  - ✓ The reason senior and disabled persons gave most frequently for not using dial-a-ride was *have alternatives* (51%) or *no need* (24%), but 8% cited system problems, the most common specific one being *don't know the system or how it operates* (3%)
  - ✓ Only 7% of senior and disabled persons and 20% of special transportation users surveyed said they had used fixed route public transit service in the past 90 days. The most frequently given reason for not using fixed route service was *have alternatives* (61%) or *no need* (28%), but 6% cited system problems, the most common being *doesn't run when needed* (3%)
  - ✓ Only 12% of seniors and persons with disabilities and 23% of special transportation users rated themselves *very likely* to use regularly scheduled van or mini-bus service between counties were the service offered
  - ✓ Respondents were most likely to rate themselves *very interested* in mileage reimbursement programs for volunteer drivers (37%), scheduled shuttles between residential areas and major medical, work, and shopping locations (36%), improved regular fixed route service for the general public (35%), discounts for taxis and private bus service (35%), improved dial-a-ride service (32%), regularly scheduled routes between cities and rural communities (25%)

Using statistics from the above survey of seniors and persons with disabilities in the tri-county area in combination with census parameters, it is possible to estimate the total number of tri-county residents 60 and older and/or with disabilities who have unmet transportation needs.

Data from the 2000 census indicates a total of 225,701 residents in the tri-county population. Of these, a total of 67,083 are 60 or older and/or have disabilities.

Unmet Transportation Need Projections in Benton County

Unmet Transportation Need Projections					
Segment	Total county population*	Percentage of county pop. in segment**	Number of persons in segment	Percentage of segment with unmet needs***	**Number of persons in segment with unmet needs**
60+ Benton (no disability)	78153	11.5%	9005	7.1%	**639**
Disabled 60+ Benton	78153	1.8%	1390	17.7%	**246**
Disabled Benton <60	78153	7.4%	5783	20.0%	**1157**

* From April 2000 US Census Bureau data.
** From adjusted 1996 US Census Bureau data, based on a liberal definition of disability that includes work disability, mobility limitation, or self-care limitation.
*** Weighted statistics from random sample survey (question 10B) of tri-county residents 60 and older and those with disabilities. "Unmet need" means that lack of transportation prevents travel to one or more communities in the tri-county area.

In Benton County, there are a total of approximately 2,042 persons 60 and older and persons with disabilities who have unmet transportation needs. The category containing the greatest number of persons with unmet needs is disabled under 60 years of age. There are 1,157 such persons with unmet needs in Benton County.

- A qualitative questionnaire distributed in the tri-county area that serve seniors and persons with disabilities to gather additional input from various stakeholders regarding transportation issues that affect senior and disabled persons for the Tri-County Special Transportation Network Planning Project found that:
  - ✓ Respondents felt the biggest transportation challenges for those 60 and older and those with disabilities were related to days and hours of operation of public transportation (47%), routes of operation (42%), and cost (19%). To improve service, they most frequently suggested improved schedules of operation, especially for weekend and evening service, both in general (31%) and to improve transportation for themselves personally (61%)
  - ✓ If additional funding were made available, respondents would be most likely to favor augmented dial-a-ride services (42%) or fixed-route services available to the general public (33%)

Small-scale surveys were given to three special populations to gather their opinions about transportation needs of those 60 and older and those with disabilities in the tri-county area for the Tri-County Special Transportation Network Planning Project.

- Interviews with County health department caseworkers using an abbreviated version of the questionnaire for transportation provider-social service administrator survey found that:
  - ✓ Eighty-three percent (83%) of caseworkers rated current public transportation as meeting only a *small part* of the needs of those 60 and over and those with disabilities
  - ✓ They thought access to public transportation for such persons is limited primarily because service does not run to and from destinations needed (83%) or because service does not run when rides are needed (72%)
  - ✓ The types of trips seen as most difficult on public transportation include evening trips (89%), weekend trips (89%), and trips for personal business--such as banking and haircuts (89%)

- ✓ They thought the most needed improvement to public transportation service is routes to connect cities and rural communities (78%)
- ✓ The improvements receiving the highest importance rating were make available a *greater number of door-to-door rides* (72%), offer *more days of operation* (72%), and offer *printed schedules that are easier to understand* (72%)

- Interviews with adult foster home operators in the tri-county area using an abbreviated version of the qualitative questionnaire found that if additional funding were made available, foster home operators would be most likely to favor augmented dial-a-ride services (53%)
- Interviews of medical clients who were 60 or over and/or with disabilities using an abbreviated version of the questionnaire for the telephone survey of senior, disabled, and special transportation riders found that:
  - ✓ 25% of medical facility clients said they have difficulty finding transportation to places around the tri-county area.
  - ✓ The most frequently given reason for transportation difficulty was *no bus service, stop is too far away* (83%).
  - ✓ Only 13% of those surveyed said they would be *very likely* to use public transportation between Benton, Linn, and Lincoln counties, with the majority (75%) rating themselves *not very likely* to use the service if it were offered.

Source: Tri-County Special Transportation Planning Project, 2002

OPPORTUNITIES FOR HEALTHY LIFESTYLES

Recreational Opportunities and Facilities

Within Benton County there are over 45 parks and recreational areas. The amenities of these areas range from hiking trails to fully developed areas that have camping, picnicking, gas grills, electricity, ball fields, boat ramps, and more.

These areas are managed by city, county, state and federal governments as shown in the following.

Benton County parks and park ownership

Park	Owner	Park	Owner
Adair County Park	Benton County	Marys Peak Viewpoint	SNF
Alpine	Alpine	Marys Peak Wayside	SNF
Alsea Falls Recreational Site	BLM	Mary's River Park	Philomath
Alsea Hatchery	ODFW	McCartney	Linn County
Aquathusiasts Boat Ramp	Corvallis	McDonald Forest	OSU
Avery Park	Corvallis	Mill Creek County Park	Benton County
Bellfountain County Park	Benton County	Missouri Bend Recreation Site	BLM
Bowman	Albany	Monteith Riverpark	Albany
Bruce Starker Arts Park	Corvallis	North Albany County Park	Benton County
Bryant	Albany	Fitton Green Natural Area	Benton County

Park	Owner	Park	Owner
Campbell County Park	Benton County	Peavy Arboretum Lodge	OSU
Chip Ross	Corvallis	Peoria	Linn County
Clemens County Park	Benton County	Riveredge Group Camp	SNF
Conner's Camp	SNF	Salmonberry County Park	Benton County
E E Wilson	ODFW	Sunset Park	Corvallis
Ellmaker	OSP	Takena Landing	Albany
Fairgrounds	Benton County	Traux Island	OSP
Fitton Green Natural Area	Benton County	Village Green	Corvallis
Fort Hoskins Historical Park	Benton County	Walnut Park	Corvallis
Hyak County Park	Benton County	Washburne Wayside	OSP
Irish Bend County Park	Benton County	Willamette Park	Corvallis
Jackson Frazier County Park	Benton County	William Finley N.W.R.	NWR
Marys Peak Campground	SNF		

BLM = Bureau of Land Management
NWR = National Wildlife Refuge
OSP = Oregon State Parks
OSU = Oregon State University
SNF = Siuslaw National Forest

Source: Benton County Web site; http://www.co.benton.or.us/parks/benton.htm

Miles of Paved or Other Trails, Bike Lanes, Etc.

Natural Areas and Parks Size

Site	Size
Adair Park/Clubhouse	123.05
Beazell Memorial Forest	586.1
Bellfountain Park	10
Campbell Boat Landing*	0.97
Clemens Park	37.58
Fitton Green Open Space Natural Area	307.96
Fort Hoskins	128.36
Hyak Park	5.04
Irish Bend Park	7.95
Jackson-Frazier Wetland	144.28
Mill Creek Boat Landing/Robinson Grove	4
North Albany Park	21.59
Salmonberry Park	10.2

*Belongs to Oregon State Fish and Wildlife Department and is managed by Benton County

Source: Benton County Web site; http://www.co.benton.or.us/parks/benton.htm

The Corvallis Parks and Recreation Department provides over 2,000 acres in parks, trails, open space and beautification areas.

Source: Consolidated Plan for the Corvallis Community Development Block Grant and Home Investment Partnerships Programs, 2003

Air and Water Quality Conditions

Air Quality

- The Oregon Department of Environmental Quality through its Air Quality Surveillance Network monitors air quality throughout Oregon, and air sampling is conducted at a monitoring station in Corvallis located at Corvallis Fire Station #3. Benton County currently meets all federal ambient air quality standards and is less at risk than a number of other Oregon cities.
- In 2000, Corvallis had the second lowest Particulate Matter levels out of 21 cities. The highest level was in November, likely from wood stoves.
- Industrial pollution is less significant in Benton County due to the amount and type of industry, but individual actions such as driving cars, using woodstoves, gas-powered lawn mowers and motorboats, and outdoor burning are major causes of most of the local air pollution.
- Benton County is located in the Willamette Valley air shed, and because of geologic features, pollution generated in the valley often becomes trapped. Pollution from automobile emissions and industry in the metropolitan areas and from field burning, slash burning, and other agricultural and forestry practices in rural areas combine in the atmosphere and are dispersed the entire length of the valley.
- In 2004, Corvallis had an Air Quality Index (AQI) of "Good" 333 days of the year and "Moderate" for 22 days. The remaining 11 days did not receive a score. There were no days with an AQI of "Unhealthy for Sensitive Groups" or "Unhealthy."

Sources: Oregon Department of Environmental Quality; Benton County Environmental Health Division; Benton County Environmental Health Assessment Priority List-2002.

Water Quality

- Corvallis drinking water supply comes from two surface water sources: water from three creeks on Rock Creek Watershed on the east side of Marys Peak, and the Willamette River. The City of Corvallis tests for microbiological contamination within the water distributions system and in the raw water sources that supply the water treatment plants. Neither *coliform* bacteria nor *E. coli* were detected. *Giardia lamblia* and *cryptospoidium* was found in low concentrations in the creeks and river, but not in the finished water supply.

Source: Corvallis Public Works Department 2004 Water Quality Report.

- The "Benton County Environmental Health Assessment Priority List" includes eight areas in the county with on-site sewage problems, seven drinking water problem areas, and other environmental problem areas including watersheds.
- The DEQ is required by the federal Clean Water Act to maintain a list of stream segments that do not meet water quality standards. This list is called the 303(d) List because of the section of the Clean Water Act that makes the requirements. These Benton County rivers and streams are on the List: Alsea River, Lobster Creek, Long Tom River, Luckiamute River, Marys River, Muddy Creek, and the Willamette River.
- Water quality has improved in the Willamette Valley as point sources have come under regulation in the past 30 years. However, recent studies have found that much of the Willamette River main stem is still water quality limited for bacteria, fish deformities,

temperature, and dissolved oxygen (Leland et. al. 1997). With an increasing population, more industry, and a trend toward more intensive agriculture, non-point source pollution has become the major challenge.

- Groundwater supplies 90% of rural residential drinking water in Oregon and 2,500 public water systems obtain water exclusively from ground water.
- Oregon DEQ is preparing Total Maximum Daily Load (TMDL) allocations for the Willamette Basin for mercury, bacteria, and temperature. This will likely require Benton County to develop methods to limit additions of these pollutants to streams in the county.

Sources: Benton County Environmental Health Assessment Priority List-2002; Oregon Department of Environmental Quality; Restoring the Willamette Basin Willamette Restoration Initiative, 1999; Oregon Department of Water Resources, 2003.

Benton County Domestic Well Testing Data

Wells Tested	Wells with Nitrate Detected	Average Detected Nitrate Concentration (mg/L)	Maximum Nitrate Concentration (mg/L)	NPDW MCL (mg/L)	Number of Wells Over MCL
238	174	1.64	11.8	10	1
Number of Wells => 7 mg/L Nitrate	Wells with Positive Bacteria	No. of Wells with Nitrate NDs	% Wells => 7 mg/L Nitrate	% Wells Over MCL	% Wells with Positive Bacteria
5	5	64	2%	0%	2%

Source: Oregon Department of Environmental Quality, 2004.

- Groundwater in the Willamette Valley shows signs of contamination by human activities, with early assessments showing a high percentage of wells with a high concentration of nitrate in the water, which poses a health risk. Potential nitrate sources include septic systems, agricultural amendments, confined animal feeding operations, fertilizers for lawns and golf courses, and bulk fertilizer facilities. The DEQ is in the process of declaring the area between Eugene and Albany a "Groundwater Management Area" because of contamination. The area in Benton County is bounded by Highway 99W on the west between Monroe and Corvallis.

Land Quality

- DEQ's Underground Storage Tank Cleanup List includes approximately 226 underground storage and home heating tanks with reported releases of petroleum products in Benton County. Locations are predominantly in the Corvallis area, with sites also in Adair Village, Alsea, Monroe, and Philomath.
- Five Corvallis cleanup sites are listed on the DEQ Environmental Cleanup Program "Active Site List." They include an electric power plant site, a fiber manufacturing plant, an industrial chrome plating company, and two dry cleaners.
- Land use decisions at the Coffin Butte Sanitary Landfill have provided another 43 years of capacity to the site, continuing to serve as a regional landfill servicing Linn, Polk, Lincoln, and Benton Counties.
- The Coffin Butte Landfill is currently in compliance with permits and is heavily monitored by the County. Leachate is collected and treated. A leak detection system is in place to monitor the bottom liner of the landfill for leaks. Monitoring wells surround the perimeter of the landfill.

Sources: Oregon Department of Environmental Quality; Benton County Environmental Health Department.

Opportunities for Community Interaction, Involvement and Diversity

Ethnic and Age Distribution of Residents

Age distribution in Benton County

Male		Female		Total
Age	Number	Age	Number	
Under 1 year	394	Under 1 year	396	790
1 year	487	1 year	354	841
2 years	346	2 years	303	649
3 years	411	3 years	438	849
4 years	342	4 years	400	742
5 years	491	5 years	305	796
6 years	479	6 years	342	821
7 years	466	7 years	533	999
8 years	602	8 years	408	1,010
9 years	459	9 years	479	938
10 years	517	10 years	487	1,004
11 years	428	11 years	554	982
12 years	543	12 years	432	975
13 years	603	13 years	613	1,216
14 years	453	14 years	436	889
15 years	574	15 years	470	1,044
16 years	596	16 years	541	1,137
17 years	494	17 years	518	1,012
18 years	776	18 years	1,149	1,925
19 years	1,349	19 years	1,369	2,718
20 years	1,452	20 years	1,441	2,893
21 years	1,500	21 years	1,234	2,734
22 to 24 years	3,029	22 to 24 years	2,402	5,431
25 to 29 years	2,867	25 to 29 years	2,406	5,273
30 to 34 years	2,386	30 to 34 years	2,316	4,702
35 to 39 years	2,480	35 to 39 years	2,548	5,028
40 to 44 years	2,700	40 to 44 years	3,173	5,873
45 to 49 years	3,134	45 to 49 years	3,104	6,238
50 to 54 years	2,534	50 to 54 years	2,452	4,986
55 to 59 years	1,559	55 to 59 years	1,706	3,265
60 and 61 years	563	60 and 61 years	488	1,051
62 to 64 years	638	62 to 64 years	752	1,390
65 and 66 years	386	65 and 66 years	428	814
67 to 69 years	606	67 to 69 years	611	1,217
70 to 74 years	813	70 to 74 years	1,102	1,915
75 to 79 years	755	75 to 79 years	1,048	1,803
80 to 84 years	435	80 to 84 years	662	1,097
85 years and over	355	85 years and over	751	1,106
Total	39,002	Total	39,151	78,153

Source: 2000 U.S. Census

Age distribution summary for Benton County

Age	Number	Percent
15 and under	14,545	18.6
16 – 24	17,850	22.8
25 – 44	20,876	26.7
45 – 64	16,930	21.7
65+	7,952	10.2
Total	78,153	100.0

Source: 2000 U.S. Census

Race distribution in Benton County

Race	Number	Percent
White alone	69,561	89.0
Black or African American alone	761	1.0
American Indian and Alaska Native alone	538	0.7
Asian alone	3,331	4.3
Native Hawaiian and Other Pacific Islander alone	73	0.1
Some other race alone	1,395	1.8
Two or more races	2,494	3.2

Source: 2000 U.S. Census

Information about Level of or Opportunities for Volunteerism or Community Service

Benton County has many opportunities for volunteerism and community service. A Web site (www.lbvision.org) was designed by the Linn-Benton Retired and Senior Volunteer Program (RSVP) to promote volunteerism in Linn and Benton Counties by connecting nonprofit organizations with volunteers. The site lists 28 categories of nonprofit agencies and more than 1,000 volunteer opportunities ranging from arts and crafts to data entry to tutoring.

PUBLIC SAFETY

Crime Statistics, Including Comparison to Statewide and Other County Data

2000 crimes reported in Benton County

Crime	Number	Percent
Murder	0	0
Rape	23	0.6
Robbery	25	0.7
Aggravated Assault	142	3.9
Burglary	638	17.6
Larceny - theft	2,639	72.9
Motor vehicle thefts	134	3.7
Crime Number Total	3,620	100

Source: Federal Bureau of Investigation

2000 arrests in Benton County

Crime	Number	Percent
Murder	0	0.0
Rape	12	0.4
Robbery	14	0.4
Aggravated Assault	27	0.9
Burglary	86	2.7
Larceny – theft	319	10.1
Motor vehicle thefts	55	1.7
Arson	5	0.2
Other assaults	259	8.2
Forgery & counterfeiting	71	2.2
Fraud	51	1.6
Embezzlement	5	0.2
Have stolen property	36	1.1
Vandalism	133	4.2
Weapons violations	40	1.3
Prostitution and commercial vice	1	0.0
Sex offenses	38	1.2
Total drug violations	321	10.1
Gambling	0	0.0
Offenses against family & child	17	0.5
Driving under influence	282	8.9
Liquor law violations	662	20.9
Drunkenness	0	0.0
Disorderly conduct	70	2.2
Vagrancy	0	0.0
All other offenses except traffic	607	19.1
Total	3,172	100

Source: Federal Bureau of Investigation

2003 reported offenses per 10,000 population

Crime	Benton County Number	Benton County Rate	Rank (of 36 Oregon Counties)	Oregon Number	Oregon Rate
Willful Murder	0	0.0	1	78	0.2
Negligent Homicide	0	0.0	1	5	0.0
Rape	13	1.7	11	1,286	3.6
Other Sex Crimes	83	10.3	6	5,867	16.6
Kidnapping	16	2.0	24	691	2.0
Robbery	31	3.9	24	2.891	8.2
Aggravated Assault	71	8.8	19	6,620	18.7
Simple Assault	360	44.7	10	23,677	66.9
Burglary	650	80.8	24	29,261	82.6
Larceny	2,287	284.1	26	125,055	353.1
Motor Vehicle Theft	191	23.7	18	19,435	54.9
Arson	32	4.0	21	1,609	4.5

Crime	Benton County Number	Benton County Rate	Rank (of 36 Oregon Counties)	Oregon Number	Oregon Rate
Forgery	158	19.6	23	11,232	31.7
Fraud	367	45.6	31	13,812	39.0
Embezzlement	6	0.8	24	587	1.7
Stolen Property	21	2.6	24	850	2.4
Vandalism	701	87.1	13	44,170	124.7
Weapons	97	12.1	25	3,474	9.8
Prostitution	0	0.0	1	521	1.5
Drugs	475	59.0	14	24,425	69.0
Gambling	0	0.0	1	16	0.1
Crimes Against Family	78	9.7	18	3,123	8.8
D.U.I.I.	453	56.3	5	24.949	70.5
Liquor	830	103.1	35	13,789	28.9
Disorderly Conduct	731	91.5	28	18,314	56.3
Other Behavior	1,633	202.9	20	60,782	171.6
Curfew	19	2.4	9	3,016	8.5
Runaway	174	21.6	19	11,066	31.3

Source: *Oregon Criminal Justice Commission*
http://www.ocjc.state.or.us/CrimeData/Comparestatsindex.htm#totalsummary

2003 crime statistics (arrests per 10,000 population)

Crime	Benton County Total	Benton County Rate	Ranking (of 36 Counties)	State Total	State Rate
Willful Murder	0	0.0	1	103	0.3
Negligent Homicide	1	0.1	31	12	0.0
Rape	2	0.3	6	331	0.9
Other Sex Crimes	32	4.0	14	1,620	4.6
Kidnapping	10	1.2	35	132	0.4
Robbery	12	1.5	18	1,137	3.2
Aggravated Assault	34	4.2	12	2,440	6.9
Simple Assault	206	25.6	4	15,555	43.9
Burglary	44	5.5	4	3,564	10.1
Larceny	316	39.3	16	23,628	66.7
Motor Vehicle Theft	35	4.3	11	2,933	8.3
Arson	14	1.7	18	536	1.5
Forgery	36	4.5	19	2,559	7.2
Fraud	94	11.7	35	1,727	4.9
Embezzlement	4	0.5	32	70	0.2
Stolen Property	19	2.4	26	595	1.7
Vandalism	162	20.1	30	5,220	14.7
Weapons	52	6.5	17	2,201	6.2
Prostitution	0	0.0	1	388	1.1
Drugs	377	46.8	12	20,968	59.2
Gambling	0	0.0	1	4	0.0

Crime	Benton County Total	Benton County Rate	Ranking (of 36 Counties)	State Total	State Rate
Crimes Against Family	16	2.0	6	1,126	3.2
D.U.I.I.	436	54.2	6	21,762	61.5
Liquor	1,189	147.7	36	18,167	51.3
Disorderly Conduct	387	48.1	31	7,760	20.7
Other Behavior	682	84.7	17	24,802	70.0
Curfew	15	1.9	7	2,429	6.9
Runaway	66	8.2	22	2,638	7.5

Source: Oregon Criminal Justice Commission
http://www.ocjc.state.or.us/CrimeData/Comparestatsindex.htm#totalsummary

Overall crimes reported per 1,000 Oregonians (2002)

Region	Rate	County Rank
Benton County	108.1	18
Oregon	124.2	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Reported crimes against persons per 1,000 population (2002)

Region	Rate	County Rank
Benton County	8.2	14
Oregon	11.7	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Reported property crimes per 1,000 Oregonians (2002)

Region	Rate	County Rank
Benton County	49.5	23
Oregon	67.5	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Reported behavioral crimes per 1,000 Oregonians (2002)

Region	Rate	County Rank
Benton County	50.4	19
Oregon	45.1	X

Source: Oregon Benchmarks County Data Book, 2003
http://egov.oregon.gov/DAS/OPB/docs/CoData/03CoData/03CoDaBk.pdf

Appendix D

Benton County Community Needs Assessment
Service Provider Survey Summary

December, 2005

Overview

United Way of Benton County, in partnership with the County, the City of Corvallis, the Corvallis Clinic, Oregon State University and Samaritan Health Services has retained Cogan Owens Cogan (COC) to assist in preparing its current needs assessment. This is the fourth such needs assessment, which is updated every three to five years. The project team is undertaking the following activities:

- Conducting stakeholder interviews with community leaders
- Designing and conducting a random-sample, telephone survey of County residents
- Conducting secondary, empirical research into conditions and goals related to healthy communities
- Distributing and summarizing results of an informal written questionnaire of service providers
- Facilitating focus groups of community service recipients and others
- Informing community members about the results of the study

This report summarizes the results of the fourth of these tasks. United Way distributed a survey via email to 47 people representing nonprofit, faith-based, local government and other service providers. Participants were asked to identify important problems in Benton County, significant characteristics of a healthy community, and the most effective methods for disseminating information. The results of the surveys will be used to supplement and complement data from other research tasks described above. Results will be incorporated in the final community needs assessment report. As of December 7, 19 surveys were returned. A summary follows.

General Observations

Overall results of the survey include the following:

- The most common problem identified by service providers is a lack of funding for various social services.
- Service providers indicate that the most important characteristics of a healthy community are physical and mental health care services and facilities; quality k-12 education; the provision of food, shelter and clothing for residents in need; and services for the elderly and those with disabilities or other special needs.
- According to service providers, the most significant problems facing Benton County are not enough money for housing for people with limited incomes, and domestic violence/abuse. Housing discrimination and discrimination based on sexual orientation or race are seen as the least significant problems.
- A common suggestion to help create or support a healthy community in Benton County is for service providers to work together to advertise and education the public about available services, improve service delivery, and to advocate for increased funding for social services.

- The most effective methods to inform the citizens of Benton County about the local needs and issues are presentations to community groups and newspaper features. Less effective are email, radio and public meetings.

A detailed summary follows.

Responses

Following is a summary of answers to each question. Interview questions are shown in *italics*.

1. With what type of organization are you affiliated?

A majority of survey responses came from nonprofit organizations (17). Local government agencies submitted the other two survey responses.

2. Which of the following does your organization serve?

Respondents serve a wide variety of populations. Many providers serve multiple populations. The population most served by survey respondents is "children and/or teenagers" (13).

People with disabilities	11
Elderly	10
Children and/or teenagers	13
General public	7
People with substance abuse problems	9
Low or moderate income households	12
College students	6
Other: Terminally ill and families	1
Other: Family practice care	1

3. In your opinion, what is the most important problem facing Benton County today?

The most common element of responses involved a poor economy or lack of funding for various social services. Other problems identified more than once are poverty/hunger, lack of affordable housing, and a lack of funding for child abuse services, child care and drug abuse. A summary of identified problems includes:

- Economy/funding
- Poverty/hunger
- Lack of affordable housing
- Lack of funding for child abuse treatment
- Lack of affordable child care
- Drug/Meth abuse
- Lack of support for homeless/mentally ill
- No clear vision for the County
- No safety net for seniors and adults with disabilities
- Poor youth values

4. ***Please rate the relative importance to you of each of the following potential characteristics of a healthy community (very important, somewhat important, not too important, or not at all important).***

- All but one of the 19 service providers who completed the written questionnaire identified physical and mental health care services and facilities, quality k-12 education and the provision of food, shelter and clothing for residents in need as very important elements of a healthy community. All but two service providers indicated that services for the elderly and those with disabilities or other special needs as "very important."
- Several service providers (about 15%) noted issues related to mental or physical health as the most important issue related to achieving a healthy community in Benton County.

Element	*Very important*	*Somewhat important*	*Not too important*	*Not at all important*	*Don't know*
Food, shelter, and clothing provided for residents in need	95%**(1)**	5%	0%	0%	0%
Quality K-12 education	95%**(1)**	0%	5%	0%	0%
Services for the elderly and those with disabilities or other special needs	89%**(4)**	11%	0%	0%	0%
Mental and physical health care services and facilities	95%**(1)**	5%	0%	0%	0%
Recreational facilities and opportunities	47%**(9)**	47%	0%	0%	6%
Healthy economy	63%**(8)**	32%	5%	0%	0%
Safe environment, free from crime	74%**(7)**	21%	5%	0%	0%
Clean air, water and other environmental conditions	79%**(6)**	16%	5%	0%	0%
Arts, culture, and theatre	16%**(11)**	74%	5%	0%	5%
Community gathering places	32%**(10)**	58%	10%	0%	0%
Cultural and ethnic diversity	47%**(9)**	47%	6%	0%	0%
People who work together to solve community problems	78%**(5)**	22%	0%	0%	0%

5. ***Please identify your perception of the relative significance (in comparison to other problems on the list) of the following problems in Benton County.***

- Service providers indicate that not enough money for housing for people with limited incomes (1.35 avg. score) and domestic violence/abuse (1.38) are the most significant problems for Benton County residents. Housing discrimination (2.57), and discrimination based on sexual orientation (2.31) or race (2.19) are seen as less significant problems.
- 100% of service providers indicated that problems related to drug abuse and violence in the home are very significant or somewhat significant problems in Benton County.
- 50% of service providers indicate that children or teenagers experiencing serious behavioral or emotional problems is a very significant problem for residents of Benton County.

Problem/Issue	*Very significant*	*Somewhat significant*	*Not too significant*	*Not at all significant*	*Don't know*
Not enough money for housing for people with limited incomes	67%	22%	6%	0%	6%
Assistance for elderly people who need help with routine activities, such as household chores, cooking, or shopping	26%	53%	21%	0%	0%
Not enough money for food for people with limited incomes	42%	42%	16%	0%	0%
Cost of utilities for people with limited incomes	35%	53%	12%	0%	0%
Not enough money for child care for people with limited incomes	42%	53%	5%	0%	0%
People experiencing anxiety, stress, or depression	11%	79%	5%	0%	5%
Children or teenagers experiencing serious behavioral or emotional problems	50%	44%	6%	0%	0%
Not enough money for clothing or shoes for people with limited incomes	19%	50%	31%	0%	0%
Racial or ethnic discrimination	19%	44%	38%	0%	0%
Problems related to alcohol or drinking	31%	38%	31%	0%	0%
Assistance to people with disabilities or serious illness to meet routine needs, such as everyday household chores, cooking, or shopping	31%	50%	19%	0%	0%
Problems related to drug use	50%	50%	0%	0%	0%
Abuse or violence in the home	63%	38%	0%	0%	0%
Discrimination based on sexual orientation	6%	56%	38%	0%	0%
Underage drinking	47%	40%	13%	0%	0%
Lack of housing that meets the needs of persons with disabilities	31%	56%	13%	0%	0%
Lack of housing that meets the needs of the elderly	25%	63%	13%	0%	0%
Lack of access to medical care	25%	56%	19%	0%	0%
Lack of access to mental health care	47%	37%	16%	0%	0%
Lack of access to dental care	42%	47%	11%	0%	0%
Housing discrimination	0%	41%	35%	6%	18%

6. *What are the three most important actions local government, non-profit organizations, businesses, and other community organizations can take to create or support a healthy community?*

A common theme among suggested actions to create or support a healthy community is for service providers to work together to improve advertisement, education and delivery of services, and to advocate for increased funding for social services. Other suggestions made more than once are to

help all residents to meet basic needs; provide safe and affordable housing; improve access to healthcare; support the local economy and increase educational choice. A summary of suggestions includes:

- Collaborative efforts to improve service advertisement, education, funding and delivery
- Help all residents to meet basic needs
- Provide safe and affordable housing
- Improve access to healthcare, including mental health and drug abuse treatment
- Economy: support local economy; economic development strategy, including urban renewal districts
- Increase educational choice
- Provide quality infrastructure (transportation, water, etc.)
- Child abuse prevention/education
- Improve services/awareness for seniors and those with disabilities
- Focus on youth
- Provide activities for youth and adults

7. *Please rate the effectiveness of the following potential methods to inform citizens about the needs and issues you have identified in this survey.*

Service providers indicate that presentations to community groups (1.47 avg. score) and newspaper features (1.58) are the most effective methods to inform citizens about the needs and issues identified in this survey. Email (2.18), radio (2.06) and public meetings (2.05) are less effective methods.

Technique	*Very effective*	*Somewhat effective*	*Not too effective*	*Not at all effective*	*Don't know*
Newspaper features and news	9	9	1	0	0
Radio	3	12	2	1	0
Direct mail	5	9	3	0	1
E-mail lists or listservs	2	10	5	0	1
Presentations to community groups	11	7	1	0	0
Organizational newsletters	3	14	1	0	0
Public meetings	7	4	8	0	0
Other					

8. *Do you have any other comments about these issues?*

A summary of other comments:

- Funding for services is inadequate to meet the needs.
- Service providers need to define a healthy community with high standards and then work in cooperation to meet those standards.
- General labels for groups of people may affect the importance a respondent places on the need. A better way to phrase questions might be, 'Do you think the population of Corvallis should care for the sick?'
- Education and training are important components of preventing the perpetual cycle of poverty.
- Concern that services may not be reaching those in need or that the services are inadequate to meet the need.

- The first step towards meeting these needs should be to raise awareness and sharing local needs.

Appendix E

Benton County Community Needs Assessment
Focus Group Discussion Summaries
on Health Care and Substance Abuse Issues

December 6, 2005

United Way of Benton County Offices

Health Care Issues Summary

Introduction

United Way of Benton County, in partnership with the County, the City of Corvallis, the Corvallis Clinic, Oregon State University and Samaritan Health Services has retained Cogan Owens Cogan (COC) to assist in preparing its current needs assessment. Davis, Hibbitts and Midghall, a survey research firm, is a subcontractor to COC. This is the fourth such needs assessment, which is updated every three to five years.

As part of the needs assessment, COC facilitated two focus group discussions. One group was assembled to discuss health care issues, the other to discuss substance abuse issues. Each reviewed and discussed research and survey results to date and possible strategies to address their respective issues, including ways to engage community members in implementing solutions.

This report summarizes the results of the discussion of health care issues. Six people participated in the discussion. They included non-profit service providers, health educators, a family medicine practitioner, the Benton County Health Department and a small business owner. A list of participants follows this summary.

Matt Hastie, COC, began the discussion by providing an overview of selected results from the needs assessment process to date and described the objectives of the focus group discussions. Participants then introduced themselves, describing their involvement in addressing health care issues within Benton County.

General Conclusions

Summary observations include the following:

- Several participants raised issues related to the methodologies used for the telephone survey and written questionnaires used with the general public and service providers, respectively. They questioned whether each effort captured opinions of all elements of the population (e.g., people without telephones, low income or transient households) and if questions were worded specifically enough to ensure valid survey results.

- Participants agree that physical and mental health are very important elements of a healthy community and affect many other aspects of citizens' quality of life.
- Participants note a variety of issues that impact ability to obtain medical and dental care, including cost, transportation access, language barriers, childcare issues, and the way in which services are provided and funded.
- Some participants say that more detailed study of these issues is needed before solutions can be identified and implements. Others recommended a variety of possible strategies to improve access to health care in Benton County, including the following:
  - ✓ Create a mechanism to cover minimum co-pays for people receiving services at federally qualified health clinics.
  - ✓ Create a county-wide or regional health care commission to allocate funding and services among different providers.
  - ✓ Adequately fund and administer the Oregon Health Plan.
  - ✓ Look at successful models used in other regions of the United States, emulating and tailoring them to conditions and needs in Benton County.

The following section describes the results of the discussion in more detail.

Summary of Discussion

Matt Hastie presented selected findings related to health care from a random sample telephone survey, written questionnaires completed by service providers, and other research conducted as part of the needs assessment. He asked participants a series of questions, which are listed below (in ***bold italics***) along with a summary of responses.

What is your general reaction to the survey and research findings?

- Who responded to the survey of service providers? Was the sample large enough and representative of a variety of types of providers?
- What populations may have been missed in the phone survey?
- Did the phone survey utilize only land lines?
- Did the phone survey account for non-English speakers?

- How was "trouble" defined in terms of obtaining access to medical care?
- The wording of some questions seems imprecise or open to interpretation. Does that affect the quality of the results?
- How clearly defined was the difference between "often," "sometimes" and similar phrases? Do you think all respondents defined those terms in the same way?
- Tools are available that can target specific populations and may result in different responses.

- Residents in rural portions of Benton County are underserved in terms of health care. I don't see a mechanism to collect data on transient populations, which constitute a significant proportion of people in this area.
- People with no source of income are harder to track and unlikely to be captured in a phone survey.

- Mental health and dental coverage are huge issues in these more transient populations. Their definition of "trouble obtaining health care" may differ from that of others. For example, one person may define difficulty in getting medical service as not being able to see a doctor immediately. Another may define it as having to wait several months.
- I recommend contacting social agencies who work with these populations; consider conducting on-site interviews at these facilities. If you cannot do that as part of this study, consider missed populations in the next community needs assessment. Look at organizations with non-insured clients, 100% of the participants are likely to have problems.
- Compare small organizations to large ones. We have different perspectives on what the issues are, including reimbursement, federal and Oregon Health Plan (OHP) cuts, and workforce shortages.
- What was the intent of the question about stress and anxiety? Will the results of that question be discussed in relation to mental or physical health-related questions?

How do you rank access to physical and mental health services and facilities as important elements of a health community?

All said it ranks very high.

- In one sense, physical health is less critical than mental health, because physical health services will almost always be administered when needed. The same is not true for mental health services.

Why?

- Good health has a ripple effect; it impacts many aspects of life. Someone with poor mental or physical health will see adverse impacts on other aspects of their life — their job, family, other relationships and their potential to be a productive member of society.

What do you think people mean when they say they have trouble getting health care in Benton County?

- Cost can be a significant issue for many.
- Quality and appropriateness of care. Patients seem to assume these are a given. They should be a part of the equation, although we often don't discuss them. Access alone is not an adequate indicator.
- Some services are very limited.
- Transportation, affordability and language are key to access for many.
- Cultural competency and language also are tied to appropriateness and quality. The number and types of cultural groups vary by county. For example, Linn County has many Russian residents. When a patient already faces cultural obstacles, issues like transportation become even more significant.

What would you say are the top three obstacles to health care?

- Economic status and access to affordable insurance.
- Bureaucracy--federal program requirements and funding, which are used to determine grants
- Political decisions about the use of tax money or other public funds.
- Cost (mentioned twice).
- Cost and political decisions are intertwined.

- A parochial attitude of maintaining the status quo (e.g., turf issues). Lack of communication, coordination and willingness to look at the big picture. Not looking at issues from a system-oriented perspective but instead focusing on individual pieces of the puzzle.
- Absence of a safety net, in contrast to what other developed countries provide.
- Employees often have to choose between a salary increase or access to publicly-funded health care insurance (e.g. Medicare or the OHP).
- Money, bureaucracy and the ability to get to facilities (e.g., for working parents).

What are obstacles specific to access?

- The lack of communication of evening hours in clinics.
- It is a self-esteem issue for some people. Loss of insurance and need to use the OHP is seen as a stigma that creates a barrier.
- People often choose to pay for medicine, which is less expensive, over office visits.
- Cuts in health care facility and program funding by the federal government (e.g. decreases in Community Development Block Grant funding).
- Childcare costs.

What local strategies can be undertaken to address these issues?

- First, we need to understand the specifics of the issues, e.g. within the context of access, affordability, etc. A complete and detailed understanding is needed before we can craft appropriate solutions. More study is needed.
- Pool resources to utilize multiple survey tools. Surveys should focus on multiple situations.
- Do not look to the federal government for solutions. Change needs to start at the local level.
- Gather key stakeholders representing payment/delivery systems, employers, patient groups, etc. to discuss issues faced by the community at large.
- Help people access federally qualified community health centers by assisting with co-payments. Consider using vouchers to cover these costs.
- Address senior dental needs; provide transportation services to help patients get to facilities. Children's issues seem to get much more attention than the needs of seniors.
- Create a public health commission, consisting of representatives from cities, the county, health department, Samaritan Health Services, Oregon State University, the Corvallis Clinic, etc. Major roles would be to oversee/administer programs and disperse funds in the most cost-effective and efficient way possible.
- Involve elected officials, to look at use of discretionary funds to resolve these issues.

- Adequately fund and continue to administer the OHP. The plan will have a better chance of continued implementation if it does not need to take on more people.
- Start small. Create short-term successes to encourage support for larger initiatives.
- Set up a tax district for health care in the area and an organization to obtain and pool resources. Provide a safety net for our citizens. Establish a system that can be a good model beyond Benton County.

- Review and build on best-practice models developed in other areas, tailoring them to needs and conditions here. For example, Maricopa County in Arizona has developed an equitable system to pool and administer resources and services at a regional level without compromising the

ability of local organizations to serve their clients. It was the result of a detailed needs assessment that took many years to refine and implement.

- Key stakeholders need to understand the ripple effect--how their investments in good health care for all community members will enhance overall community health and prosperity. Making them more aware should be a goal in order to involve them. Provide as much data and examples as possible.

- It takes political will. The OHP is still here and provides a good framework. It may not be a perfect system but we are much better off with it than without it.
- Identify people invested in the community; encourage them to provide the leadership needed to address these needs.
- Provide examples of successes. Pool resources; provide a social safety net and reasons to support the program.
- People in this county are highly educated and motivated. If any county can solve these problems, this one can.
- There need to be simultaneous efforts--many smaller activities related to the opportunities listed above, at different levels, along with addressing the larger system. People will see this and become involved.

Is there anything you would like to add about this focus group process?

- It would have been good to have received more detail and information about the survey results so we knew what we were critiquing, e.g. the methodology.
- There could have been more diversity within this group.

Substance Abuse Issues Summary

Introduction

United Way of Benton County, in partnership with the County, the City of Corvallis, the Corvallis Clinic, Oregon State University and Samaritan Health Services has retained Cogan Owens Cogan (COC) to assist in preparing its current needs assessment. Davis, Hibbitts and Midghall, a survey research firm, is a subcontractor to COC. This is the fourth such needs assessment, which are updated every three to five years.

As part of the needs assessment, COC facilitated two focus group discussions. One group was assembled to discuss health care issues, the other to discuss substance abuse issues. Each reviewed and discussed research and survey results to date and possible strategies to address their respective issues, including ways to engage community members in implementing solutions.

This report summarizes the results of the discussion of substance abuse issues. Eight people participated in the discussion. They included law enforcement officials, school counselors and non-profit service providers. A list of participants follows this summary.

Matt Hastie, COC, began the discussion by providing an overview of selected results from the needs assessment process to date and described the objectives of the focus group discussions. Participants then introduced themselves, describing their involvement in addressing substance abuse issues within Benton County.

General Conclusions

Summary observations include the following:

- Participants believe that survey and other data underestimate the extent of substance abuse problems in Benton County. They indicate that the percentage of people who have substance abuse problems may as much as double the percentage indicated by Census data and significantly higher than indicated by telephone survey results. Differences in reported and actually incidences of substance abuse may be related to denial, fear of prosecution or other factors.
- Law enforcement officials in the group indicate that a significant percentage of criminal activity in the County (80% or more) is directly or indirectly related to drug or alcohol abuse.
- Participants agree that substance abuse is a significant problem in Benton County and greatly affects the overall health of the community.
- Participants cite a variety of factors that contribute to substance abuse, particularly among young people, including poor parenting skills; lack of resources devoted to prevention, treatment and enforcement; a culture of alcohol use and abuse; and widespread availability of alcohol and drugs.
- Participants recommend a variety of possible strategies to address substance abuse issues in Benton County, including the following:
  - ✓ Increase funding for enforcement, prevention and treatment efforts.
  - ✓ Convince decision-makers and the general public of the seriousness of this issue and the need to devote more resources to addressing it.

- ✓ Teach better parenting skills to children at an early age and throughout their life to improve their ability to raise their kids once they become adults.
- ✓ Provide funding to reinstate drug and alcohol prevention specialists and resource officers in schools.
- ✓ Collaborate with Oregon State University to address alcohol abuse among university students.
- ✓ Use advertising and other means to educate people about problems associated with substance abuse and the need to change societal attitudes about it.
- ✓ Facilitate community forums to discuss this issue and potential solutions; spread the word through community group meetings and communications, as well as the local media (newspaper, radio, television).

The following section describes the results of the discussion in more detail.

Summary of Discussion

Matt Hastie presented selected findings related to substance abuse from a random sample telephone survey, written questionnaires completed by service providers, and other research conducted as part of the needs assessment. He asked participants a series of questions, which are listed below (in ***bold italics***) along with a summary of responses.

What is your general reaction to the survey and research findings?

- Did you consider that many people do not have a phone? I'm concerned that key populations such as the homeless may have been missed.
- Methamphetamine (meth) use may have decreased among youth during the past year, but alcohol use rates appear to be the same.
- The high percentage of those reporting a need for treatment in the census data, compared to the lower percentage of those reporting it in the phone survey, is interesting. This is probably because people suspect their identities are known during the phone survey, and are reluctant to admit a problem or illegal activity.
- It may also be because they do not recognize they have a problem.
- Many adults do not see how they contribute to the problem. For example, they'll identify a problem in their teenage children, but not consider removing or locking up the alcohol they keep in their homes.
- There is denial of substance abuse problems among people in every walk of life. The issue cuts across socioeconomic lines.

Census data indicates that 12% of Benton County residents report a substance abuse problem. Do you think that percentage is low?

- Yes. It probably is double that. Statistics tend to underestimate this problem.

How significant of a problem do you feel substance abuse is, compared to other problems in the County?

- Participants agreed that it is highly significant.
- Kids have tremendously easy access to drugs and alcohol.

Do you think a higher percentage of people in the County have this problem than the survey seems to indicate?

- Drugs are perceived as a bigger problem, although alcohol abuse is probably more prevalent. Alcohol is socially acceptable. There has been more publicity in the last few years related to drugs and their connection to other crime, particularly meth use. The connection between alcohol and crime is less publicized.
- Eighty percent of law enforcement issues are related to alcohol or drugs, either directly or indirectly. During the graveyard shift, 85-90% of incidents are probably alcohol-related.
- We live in a culture of drinking. Kids see parents consuming it socially. It is readily available in homes.
- OSU football games are advertised as family-friendly, yet there is heavy consumption of alcohol there and a culture of drinking.
- How recent was the question about meth asked in the teen survey cited in your handout? Meth use and meth-related incidents among youth seem to have increased every year.

- The problem often starts during the teen years. Parents often deny the possibility that their kids are using drugs.
- The community needs to recognize the problem before much can be done.
- High school dropouts account for a percentage of users; they are not in school taking the (teen) survey. That may indicate underestimating of the problem in that survey. There often is a relationship between dropping out of school and substance abuse.
- Painkillers are a problem in high school. Usage has increased faster than that of other substances in the last few years for both youth and adults. They are very easy to obtain.

Can you identify ways to get more information on this topic?

- Interview those with higher tendencies toward substance abuse.
- Consult service providers in fields such as community outreach and mental health, and people in treatment centers or getting treatment.

What local initiatives or solutions can be undertaken to address and reduce alcohol and drug abuse in Benton County?

- There is very little funding to address this issue. People are being cut from the Oregon Health Plan. There is only one organization in the County that provides free residential treatment services for youth with substance abuse issues and they only have space for one or two kids from this county (they serve the Portland area as well).
- Resources are needed on all levels. Law enforcement agencies are under-staffed and under funded. This sometimes leads to the inability to implement some programs at all. For example, we do not have dedicated narcotics officers. We only catch people with meth labs when we run across them as part of other investigations.

- There needs to be more focus on prevention. It needs to start with community awareness.
- OSU should be at the front of awareness and prevention efforts, particularly related to alcohol abuse. OSU should partner with others in Benton County on this issue.

- OSU's efforts have improved in recent years. They have one full-time prevention person. Alcohol use is a significant problem there; it is evident in all parking lots and open spaces on football game days. There seems to be little enforcement during those events.
- Early intervention and treatment for youth is practically nonexistent. Follow-up also is important because relapse is a huge issue.
- It is a problem that insurance does not pay for residential treatment.
- There need to be designated drug/alcohol counselors or outreach staff in schools. Such people can build relationships with students and provide consistency. They also should be skilled at working with parents.

- Inadequate parenting skills are a big part of the problem. Poor parenting is passed on through generations.
- Many parents seem too enabling of bad behavior. Their desire to be friends with their children overrides needed discipline and they are too lenient. This is especially a problem among single parent households, which are an increasing percentage of all families. School attendance is an example of this; parents are increasingly lenient about it.
- Society has contributed to this by making parents afraid to punish their children. They have passed this responsibility on to others outside the home. Teaching good parenting skills needs to start very early in life.
- Parenting classes exist for families with problems. Perhaps they should be offered for more of the population. However, many people do not take advantage of these classes.
- In the past, there were more counselors in schools and they worked with parents.

- Head Start is a program that works. Early action is key.
- There is little federal funding.
- Elementary schools have completely cut counselors.
- No longer having police in the schools is a big problem. Funding continues to be unavailable.
- Law enforcement agencies can barely cover basic enforcement, much less education and prevention. We are typically in a reactive mode.
- Building relationships between law enforcement officers and teens in schools is effective. The officers become a familiar face and are seen as providing valid information.
- It would be good to see how our area compares to others and learn from those that are doing better.
- Here, we face issues associated with being a college town (e.g., a high rate of alcohol use) and people with many different backgrounds and attitudes.
- The DARE program promotes relationships among education, parenting and law enforcement to address substance abuse issues. In Corvallis, we often are missing the parenting and enforcement elements, leaving only the schools component. It would be interesting to hear from students who have participated in the program about how it has influenced their substance use problems.
- Solutions need to start with educating the community and include funding.

How should community leaders or others inform and engage residents, business owners, or others in helping solve these problems?

- Provide statistics and other information on the effects of substance abuse.
- Utilize advertising, which has been effective in dealing with issues such as pollution and smoking.
- Fundraising to rebuild Reser Stadium was an example of the community contributing money for a common goal. We need people to decide that substance abuse is just as important and convince people to focus their resources on addressing it.
- Tangible results are needed to capture and maintain public interest.
- There is a lack of emphasis and seriousness in the press about these issues. Newspapers often treat criminal activity as humorous.
- About a year ago, the United Way gathered partners to discuss issues such as meth use. A relatively small number of people attended but it was a step in the right direction. It could be done again with more advertising and an expanded program and focus. Attendees could spread the word to other community members.

- As long as people have the perception that this is someone else's problem, they will not participate.
- There is a small-town mentality here that people want to protect. This contributes to denial.
- The public needs to see that enforcement is needed to be willing to fund it. We need to educate the community about resources that exist and do not exist. We also need to show how resources have made a difference.
- Our street crimes unit is a good program that has been mandated but not funded, and therefore, not staffed. Corvallis has a relatively low ratio of law enforcement officers per capita compared to other communities and the state.
- Neither city nor county law enforcement needs are communicated to the public.
- Schools have the same problem.
- The fire department on the other hand, does not have this problem. People feel a stronger connection to fire services and have been willing to fund them.

- Hewlett Packard and OSU are the largest employers in the area. They contribute to the issue and should contribute to a solution. For example, parents could be allowed more flexible shifts to enable them to spend more time with their kids.
- Funding and partnerships could help.
- OSU representatives have recently participated in various task forces.
- Oregon's strong constitutional protections of freedom of speech can create an obstacle, e.g., public drunkenness is not a crime, nor is having an illegal substance in the body. This differs from other states' laws.

What could be some short-term successes to build on?

- The Downtown Corvallis Association (DCA) once assisted with an enhanced bike officers program that focused on education, enforcement and prevention. The press was invited to events. It had tangible successes. Unfortunately, we couldn't continue to fund the program without outside support.

- Currently, there are not enough stories in the media aimed at substance abuse. The local newspaper could publish success stories about substance abuse and mental health issues or creative programs.
- Consider public pressure from community and business leaders.

- The school district could provide information on indicators of substance abuse or related problems such as attendance, dropout rates and student skills. However, there often is a disincentive to report such data if it does not shed a good light on the schools.

Who could help with these solutions?

- County and city leaders.
- The citizens, if they are educated about the extent of problems and potential solutions.
- Albany's newspaper provides much more exposure on the issue and funding is supported by that community.
- There is considerable support here for schools, but it is not enough.

Is there anything else you would like to add?

- Start with getting the word out about problems. Use the media (print, radio), public forums, informational flyers, utility bill inserts, the Corvallis city newsletter, and community organizations like the United Way, which could host community forums.
- OSU needs to help by discouraging drinking.
- Look at drunk driving; attitudes have changed and there have been more arrests. This is an example of a change in society's attitudes.
- More punishment is needed for substance abuse-related offenses. It is made more difficult by lack of jail space.
- National attitudes on many aspects are an issue. Until they change, addressing substance abuse issues will be very difficult.

ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS

March 30, 2006

MEETING DATE	AGENDA ITEM
April 6	• Fiber Project with 509J School District • City Charter Review • July 3, 2006, City Council Meeting
April 13 ***7:30 pm*** ***Fire Station***	• Telecommunications Service Tax Public Forum
April 20	• daVinci Days Loan Agreement Status Annual Report • Allied Waste Annual Report • Fire Fees Legislation • Nuisance Fire Alarms
May 4	• Economic Development Allocations Orientation • Telecommunications Service Tax
May 16 ***Majestic Theatre***	• Economic Development Allocations Presentations
May 18 ***4:00 pm*** ***Majestic Theatre***	• Economic Development Allocations Deliberations
June 8	• Third Quarterly Operating Report
June 22	
July 6	• Economic Development Allocations Third Quarter Reports
July 20	
August 10	
August 24	
September 7	• Fourth Quarterly Operating Report
September 21	
October 5	• Corvallis Environmental Center Funding Agreement Annual Report • Council Policy Review: CP 91-1.02, "Liquor License Approval Procedures" • Council Policy Review: CP 04-1.09, "Public Access Television" • Council Policy Review: CP 91-2.03, "Expense Reimbursement"
October 19	• Economic Development Allocations Fourth Quarter Reports • Council Policy Review: CP 91-3.02, "City Compensation Policy"

MEETING DATE	AGENDA ITEM
November 9	• Benton County Historical Society/Museum Annual Report • Economic Development Application Process and Calendar • Utility Rate Annual Review
November 23	No Meeting
December 7	• Comprehensive Annual Financial Report (CAFR)
December 21	• Economic Development Allocations First Quarter Reports • First Quarterly Operating Report

ASC PENDING ITEMS

- Council Policy Review: CP10.04.060, "Funding for Community Facilities" — Finance
- Majestic Theatre Management Agreement — Parks and Recreation
- Philomath Water Agreement — Public Works

Regular Meeting Date and Location:
Thursday following Council, 12:00 pm – Madison Avenue Meeting Room

HUMAN SERVICES COMMITTEE
SCHEDULED ITEMS

March 30, 2006

MEETING DATE	AGENDA ITEM
April 4	• Corvallis Neighborhood Housing Services Second Quarter Report
April 18	• Municipal Code Chapter 8.11, "Social Gaming" annual review • Alcohol/Neighborhood Livability Strategic Action Plan • Majestic Theatre Annual Report • Boys and Girls Club Annual Report • Municipal Code Revision to Chapter 10.06, "Downtown Tree Management Program"
May 2	• Liquor License Annual Renewals • Social Services Second Quarter Report
May 16	• Rental Housing Program Sunset Review • Citizens Review Board Report
June 6	• Social Services Third Quarter Report • Corvallis Farmers' Markets Annual Report • Boards and Commissions Sunset Reviews: • Citizens Advisory Commission on Civic Beautification and Urban Forestry
June 20	• Social Services Allocations – Fiscal Year 2006-2007
July 5	No Meeting ???
July 18	• Corvallis Neighborhood Housing Services Third Quarter Report
August 8	• Parks and Recreation Annual Fee Review
August 22	
September 6	
September 19	• Social Services Fourth Quarter Report • Rental Housing Program Annual Report
October 3	• Council Policy Review: CP 95-1.07, "Policy Regarding the City Flag" • Council Policy Review: CP 92-4.05, "Library Meeting Rooms Policy" • Council Policy Review: CP 92-4.06, "Library Displays, Exhibits, and Bulletin Boards" • Council Policy Review: CP 95-4.08, "Code of Conduct on Library Premises"
October 17	• Council Policy Review: CP 91-4.03, "Senior Citizens' Center Operational Policies" • Council Policy Review: CP 92-4.04, "Park Utility Donations" • Council Policy Review: CP 97-4.09, "Guidelines for Free Use of Park Facilities"
November 7	• Corvallis Neighborhood Housing Services Fourth Quarter Report

MEETING DATE	AGENDA ITEM
November 21	
December 5	• ArtCentric Annual Report • Public Art Selection Commission Annual Report
December 19	• Social Services First Quarter Reports • Corvallis Neighborhood Housing Services First Quarter Report

HSC PENDING ITEMS

- Organizational Diversity Efforts
- Red, White, and Blues Festival Fencing — Parks and Recreation
- Social Services Priority Setting and Policy Review — Community Development

Regular Meeting Date and Location:
Tuesday following Council, 11:30 am – Madison Avenue Meeting Room

URBAN SERVICES COMMITTEE
SCHEDULED ITEMS

March 30, 2006

MEETING DATE	AGENDA ITEM
April 4	• Earth Charter Campaign • Permit to Occupy Public Right-of-Way (Highland Medical Center) • Airport Lease – G&C Maintenance • Airport Lease – Phelan Hangar • CASA Jet Transfer
April 18	• Airport Lease – Reach Air Ambulance • Waste Water Temperature Discharge Limits • Request for Extension of Water Service (Jeffery Mull)
May 2	
May 16	

June 6	• Boards and Commissions Sunset Reviews:
	  • Airport Commission
	  • Downtown Parking Commission

June 20	
July 5	No Meeting ???
July 18	
August 8	
August 22	
September 6	
September 19	
October 3	• Council Policy Review: CP 04-1.08, "Sustainability" • Council Policy Review: CP 95-7.12, "Integrated Vegetation Pest Management (IVPM) Program"
October 17	• Council Policy Review: CP 03-7.16, "Guidelines for Donations of Land and/or Improvements for Parks as an Offset to Systems Development Charges for Parks" • Council Policy Review: CP 98-9.06, "Transportation Corridor Plans"
November 7	
November 21	
December 5	
December 19	

USC PENDING ITEMS

• Airport Industrial Park Master Lease Review	Public Works
• Council Policy Review: CP 05-7.17, "Utility/Transportation Facility Extensions Through Public Areas"	Public Works
• Downtown Housing Implementation Consideration	Community Development
• Interim Systems Development Charge Review	Public Works
• Systems Development Charge (SDC) Exemption for TCE in South Corvallis	Public Works

Regular Meeting Date and Location:

Tuesday following Council, 4:00 pm – Madison Avenue Meeting Room

UPCOMING MEETINGS OF INTEREST

City of Corvallis

MARCH - JULY 2006
(Updated March 30, 2006)

MARCH 2006

Date	Time	Group	Location	Subject/Note
31	11:30 am	Airport Design Review Committee	Public Works Transportation Conf Rm	design proposals

APRIL 2006

Date	Time	Group	Location	Subject/Note
1		No Government Comment Corner		
3	**12:00 pm**	**City Council**	**Downtown Fire Station**	
~~**3**~~	~~**7:00 pm**~~	~~**City Council**~~	~~**Downtown Fire Station**~~	
4	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
4	11:30 am	Human Services Committee	Madison Avenue Mtg Rm	
4	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
5	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
~~5~~	~~7:00 pm~~	~~Planning Commission~~	~~LaSells Stewart Center~~	~~PH: 7th Street Station Planned Development~~
5	7:30 pm	Library Board	Library Board Room	
6	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
6	7:15 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
7	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
8	10:00 am	Government Comment Corner	Library Lobby - Scott Zimbirck	
10	5:15 pm	Historic Preservation Advisory Bd	Madison Avenue Mtg Rm	
11	4:00 pm	Open Space Advisory Commission	Parks and Rec Conf Rm	
11	7:00 pm	Ward 8 (Betty Griffiths)	Fire Station 5	City sponsored
12	8:15 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
13	8:00 am	Citizens Adv Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
13	4:00 pm	Riverfront Commission	Parks and Rec Conf Rm	
13	7:30 pm	*Administrative Services Committee*	Downtown Fire Station	public forum on telecommunications
15	10:00 am	Government Comment Corner	Library Lobby - Linda Modrell	
17	**12:00 pm**	**City Council**	**Downtown Fire Station**	
17	***7:00 pm***	**City Council**	**Downtown Fire Station**	**quarterly work session**
~~**17**~~	~~**7:00 pm**~~	~~**City Council**~~	~~**Downtown Fire Station**~~	
18	11:30 am	Human Services Committee	Madison Avenue Mtg Rm	
18	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
18	5:30 pm	Watershed Mngmt Adv Cmsn	Park and Rec Conf Room	
19	7:00 pm	Planning Commission	Downtown Fire Station	
20	11:30 am	Cmsn for Martin Luther King, Jr.	~~Madison Avenue Mtg Rm~~ City Hall Meeting Room A	
20	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
20	6:30 pm	Parks and Recreation Adv Board	Downtown Fire Station	

Date	Time	Group	Location	Subject/Note
22	10:00 am	Government Comment Corner	Library Lobby - *Charles Tomlinson*	
24	**7:00 pm**	**City Council**	**Downtown Fire Station**	**LDC Chapter 2.9**
26	5:00 pm	Downtown Parking Commission	Madison Avenue Mtg Rm	
26	*7:00 pm*	*Planning Commission*	*LaSells Stewart Center Construction & Engineering Auditorium*	*PH: 7th Street Station Planned Development*
27	7:00 pm	Fishbowl - Sponsored by Committee for Citizen Involvement	Library Main Meeting Rm	
29	10:00 am	Government Comment Corner	Library Lobby - George Grosch	

MAY 2006

Date	Time	Group	Location	Subject/Note
1	**12:00 pm**	**City Council**	**Downtown Fire Station**	
1	**7:00 pm**	**City Council**	**Downtown Fire Station**	
2	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
2	***9:00 am***	***Parks & Rec Youth & Cultural Services Subcommittee***	***City Hall Meeting Rm A***	
2	11:30 am	Human Services Committee	Madison Avenue Mtg Rm	
2	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
3	7:00 pm	Planning Commission	Downtown Fire Station	
3	7:30 pm	Library Board	Library Board Room	
4	12:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
4	7:00 pm	Budget Commission	Downtown Fire Station	
4	7:15 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
5	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
6	10:00 am	Government Comment Corner	Library Lobby - Nell O'Malley	
8	5:15 pm	Historic Preservation Advisory Bd	Madison Avenue Mtg Rm	
8	**7:00 pm**	**City Council**	**Downtown Fire Station**	**LDC Chapter 2.9**
9	4:00 pm	Open Space Advisory Commission	Parks and Rec Conf Rm	
9	7:00 pm	Ward 9 (Brauner)	Osborn Aquatic Center	City sponsored
10	8:15 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
11	8:00 am	Citizens Adv Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
11	4:00 pm	Riverfront Commission	Parks and Rec Conf Rm	
11	7:00 pm	Budget Commission	Downtown Fire Station	public hearing
13	10:00 am	Government Comment Corner	Library Lobby - Linda Modrell	
15	**12:00 pm**	**City Council**	**Downtown Fire Station**	
15	**7:00 pm**	**City Council**	**Downtown Fire Station**	
16	TBD	Econ Dev Allocations Committee	Majestic Theatre Cmty Rm	presentations
16	11:30 am	Human Services Committee	Madison Avenue Mtg Rm	
16	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
16	5:30 pm	Watershed Mngmt Adv Cmsn	Park and Rec Conf Room	
17	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
17	7:00 pm	Planning Commission	Downtown Fire Station	
18	TBD	Historic Preservation Month Activity	to be determined	presentation by Donovan Rypkema
18	11:30 am	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
18	12:00 pm	No Administrative Services Cmte		
18	4:00 pm	Econ Dev Allocations Committee	Majestic Theatre Cmty Rm	deliberations
18	6:30 pm	Parks and Recreation Adv Board	Downtown Fire Station	

Date	Time	Group	Location	Subject/Note
20	10:00 am	Government Comment Corner	Library Lobby - Hal Brauner	
22	**7:00 pm**	**City Council**	**Downtown Fire Station**	**LDC Chapter 2.9**
24	5:00 pm	Downtown Parking Commission	Madison Avenue Mtg Rm	
27		No Government Comment Corner		
29		City holiday – all offices closed		

JUNE 2006

Date	Time	Group	Location	Subject/Note
1	7:15 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
2	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
3	10:00 am	Government Comment Corner	Library Lobby - Betty Griffiths	
5	**12:00 pm**	**City Council**	**Downtown Fire Station**	
5	**7:00 pm**	**City Council**	**Downtown Fire Station**	**public hearing**
6	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
6	11:30 am	Human Services Committee	Madison Avenue Mtg Rm	
6	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
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	Riverfront Commission	Parks and Rec Conf Rm	
10	10:00 am	Government Comment Corner	Library Lobby - Nell O'Malley	
12	5:15 pm	Historic Preservation Advisory Bd	Madison Avenue Mtg Rm	
13	4:00 pm	Open Space Advisory Commission	Parks and Rec Conf Rm	
13	7:00 pm	Ward 5 (Gándara)	Senior Center Game Rm	City sponsored
14	8:15 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
15	11:30 am	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
15	6:30 pm	Parks and Recreation Adv Board	Downtown Fire Station	
17	10:00 am	Government Comment Corner	Library Lobby - Patricia Daniels	
19	**12:00 pm**	**City Council**	**Downtown Fire Station**	
19	**7:00 pm**	**City Council**	**Downtown Fire Station**	
20	11:30 am	Human Services Committee	Madison Avenue Mtg Rm	
20	4:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
20	5:30 pm	Watershed Mngmt Adv Cmsn	Park and Rec Conf Room	
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	
24	10:00 am	Government Comment Corner	Library Lobby - Charles Tomlinson	
28	5:00 pm	Downtown Parking Commission	Madison Avenue Mtg Rm	

JULY 2006

Date	Time	Group	Location	Subject/Note
1	10:00 am	Government Comment Corner	Library Lobby - Emily Hagen	
3	**12:00 pm**	**City Council**	**Downtown Fire Station**	
3	**7:00 pm**	**City Council**	**Downtown Fire Station**	

Date	Time	Group	Location	Subject/Note
4		City Holiday – all offices closed		
5	11:30 am	Human Services Committee	Madison Ave Mtg Room	
5	4:00 pm	Urban Services Committee	Madison Ave Mtg Room	
~~5~~	~~7:00 pm~~	~~Planning Commission~~	~~LaSells Stewart Center Construction & Engineering Hall~~	
5	7:30 pm	Library Board	Library Board Room	
6	12:00 pm	Administrative Services Committee	Madison Ave Mtg Room	
6	7:15 pm	Committee for Citizen Involvement	Madison Ave Mtg Room	
8	10:00 am	Government Comment Corner	Library Lobby - TBD	
10	5:15 pm	Historic Preservation Advisory Bd	Madison Ave Mtg Room	
11	4:00 pm	Open Space Advisory Commission	Parks and Rec Conf Rm	
13	8:00 am	Citizens Adv Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
13	4:00 pm	Riverfront Commission	Parks and Rec Conf Rm	
15	10:00 am	Government Comment Corner	Library Lobby - Kari Rieck	
17	**12:00 pm**	**City Council**	**Downtown Fire Station**	
17	**7:00 pm**	**City Council**	**Downtown Fire Station**	
18	11:30 am	Human Services Committee	Madison Ave Mtg Room	
18	4:00 pm	Urban Services Committee	Madison Ave Mtg Room	
19	12:00 pm	Housing and Community Dev Cmsn	Madison Ave Mtg Room	
19	7:00 pm	Planning Commission	Downtown Fire Station	
20	11:30 am	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
20	12:00 pm	Administrative Services Committee	Madison Ave Mtg Room	
20	6:30 pm	Parks and Recreation Adv Board	Downtown Fire Station	
22	10:00 am	Government Comment Corner	Library Lobby - TBD	
29	10:00 am	Government Comment Corner	Library Lobby - George Grosch	

509J	Corvallis School District 509J	SDC	Systems Development Charge
LDC	Land Development Code	TBD	To be Determined
PH	Public Hearing		

Bold type – involves the Council ~~Strikeout~~ type – meeting canceled *Italics* type – new meeting

Ward Meetings:
Ward 3 (George Grosch) – second Wednesday of each month, 7:00 pm
Tunison Community Room (no meetings March through August)
Ward 5 (Rob Gándara) – third Sunday from May -October, 4:00 pm
Franklin Square Park (no meetings November through April)

HUMAN SERVICES COMMITTEE
MINUTES
March 21, 2006

Present
Councilor Charles Tomlinson, Chair
Councilor Patricia Daniels
Councilor Emily Hagen

Visitors
Cynthia Spencer, Corvallis Fall Festival
Larry Earhart, Committee for Citizen Involvement

Staff
Jon Nelson, City Manager
Ken Gibb, Community Development Director
Steve DeGhetto, Parks Department
Kathy Gager, Community Development
Carrie Mullens, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Corvallis Fall Festival Annual Report			Accept Fiscal Year 2004-2005 Corvallis Fall Festival Annual Report.
II. Committee For Citizen Involvement (CCI) Council Goal Report and Sunset Review			• Support current level of staffing as a means of keeping the CCI active and efficient. • Amend Municipal Code Chapter 1.16, "Boards and Commissions," to re-establish the CCI for another four-year term. • Approve the CCI Work Program for Fiscal Years 2005-2006 and 2006-2007.
III. Other Business			

Chair Tomlinson called the meeting to order at 11:34 am.

CONTENT OF DISCUSSION

1. Corvallis Fall Festival (CFF) Annual Report (Attachment)

   Parks Operations Supervisor DeGhetto said the CFF meets Council goals related to recreation, youth, cultural services, and economic vitality by promoting education and community participation. The Parks and Recreation Department supports the CFF year-round with event planning, creative process streamlining, and ideas for better utilization of staff and facilities. The CFF annually contributes to the City; for example, after last year's event, the CFF donated electrical distribution boxes for use at other events.

CFF Executive Director Spencer reported that the revenues from the 2005 CFF event were higher than projected. She said the organization is most proud of the partnerships they have formed, including working with other festivals and Comcast to develop a program for creating and installing event pole banners. The 2006 CFF will include a substantial new sponsorship from the local dental community.

Ms. Spencer noted that the CFF has decreased their overhead costs by consolidating storage and sharing office space with the daVinci Days organizers.

In response to an inquiry by Councilor Hagen, City Manager Nelson confirmed that the second-to-last sentence of the second paragraph in the memorandum from Accountant Shad should read, ".....and program expenses remained stable at 46% of total expenses."

In response to Councilor Daniels' comments, Ms. Spencer confirmed that weather plays a large part in the financial outcome of the festival. The CFF buys rain insurance to help minimize losses due to bad weather.

The Committee unanimously recommends that Council accept the Fiscal Year 2004-2005 Corvallis Fall Festival Annual Report.

2. Committee for Citizen Involvement (CCI) Council Goal Report and Sunset Review (Attachment)

Associate Planner Gager said the CCI has been working toward meeting the Council goal "Strengthen citizen involvement by working with the Committee for Citizen Involvement to identify new strategies to improve and increase involvement." The CCI seeks feedback on a work plan they have developed and whether they should continue as a committee. Additionally, the Committee also agreed to discuss staffing level and Neighborhood Empowerment Grants.

CCI Chair Earhart identified CCI accomplishments not listed in the staff report: the completion of the Citizens Guide to Land Use Planning brochure, the annual Footwise window display, and the creation of a weekly public entity column in the local newspaper.

Staffing Levels

Mr. Earhart said the CCI has established an aggressive work program and appreciates the return of staff support. Without staff support, the Committee was unsuccessful in recording meetings, they lost energy and focus, and meeting attendance levels dropped. Having designated support from Ms. Gager has revitalized the Committee.

As the CCI Council Liaison, Councilor Daniels agreed that the CCI has significantly improved in energy and attendance levels. The City recognizes the value of the CCI for the City, taxpayers, and staff. The Committee encourages citizens to engage with their government and helps citizens understand where tax dollars are utilized. Councilor Daniels stated the importance of continued citizen involvement during a constrained financial environment.

Community Development Director Gibb noted that the staff report was written prior to the Budget Commission's decision to continue the CCI support of a .20 Full Time Equivalent (FTE).

The Committee unanimously recommends that the Council support the current level of staffing as a means of keeping the Committee for Citizen Involvement active and efficient.

Sunset Review

In response to Councilor Hagen's inquiry, Councilor Daniels explained that if the CCI did not provide the resource for citizen involvement in land use issues, another group or City department would be responsible for that activity according to State Land Use Planning Goals.

The Committee unanimously recommends that Council amend Municipal Code Chapter 1.6, "Boards and Commissions" to re-establish the Committee for Citizen Involvement for another four-year term.

Work Program

Mr. Gibb referred to page two of the February 28 staff report that outlines three basic work areas for the CCI. The first item is a continuation of existing programs in land use planning. The second and third items are new and focus on neighborhood organizations.

Ms. Gager said the vast majority of CCI members view the previously mentioned Council goal as a request to look at new opportunities in addition to the land use planning involvement. She confirmed that the CCI understands land use planning is their first priority. When the appeals process for the Land Development Code (LDC) Phases I and 3 expire, citizens will need to be educated on changing procedures and approaches. This will provide the CCI with an opportunity to strengthen citizen involvement with the City as a whole and not just with land use planning issues. The CCI can help other departments and committees review their citizen involvement processes and make recommendations based on their experience. They would do this voluntarily and not impose direction on departments or committees. The CCI has explored models on how to strengthen neighborhood organizations for better

interaction with the City. The CCI's intention is to continue their initial charge and expand to address the Council goal.

Mr. Earhart added that land use issues are emotional and passionate. The CCI has worked hard to educate participants to have a better understanding of the process. Additional contact will offer an opportunity for citizens to learn how to talk to one another civilly.

Councilor Daniels commended the CCI for looking beyond the neighborhood organizational structure. She noted that many organized neighborhoods are already built and do not have land use planning issues, whereas some of the fringe neighborhoods have more bare land for expanding.

Ms. Gager responded that land use may not be an immediate concern for a specific neighborhood, but working with them on other issues can help build a relationship with the City, providing a higher comfort level in addressing land use issues. She said behavioral issues were the main topic of last year's neighborhood association meeting.

Councilor Daniels added that a neighborhood association helps citizens focus on the identity of what they want in their neighborhood and how it relates to the City.

Mr. Nelson said other departments will appreciate that the first step in the CCI Work Program is to survey departments on current processes. Some departments have been participating in community outreach for many years. Ms. Gager agreed and added that there are a lot of citizens and departments that do not realize the amount of citizen outreach performed by the City each year; Corvallis is special in that area.

Councilor Daniels referred to the CCI Work Program, item C3, "Evaluate Citizen Involvement Procedures in Short-Range Planning Offices." She said this particular item will be important when the LDC is implemented. It will be important for the CCI to address process changes through citizen education and involvement.

Councilor Tomlinson presented three additional concepts for the CCI to consider in their work program:

- Include non-profit organizations in the involvement and education of City processes.
- Identify a balance between neighborhood associations and businesses so that the CCI does not polarize around Land Use Planning Senate Bill 100 issues.
- Define landscape ecology, how it is used and impacts natural resources, and share that information with the community.

Councilor Hagen cautioned against broadening the scope of the CCI too quickly. The Committee may be very busy once the LDC appeals expire in the courts. She said it

is a good idea to have a plan regarding the expansion of involvement, but the focus must continue on land use.

Councilors Tomlinson and Daniels opined that the CCI's Work Program is consistent with the Council Goal, and can be revised and/or updated as necessary. Councilor Hagen added that the Work Program is very ambitious and will make a big difference in the community. She said CCI members should not get discouraged if they experience setbacks in completing the Program steps.

The Committee unanimously recommends that Council approve the Committee for Citizen Involvement Work Program for Fiscal Years 2005-2006 and 2006-2007.

Mr. Nelson clarified that the three concepts presented by Councilor Tomlinson are not a part of the current CCI Work Program, but could be added in the future. Councilor Tomlinson concurred.

Neighborhood Empowerment Grants

Councilor Daniels stated that after the Budget Commission approved funding for CCI support staff and material/printing budget enhancements, she was not comfortable moving for approval of the Neighborhood Empowerment Grant package. In reviewing the applications for the 2005-2006 Grant program and in comparing the request to the entire budget, the $5,000 budget enhancement would benefit the City and help engage citizens in their local government. The small amount of funds for neighborhood improvements benefit the neighborhood and City. The proposals were drafted from all areas of the City and the small budget amount is a positive investment for the City.

Mr. Earhart said the CCI has not officially addressed the future of the Neighborhood Empowerment Grant project. The members involved in this year's grant program felt it was a worthwhile tool and educational to the grant seekers. The program is a good selling point for the City; it provides an opportunity for citizens to become involved and for the City to give back to neighborhoods.

In response to Councilor Tomlinson's inquiry, Councilor Daniels said the Grant program would be included as a part of the CCI Work Program, if approved.

The Committee unanimously recommends that the $5,000 budget enhancement package for the Neighborhood Empowerment Grant program be reintroduced during Council budget deliberations in June.

3. Other Business

Councilor Daniels requested that the Alcohol/Neighborhood Livability Strategic Action Plan agenda item scheduled for April 4 be postponed until April 18.

Councilor Hagen noted that her schedule may be changing again and she may need to request a change in meeting time.

The next Human Services Committee meeting is scheduled for 11:30 am on Tuesday, April 4, 2006 in the Madison Avenue Meeting Room.

Respectfully submitted,

Charles Tomlinson, Chair

MEMORANDUM

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

To: Human Services Committee
From: Julee M. Conway, Director
Steve DeGhetto, Parks Operations Supervisor
Date: February 22, 2006
Subject: Corvallis Fall Festival 2005 Annual Report

Issue: The Corvallis Fall Festival is scheduled for its annual review before the Human Services Committee.

Background: The City Council approved allocation of $6000 from the Economic Development Allocation Fund to Corvallis Fall Festival in FY 2005-2006. As part of the agreement between the City and Corvallis Fall Festival, a financial report is required regarding the festival held last September.

Discussion: The 33rd annual festival is described as a success. Approximately 30,000 attendees enjoyed the two day event under clear, sunny skies.

The financial information provided encompasses December 2004-2005. According to the profit and loss comparison provided, revenues were lower and expenses were higher. Fall Festival Director, Cynthia Spencer-Haldlock, indicated the organization ended the year with a net income of $3880.78, a difference of $4957.44 less than December 2003-2004.

Attached for consideration are Corvallis Fall Festival's annual report, balance sheet and profit and loss budget comparison. The City was also provided with bank statements as required in the agreement.

Recommendation: The Parks and Recreation Department staff recommend the Human Services Committee accept the Corvallis Fall Festival 2005 Annual Report.

Review and Concur:

Jon S. Nelson, City Manager

Nancy Brewer, Finance Director

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

Finance Department
501 SW Madison Avenue
P.O. Box 1083
Corvallis, OR 97339-1083
(541) 766-6990
Fax (541) 754-1729

MEMORANDUM

January 30, 2006

TO: Julee Conway, Park & Recreation Director
Karen Emery, Recreation Division Manager

FROM: Jane Schad, Accountant Jane Schad

SUBJECT: Corvallis Fall Festival Annual Financial Review Fiscal Year 2005.

This review consists of inquiries and analytical procedures and is very limited in its nature. The Income Statement, Balance Sheet, Budget Comparison, and additional information are unaudited financial reports that are the representation of the management of Corvallis Fall Festival.

Corvallis Fall Festival records transactions on the accrual basis of accounting. During the year ended November 30, 2005, the Corvallis Fall Festival reported total income of $105,563, slightly greater than projected income of $104,200. Fall Festival activities generated 84% of the income, and other revenue sources contributed 16%. Corvallis Fall Festival expenses for the year ending November 30, 2005 were $101,682, $2,418 lower than projected. Management and overhead expense remained stable at 54% and program expenses remained stable at $46% of total expenses. Corvallis Fall Festival reports net income of $3,881 for the year.

Current assets as of December 7, 2005 were $101,505, net fixed asset value is $2,057, no liabilities are reported, and equity totaled $104,786.

The Corvallis Fall Festival received $6,000 of City economic development funding during fiscal year 2005, all funding has been accounted for.

The fiscal year 2005 balance sheet and income statement are reported as of December 7, 2005 and November 29, 2005, respectively. This resulted in slight discrepancies between related financial information. The differences are minor, the result of activity between the two reporting dates and not of concern.

In connection with our review, nothing came to our attention that would be cause for further review or concern. Acceptance of the Corvallis Fall Festival annual report is recommended.

L:\Finance\Function\Accounting\FIN REVIEW\FY 05-06\Fall Festival fy 05.wpd

CORVALLIS
FALL FESTIVAL

760 SW Madison Ave., Suite 200
Corvallis, OR 97333

Phone: 541.752.9655 • Fax: 541.754.7590
E-mail: director@corvallisfallfestival.com
Web: www.corvallisfallfestival.com

January 2006

To: Julee Conway, Parks and Recreation Director
Karen Emery, Recreation Division Manager

From: Cynthia Spencer-Hadlock, Executive Director

Subject: Annual Report for 2005

This year Corvallis Fall Festival celebrated its 33rd year, September 24 & 25, 2005 with another successful event. We had stunning weather and capacity crowds. Even with a slightly down economic year, revenue came in above our projections. The festival continues to be a much beloved event receiving overwhelming community support.

We are grateful for what people invest in our event. Volunteers gave over 3000 hours of time. Financial and inkind support of the festival totaled $29,000 up $7000 from last year. This came in the form of advertising, new street banners, sanitation support, food and beverages and other goods and services for the festival. This does not count the many hours of City of Corvallis assistance for which we are very thankful. Fall Festival is a $600,000 weekend for our area.

Corvallis Fall Festival continues to meet City Council goals for stability and economic development. This report will focus on the following:

- Enhancing the cultural, social and commercial activity downtown
- Facilitating partnerships with public, non-profit and private sector organizations
- Attracting visitor dollars to the local economy

Enhancing cultural, social and commercial activity downtown. Fall Festival provides the biggest "must do" event of the year and over 30,000 people come together to share. We are lucky to have beautiful Central Park as part of the draw because people love meeting up there.

Our arts celebration provides a venue for people to enjoy downtown with a host of cultural things to do and see. We work to get people downtown for the weekend by providing:

- Free shuttle service from Avery Square, and thanks to the City, CTS service is also free. Extra handicap accessible parking is made available for those with mobility issues
- Arts & crafts fair (170 booths) and Fine Arts Showcase (30 local artist)
- Wine Tasting Courtyard for tasting local winery offerings
- Space for Madison Avenue Task Force and the Downtown Flower Basket group to sell bulbs and flower baskets which help beautify downtown
- Venue for 20 non-profit and service groups to fundraise with food booth sales.
- Children's activities and performances bring in families from all over the valley
- Main Stage and Saturday Night Street Dance – another form of artistic/cultural expression
- An event for the First Christian Church Fair to piggy-back their successful fundraiser

Facilitating partnerships with public, non-profit and private sector organizations. Our festival allows many non-profit groups to do major fundraising for the year, as well as gain new members for their activities. We work closely with the City of Corvallis Parks and Recreation and Library giving each of us an opportunity to attract new citizens to enjoy what downtown has to offer. Our partnerships with local businesses give us each a chance to feel more ownership in the community.

We are a venue for local artists to make income through sales and provide as much training and support for beginning artists as possible. Four local artist associations have group booths at Fall Festival. We know visibility is the key to building a base for their businesses year round.

This year the three summer festivals (The DCA's Red, White & Blues Riverfront Festival, daVinci Days and us) partnered on a project to help beautify downtown with new pole banners celebrating our events. We worked with a local sign painter who designed beautiful banners that flowed from one to the other with use of color and lettering styles. Working together kept hanging costs low by having them go up and down only once per season.

Attracting visitor dollars to the local economy. This year's Economic Development Allocation funding allowed the festival to continue to target marketing in tourist, art and entertainment publications, on the airwaves and on television throughout the state. In total, we spent $17,700 in promotions and advertising. This year we hope to conduct a survey to test the effectiveness of our marketing strategy.

In addition to Comcast's $10,000 inkind advertising sponsorship, they helped sponsor the purchase and two year's worth of hanging costs for the new downtown street banners. With over 40,000 people viewing the banners each day from Third and Fourth Streets alone—including many out-of-towners--we are publicizing downtown Corvallis as a place to visit.

Beaver Football and the new Reser Stadium may have filled more hotel rooms this us this year, but we can claim to have lightened a few Arizona fans wallets after their tour buses dropped them off at the festival. Our artists filled quite a few hotel rooms as 88 of them came distances too far to drive back and forth each night.

Included with this report are financial statements including a balance sheet, profit and loss statement, and bank statements for our fiscal year ending November 30, 2005.

Fall Festival remains a no-charge event, and we are proud to offer such a wonderful opportunity for everyone to celebrate the bounty of our community. We thank the City of Corvallis, Members of the City Council and Economic Development Allocations Committee for your contribution and continued support.

Respectfully submitted,

Cynthia Spencer-Hadlock
Executive Director

Encls.

cc: Steve DeGhetto

11:12 AM
01/04/06
Accrual Basis

Corvallis Fall Festival
Profit & Loss Prev Year Comparison
December 1, 2004 through November 29, 2005

	Dec 1, '04 - Nov 29, 05	Dec 1, '03 - Nov 29, 04	$ Change
Ordinary Income/Expense			
Income			
Artisan Deposits	17,655.00	17,560.00	95.00
Arts & Crafts Booths	55,191.08	55,130.23	60.85
Children's	988.15	886.36	101.79
Contributions Income			
Restricted	300.00	0.00	300.00
Unrestricted	2,250.00	2,150.00	100.00
Contributions Income - Other	0.00	500.00	-500.00
Total Contributions Income	2,550.00	2,650.00	-100.00
da Vinci Rent	6,600.96	6,600.00	0.96
Economic Dev. Funds	6,000.00	6,000.00	0.00
Food Booths			
Wine Tasting	236.00	474.83	-238.83
Food Booths - Other	8,443.45	8,788.62	-345.17
Total Food Booths	8,679.45	9,263.45	-584.00
Interest	1,340.90	670.28	670.62
Miscellaneous Income	861.00	439.46	421.54
Posters	1,413.07	2,661.90	-1,248.83
T-Shirts	4,283.36	6,627.07	-2,343.71
Total Income	105,562.97	108,488.75	-2,925.78
Expense			
MANAGEMENT EXPENSES			
Bank Service Charges	288.10	399.00	-110.90
Computer Supplies/Equipment	201.82	214.41	-12.59
Dues and Subscriptions	612.00	525.00	87.00
Equipment Maintenance	363.44	258.73	104.71
Equipment Rental	560.76	674.92	-114.16
Filing expenses	135.00	50.00	85.00
Insurance			
D & O Insurance	1,219.00	1,287.00	-68.00
Liability Insurance	1,830.00	1,910.00	-80.00
Rain Insurance	4,090.00	4,090.00	0.00
Insurance - Other	1,104.92	993.60	111.32
Total Insurance	8,243.92	8,280.60	-36.68
Meeting & PR	92.39	66.86	25.53
Miscellaneous	100.17	136.40	-36.23
Office Supplies	737.89	596.90	140.99
Postage and Delivery	1,435.45	962.62	472.83
Printing and Reproduction	803.52	989.25	-185.73
Professional Fees			
Development	125.00	0.00	125.00
Professional Fees - Other	2,094.00	2,584.00	-490.00
Total Professional Fees	2,219.00	2,584.00	-365.00
Rent	13,200.00	13,200.00	0.00
Telecommunications	1,093.96	1,087.58	6.38
Website	658.50	1,035.95	-377.45
MANAGEMENT EXPENSES - Oth...	0.00	0.00	0.00
Total MANAGEMENT EXPENSES	30,745.92	31,062.22	-316.30
Payroll Expenses			
Payroll Exp - Mgmt			
Asst. Director - Mgmt	2,064.68	2,548.38	-483.70
Director's Salary - Mgmt	15,605.81	14,272.06	1,333.75
Total Payroll Exp - Mgmt	17,670.49	16,820.44	850.05
PAYROLL TAXES - (a)FEDERAL	0.00	4,562.01	-4,562.01
PAYROLL TAXES - (b)STATE	0.00	1,745.34	-1,745.34
Payroll Taxes - Mgmt	6,058.22	0.00	6,058.22
Total Payroll Expenses	23,728.71	23,127.79	600.92

Corvallis Fall Festival
Profit & Loss Prev Year Comparison
December 1, 2004 through November 29, 2005

	Dec 1, '04 - Nov 29, 05	Dec 1, '03 - Nov 29, 04	$ Change
PROGRAM EXPENSES			
Arts & Crafts			
Gift Certificate	120.00	325.00	-205.00
Arts & Crafts - Other	2,160.53	1,544.92	615.61
Total Arts & Crafts	2,280.53	1,869.92	410.61
Children's Activities	932.53	933.00	-0.47
Children's Entertainment	923.48	1,015.95	-92.47
Contingency	827.95	190.00	637.95
Entertainment	9,107.18	9,992.81	-885.63
Facilities	6,628.06	6,899.56	-271.50
Fine Arts Showcase			
Fine Arts Showcase-Artists	505.75	0.00	505.75
Fine Arts Showcase - Other	602.75	511.88	90.87
Total Fine Arts Showcase	1,108.50	511.88	596.62
Food Booth			
Wine Tasting	22.50	15.00	7.50
Food Booth - Other	143.70	90.16	53.54
Total Food Booth	166.20	105.16	61.04
Licenses and Permits	10.00	5.00	5.00
Publicity			
posters	1,853.32	1,978.80	-125.48
Publicity - Other	15,927.12	14,665.71	1,261.41
Total Publicity	17,780.44	16,644.51	1,135.93
Shuttle	1,164.00	1,164.00	0.00
Special Projects	0.00	164.09	-164.09
Storage rent	1,080.00	1,080.00	0.00
T-Shirt Sales	4,305.25	4,215.85	89.40
Travel	175.44	0.00	175.44
Volunteer Expenses	718.00	668.79	49.21
Total PROGRAM EXPENSES	47,207.56	45,460.52	1,747.04
Total Expense	101,682.19	99,650.53	2,031.66
Net Ordinary Income	3,880.78	8,838.22	-4,957.44
Net Income	**3,880.78**	**8,838.22**	**-4,957.44**

Corvallis Fall Festival, Inc.

	2002 Actual	2003 Actual	2004 Budget	2004 Actual	2005 Budget
Beginning Fund Balance	$96,330.12	$87,548.62		$98,428.31	$99,232.02
REVENUES:					
Arts & Crafts Booths	$52,300.35	$54,389.41	$53,000.00	$55,130.00	$53,500.00
Artisan Deposits	$15,758.00	$17,440.00	$16,500.00	$17,560.00	$16,500.00
Children's	$889.53	$1,135.65	$800.00	$886.00	$800.00
Contributions	$2,000.00	$2,000.00	$3,000.00	$2,922.00	$3,500.00
daVinci Rent	$6,705.60	$6,617.60	$6,600.00	$6,600.00	$6,600.00
Economic Development	$10,000.00	$7,000.00	$6,000.00	$6,000.00	$6,000.00
Fine Arts Showcase	$142.50	$2,000.00			
Food Booths	$8,633.67	$8,973.17	$8,500.00	$9,263.00	$8,500.00
Gift Certificates	$105.00	$125.00			
Interest	$1,533.60	$840.63	$800.00	$670.00	$800.00
Posters	$895.00	$1,275.00	$1,000.00	$2,661.00	$1,500.00
T-shirts	$5,904.00	$6,055.70	$6,000.00	$6,627.00	$6,500.00
Total Revenues:	**$104,867.25**	**$107,852.16**	**$102,200.00**	**$ 108,319.00**	**$104,200.00**
EXPENSES:					
Arts & Crafts	$2,902.36	$2,179.79	$2,500.00	$1,869.00	$2,500.00
Bank Service Charges	$52.20	$527.16	$500.00	$333.00	$500.00
Children's Activities	$975.18	$856.83	$1,000.00	$933.00	$1,000.00
Children's Entertainment	$860.44	$775.00	$1,000.00	$1,015.00	$1,000.00
Computer Supp/Equip	$1,336.69	$54.95	$400.00	$214.00	$400.00
Contingency	$0.00	$0.00	$500.00	$199.00	$500.00
Dues & Subscriptions	$198.00	$299.00	$600.00	$525.00	$600.00
Entertainment	$15,564.47	$9,358.30	$11,000.00	$9,992.00	$11,000.00
Equip.Maintenance	$469.48	$242.06	$500.00	$258.00	$500.00
Equip.Rental	$563.35	$698.91	$1,000.00	$674.00	$750.00
Facilities	$10,689.98	$6,435.68	$7,000.00	$6,899.00	$7,000.00
Filing Expenses	$20.00	$20.00	$100.00	$50.00	$100.00
Fine Arts Showcase	$464.65	$2,188.31	$600.00	$511.00	$600.00
Food Booths	$148.92	$119.75	$350.00	$105.00	$350.00
Insurance	$8,576.56	$7,557.51	$8,500.00	$8,280.00	$8,500.00
License & Permits	$10.00	$0.00	$50.00	$5.00	$50.00
Meeting & PR	$112.87	$115.71	$150.00	$66.00	$100.00
Misc.	$0.00	$0.00	$100.00	$136.00	$100.00
Office Supplies	$479.80	$564.02	$600.00	$596.00	$600.00
Payroll	$22,712.44	$23,160.10	$20,350.00	$23,127.00	$23,350.00
Postage	$640.13	$826.25	$1,000.00	$962.00	$1,000.00
Printing	$930.95	$360.00	$500.00	$989.00	$600.00
Professional Fees	$2,111.00	$2,230.75	$2,500.00	$2,584.00	$2,500.00
Publicity	$15,141.75	$15,345.10	$17,000.00	$16,577.00	$17,000.00
Rent	$12,904.32	$13,149.08	$13,200.00	$13,200.00	$13,200.00
Shuttle	$1,278.00	$1,370.00	$1,400.00	$1,164.00	$1,400.00
Special Projects	$732.40	$100.00	$500.00	$164.00	$300.00
Storage	$1,035.00	$1,110.00	$1,200.00	$1,080.00	$1,200.00
T-shirt	$1,406.97	$3,926.80	$5,000.00	$4,215.00	$4,500.00
Telecommunications	$418.84	$1,840.81	$2,000.00	$1,087.00	$1,080.00
Website				$1,035.00	$920.00
Travel	$3,424.89	$0.00	$300.00	$0.00	$300.00
Volunteer Recognition	$251.28	$526.92	$600.00	$668.00	$600.00
Operating Expenses	**$106,412.92**	**$95,938.79**	**$102,000.00**	**$99,512.00**	**$104,100.00**
Net Operating Surplus<loss>	<$1545.67>	$11,913.37	$100.00	$ 8,807.00	$100.00
Fixed Asset Purchases	$3,690.83			$ 1,942.00	
Comm. Art Project	$3,545.00	$ 1,000.00		$ 1,000.00	
Year End Fund Balance	$87,548.62 *	$98,428.31			

Reserves for Community Projects, Capital Expenditures have proposed designations:
New Copier, New Downtown Street Banners

2004 - Received Inkind Business Sponsorship totalling at least $20,450
- Recipient of over 3000 community volunteer hours. At $12/hr, around $36,000 inkind

Corvallis Fall Festival
Balance Sheet Prev Year Comparison
As of December 7, 2005

	Dec 7, 05	Dec 7, 04	$ Change
ASSETS			
Current Assets			
Checking/Savings			
Checking	38,430.24	35,878.81	2,551.43
[redacted]	10,188.56	0.00	10,188.56
[redacted]	23,596.62	23,017.14	579.48
[redacted]	11,295.87	11,058.42	237.45
[redacted]	19,217.53	28,882.12	-9,664.59
Total Checking/Savings	102,728.82	98,836.49	3,892.33
Total Current Assets	102,728.82	98,836.49	3,892.33
Fixed Assets			
Fixed Assets			
Accumulated Depreciation	-30,240.57	-30,240.57	0.00
Fixed Assets - Other	32,297.86	32,297.86	0.00
Total Fixed Assets	2,057.29	2,057.29	0.00
Total Fixed Assets	2,057.29	2,057.29	0.00
TOTAL ASSETS	**104,786.11**	**100,893.78**	**3,892.33**
LIABILITIES & EQUITY			
Equity			
Opening Bal Equity	385.63	0.00	385.63
Reserve for Banners	10,146.20	9,437.50	708.70
Reserve for Capital Expenses	15,261.71	18,057.66	-2,795.95
Reserve for Community proj.	4,690.00	4,840.00	-150.00
Reserve for Long Range Planning	1,000.00	1,000.00	0.00
Retained Earnings	74,108.13	70,227.35	3,880.78
Net Income	-805.56	-2,668.73	1,863.17
Total Equity	104,786.11	100,893.78	3,892.33
TOTAL LIABILITIES & EQUITY	**104,786.11**	**100,893.78**	**3,892.33**

757-6313

Washington Federal Savings
1111A N.W. 9th St., Corvallis, OR 97330-4505
(541)754-7777 Fax: (541)754-0213

FAXED
12-19-05

December 16, 2005

Corvallis Fall Festival
760 SW Madison Ave, Suite 200
Corvallis OR 97333

Re: Balances as of 11/30/05

Dear Cynthia:

Following are the balances in the Fall Festival accounts with Washington Federal as of November 30, 2005:

	$10,188.56
	$23,596.62
	$11,295.87
	$19,217.53
Total	$64,298.58

If you need anything else, please give me a call. Hope you have a great Christmas and New Years and that you can find some quiet time to relax.

Sincerely,

Inge King

Inge King
Branch Manager

ik

CITIZENS BANK

MEMBER F.D.I.C.

EXPRESS BANKING: (541) 766-2255
(800) 577-1778

PLEASE DIRECT INQUIRIES ABOUT YOUR STATEMENT TO YOUR LOCAL OFFICE LISTED ON THE BACK.

ACCOUNT NUMBER	ITEMS ENCLOSED	STATEMENT PERIOD FROM	STATEMENT PERIOD TO
2		10/31/05	11/30/05

CORVALLIS FALL FESTIVAL
760 SW MADISON AVE STE 200
CORVALLIS OR 97333-4590

BALANCE LAST STATEMENT	WE HAVE ADDED NUMBER	WE HAVE ADDED DEPOSITS / CREDITS	WE HAVE SUBTRACTED NUMBER	WE HAVE SUBTRACTED CHECKS / DEBITS	WE HAVE SUBTRACTED SERV. CHG	RESULTING IN A BALANCE OF
5287647	3	214298	28	1167233	00	4334712

TYPE OF ACCOUNT....CB COMMUNITY ACCOUNT

BANKING ON LINE AT CITIZENS BANK LETS YOU ACCESS YOUR ACCOUNT AND PAY BILLS AT YOUR CONVENIENCE. ENROLL TODAY AT WWW.CITIZENSEBANK.COM

DEPOSITS AND DESCRIPTIVE ITEMS

DATE	AMOUNT	DESCRIPTION
11/04	1,760.96CR	DEPOSIT
11/16	322.02CR	DEPOSIT
11/30	60.00CR	DEPOSIT
11/01	20.00	STOP PAYMENT CHARGE
11/03	5.00	COLLECTION AMERICAN EXPRESS 1134992250 11/03/05 ID #-5360255095 TRACE #-021000026713318
11/14	.94	INTERCHNG MERCHANT BNKCD 1680338392 11/14/05 ID #-227934022996 TRACE #-091000010784798
11/14	5.00	FEE MERCHANT BNKCD 1680338392 11/14/05 ID #-227934022995 TRACE #-091000010896578

CHECKS

DATE		CHECK NO	AMOUNT	DATE		CHECK NO	AMOUNT
11/17		3522	50.00	11/02		3588	341.51
11/10	*	3524	50.00	11/03		3589	94.01
11/07	*	3532	25.00	11/07	*	3591	125.98
11/17		3533	10.00	11/10		3592	120.00
11/01	*	3543	89.25	11/16	*	3595	4.00
11/03	*	3571	3.38	11/16		3596	246.78
11/01		3572	643.72	11/30		3597	130.00
11/04	*	3576	2800.75	11/15		3598	445.00
11/03	*	3581	1164.00	11/15		3599	150.00
11/02	*	3584	1298.26	11/21		3600	149.33
11/01	*	3586	121.68	11/23	*	3602	91.71
11/07		3587	1387.03	11/23		3603	2100.00

* DENOTES SKIP IN CHECK NUMBER

DAILY BALANCE INFORMATION

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10/31	52876.47	11/07	46517.86	11/17	45758.16
11/01	52001.82	11/10	46347.86	11/21	45608.83
11/02	50362.05	11/14	46341.92	11/23	43417.12
11/03	49095.66	11/15	45746.92	11/30	43347.12
11/04	48055.87	11/16	45818.16		

BD = Bankcard Discount
NF = Non-Sufficient Fund Charge
CR = Credit Reversal
OD = Overdraft Charge
DA = Deposit Adjustment
RI = Returned Item Charge
DC = Debit to Close
TR = Telephone Transfer
DM = Debit Memo
WI = Withholding Tax

Corporate Headquarters
425 Pike Street
Seattle, WA 98101

Washington Federal Savings

COMBINED STATEMENT OF ACCOUNT ACTIVITY

WFEDST 5691-5691-WFEDDSR

**********AUTO**3-DIGIT 973
CORVALLIS FALL FESTIVAL INC 17-1-26
760 SW MADISON AVE STE 200 22/ 49
CORVALLIS OR 97333-4590

Ending: 12/31/2004

Branch: Corvallis

PLEASE DIRECT ALL INQUIRIES TO (541) 754-7777,
PO Box "S", Corvallis, OR 97339

CORVALLIS FALL FESTIVAL INC — APY EARNED: 1.15%

INVESTOR ADVANTAGE

DATE	DESCRIPTION	AMOUNT	BALANCE
DEC 01	BEGINNING BALANCE		28,882.12
DEC 21	WITHDRAWAL	-10,000.00	18,882.12
	Transfer $10,000.00 to 049-408870-1		
DEC 31	INTEREST	+24.56	18,906.68
DEC 31	ENDING BALANCE		18,906.68

2004 Interest Credited To This Account: $257.61

CORVALLIS FALL FESTIVAL INC — APY: 1.95%

CERTIFICATE — Interest Rate: 1.93%
Maturity Date: 04/29/2005

DATE	DESCRIPTION	AMOUNT	BALANCE
JAN 01	BEGINNING BALANCE		22,787.60
MAR 29	INTEREST	+70.53	22,858.13
APR 29	INTEREST	+21.75	22,879.88
JUN 28	INTEREST	+47.16	22,927.04
SEP 30	INTEREST	+69.05	22,996.09
OCT 29	INTEREST	+21.05	23,017.14
DEC 31	INTEREST	+78.10	23,095.24
DEC 31	ENDING BALANCE		23,095.24

2004 Interest Credited To This Account: $307.64

CORVALLIS FALL FESTIVAL INC — APY: 1.75%

CERTIFICATE — Interest Rate: 1.73%
Maturity Date: 02/14/2005

DATE	DESCRIPTION	AMOUNT	BALANCE
JAN 01	BEGINNING BALANCE		10,951.27
FEB 12	INTEREST	+15.64	10,966.91

Corporate Headquarters
425 Pike Street
Seattle, WA 98101

Washington Federal Savings

COMBINED STATEMENT OF ACCOUNT ACTIVITY

Ending: 12/31/2004

CORVALLIS FALL FESTIVAL INC
760 SW MADISON AVE SUITE 200
CORVALLIS OR 97333

Branch: Corvallis

PLEASE DIRECT ALL INQUIRIES TO (541) 754-7777,
PO Box "S", Corvallis, OR 97339

CORVALLIS FALL FESTIVAL INC (Continued)

CERTIFICATE

DATE	DESCRIPTION	AMOUNT	BALANCE
MAR 29	INTEREST	+17.53	10,984.44
JUN 28	INTEREST	+32.64	11,017.08
AUG 12	INTEREST	+15.09	11,032.17
SEP 30	INTEREST	+26.25	11,058.42
DEC 31	INTEREST	+48.46	11,106.88
DEC 31	ENDING BALANCE		11,106.88

2004 Interest Credited To This Account: $155.61

CORVALLIS FALL FESTIVAL INC

CERTIFICATE

APY: 2.25%
Interest Rate: 2.22%
Maturity Date: 06/21/2005

DATE	DESCRIPTION	AMOUNT	BALANCE
DEC 21	BEGINNING BALANCE		0.00
DEC 21	DEPOSIT	+10,000.00	10,000.00
	Transfer $10,000.00 from 049-900795-3		
DEC 31	INTEREST	+6.71	10,006.71
DEC 31	ENDING BALANCE		10,006.71

2004 Interest Credited To This Account: $6.71

Before you do your taxes...

This statement shows account activity during the dates indicated. It should NOT be relied upon to prepare your taxes because it does not include the interest paid on passbook accounts or on certain closed accounts. **For complete tax reporting information, please wait for your 1099-INT and/or 1099-R.** The 1099-INT shows interest paid on non-retirement accounts for the 2004 tax year as reported to the Internal Revenue Service. The 1099-R shows distributions and withholding on retirement accounts for the 2004 tax year. We will mail both the 1099-INT and the 1099-R by January 31, 2005.

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 11/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						43,965.33
Cleared Transactions						
Checks and Payments - 20 items						
Check	9/28/2004	3256	OSU Athletics	X	-150.00	-150.00
Check	10/5/2004	3289	Gale Everett Stalke	X	-100.00	-250.00
Check	10/12/2004	3312	Laura Johnson	X	-75.46	-325.46
Check	10/14/2004	3313	Corvallis Arts Center	X	-200.00	-525.46
Check	10/25/2004	3317	Wells Fargo	X	-338.79	-864.25
Check	10/28/2004	3324	Gale Everett Stalke	X	-66.34	-930.59
Check	10/28/2004	3323	Cynthia Spencer	X	-1,189.35	-2,119.94
Check	10/28/2004	3321	Oregon Department ...	X	-139.70	-2,259.64
Check	10/28/2004	3320	S. Nudelman Rental...	X	-1,100.00	-3,359.64
Check	10/28/2004	3319	Stor-Haus	X	-90.00	-3,449.64
Check	10/28/2004	3322	Cynthia Spencer	X	-58.89	-3,508.53
Check	11/8/2004	3325	Citizens Bank	X	-349.60	-3,858.13
Check	11/8/2004	3326	Oregon Department ...	X	-88.44	-3,946.57
Check	11/10/2004	3328	Mid-Valley Newpapers	X	-547.92	-4,494.49
Check	11/10/2004	3327	Bob Gregory	X	-190.00	-4,684.49
Check	11/12/2004			X	-65.61	-4,750.10
Check	11/17/2004	3330	Copytronix	X	-118.37	-4,868.47
Check	11/17/2004	3331	ATG	X	-86.17	-4,954.64
Check	11/17/2004	3332	Anderson, Searcy, M...	X	-235.00	-5,189.64
Check	11/18/2004	3333	Corvallis Disposal	X	-35.81	-5,225.45
Total Checks and Payments					-5,225.45	-5,225.45
Deposits and Credits - 2 items						
Deposit	11/10/2004			X	1,235.00	1,235.00
Deposit	11/17/2004			X	1,085.32	2,320.32
Total Deposits and Credits					2,320.32	2,320.32
Total Cleared Transactions					-2,905.13	-2,905.13
Cleared Balance					-2,905.13	41,060.20
Uncleared Transactions						
Checks and Payments - 6 items						
General Journal	11/30/2002	cpa 1			-130.00	-130.00
Check	11/12/2004	3343	Citizens Bank		-304.40	-434.40
Check	11/12/2004	3344	Oregon Department ...		-82.13	-516.53
Check	11/17/2004	3329	OSU		-500.00	-1,016.53
Check	11/29/2004	3334	Wells Fargo		-306.78	-1,323.31
Check	11/29/2004	3342	Cynthia Spencer		-1,189.35	-2,512.66
Total Checks and Payments					-2,512.66	-2,512.66
Total Uncleared Transactions					-2,512.66	-2,512.66
Register Balance as of 11/30/2004					-5,417.79	38,547.54
New Transactions						
Checks and Payments - 9 items						
Check	12/1/2004	3336	Corvallis Tourism		-250.00	-250.00
Check	12/1/2004	3337	Stor-Haus		-270.00	-520.00
Check	12/1/2004	3335	Downtown Corvallis ...		-25.00	-545.00
Check	12/1/2004	3339	Pitney Bowes Credit ...		-272.20	-817.20
Check	12/1/2004	3340	Pitney Bowes Inc.		-335.00	-1,152.20
Check	12/1/2004	3341	S. Nudelman Rental...		-1,100.00	-2,252.20
Check	12/1/2004	3338	Corvallis Chamber of...		-30.00	-2,282.20
Check	12/7/2004	3344	Oregon Department ...		-82.13	-2,364.33
Check	12/7/2004	3343	Citizens Bank		-304.40	-2,668.73
Total Checks and Payments					-2,668.73	-2,668.73

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 11/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 1 item						
Deposit	12/10/2004				45.00	45.00
Total Deposits and Credits					45.00	45.00
Total New Transactions					-2,623.73	-2,623.73
Ending Balance					**-8,041.52**	**35,923.81**

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 10/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						63,902.71
Cleared Transactions						
Checks and Payments - 68 items						
Check	9/17/2004	3237	Walker T. Ryan	X	-500.00	-500.00
Check	9/17/2004	3236	Passionfruit Produce	X	-250.00	-750.00
Check	9/17/2004	3241	Balafon Marimba En...	X	-800.00	-1,550.00
Check	9/21/2004	3250	Pitney Bowes Purch...	X	-305.00	-1,855.00
Check	9/25/2004	3251	Chuck Castro	X	-100.00	-1,955.00
Check	9/27/2004	3253	The Winograds	X	-100.00	-2,055.00
Check	9/27/2004	3252	Live Sound and Light	X	-2,400.00	-4,455.00
Check	9/27/2004	3255	Wells Fargo	X	-193.96	-4,648.96
Check	9/27/2004	3254	Francie O'Shea	X	-17.52	-4,666.48
Check	9/28/2004	3261	Mitch Hider	X	-100.00	-4,766.48
Check	9/28/2004	3264	Hoolyeh Dancers	X	-25.00	-4,791.48
Check	9/28/2004	3260	Raider Ropers	X	-50.00	-4,841.48
Check	9/28/2004	3267	Pacific Tap Dance Co.	X	-50.00	-4,891.48
Check	9/28/2004	3268	Wonderkeepers	X	-50.00	-4,941.48
Check	9/28/2004	3269	Louise Johnson	X	-34.82	-4,976.30
Check	9/28/2004	3270	Jerry and Rayetta Pe...	X	-40.00	-5,016.30
Check	9/28/2004	3271	Tamara Greiter	X	-40.00	-5,056.30
Check	9/28/2004	3272	Quest Wholesale	X	-99.36	-5,155.66
Check	9/28/2004	3273	Key Manufacturing	X	-25.00	-5,180.66
Check	9/28/2004	3274	Stor-Haus	X	-180.00	-5,360.66
Check	9/28/2004	3275	Louise Johnson	X	-15.00	-5,375.66
Check	9/28/2004	3276	Numanet LLC	X	-180.00	-5,555.66
Check	9/28/2004	3277	Patrick Hadlock	X	-206.00	-5,761.66
Check	9/28/2004	3278	S. Nudelman Rental...	X	-1,100.00	-6,861.66
Check	9/28/2004	3279	Cynthia Spencer	X	-1,189.36	-8,051.02
Check	9/28/2004	3280	Megan Oldenstadt	X	-446.97	-8,497.99
Check	9/28/2004	3281	Gale Everett Stalke	X	-607.20	-9,105.19
Check	9/28/2004	3263	Benton County 4-H L...	X	-50.00	-9,155.19
Check	9/28/2004	3259	Cascade Performing...	X	-25.00	-9,180.19
Check	9/28/2004	3265	Elementary Strings	X	-25.00	-9,205.19
Check	9/28/2004	3266	Wendy Johnson	X	-50.00	-9,255.19
Check	9/28/2004	3262	Steve Peterson	X	-135.00	-9,390.19
Check	9/28/2004	3257	Heart of the Valley C...	X	-50.00	-9,440.19
Check	9/28/2004	3258	Charlotte Norlin	X	-50.00	-9,490.19
Check	10/1/2004		American Express	X	-4.50	-9,494.69
Check	10/4/2004		Wells Fargo	X	-51.99	-9,546.68
Check	10/4/2004		Discover Settlement ...	X	-0.90	-9,547.58
Check	10/4/2004		Wells Fargo	X	-84.40	-9,631.98
Check	10/5/2004	3288	Megan Oldenstadt	X	-100.00	-9,731.98
Check	10/5/2004	3287	Fusion Design	X	-1,200.00	-10,931.98
Check	10/5/2004	3290	Citizens Bank	X	-533.41	-11,465.39
Check	10/5/2004	3291	Oregon Department ...	X	-149.83	-11,615.22
Check	10/5/2004	3292	Laidlaw	X	-1,164.00	-12,779.22
Check	10/5/2004	3293	Honey Buckets	X	-1,260.00	-14,039.22
Check	10/5/2004	3294	Cynthia Spencer	X	-59.12	-14,098.34
Check	10/5/2004	3295	Norpac Acquisitions ...	X	-99.36	-14,197.70
Check	10/5/2004	3296	Corvallis Mountain R...	X	-200.00	-14,397.70
Check	10/5/2004	3297	Jay Sorgen	X	-400.00	-14,797.70
Check	10/5/2004	3285	Eugene Weekly	X	-461.00	-15,258.70
Check	10/5/2004	3284	Pepsi Cola Bottling	X	-20.00	-15,278.70
Check	10/5/2004	3283	KSND-FM	X	-300.00	-15,578.70
Check	10/5/2004	3286	Barometer	X	-444.00	-16,022.70
Check	10/5/2004	3282	Newport News Times	X	-206.70	-16,229.40
Check	10/6/2004	3299	Cascade Event Spec...	X	-3,263.08	-19,492.48
Check	10/6/2004	3300	Special Occasions	X	-391.00	-19,883.48
Check	10/6/2004	3298	Clear Channel	X	-710.00	-20,593.48
Check	10/6/2004	3302	KVAL	X	-2,060.00	-22,653.48
Check	10/6/2004			X	-325.00	-22,978.48
Check	10/12/2004	3303	IBP	X	-144.00	-23,122.48
Check	10/12/2004	3311	Mary Norman	X	-415.00	-23,537.48
Check	10/12/2004	3306	Mid-Valley Newpapers	X	-1,898.38	-25,435.86
Check	10/12/2004	3307	Numanet LLC	X	-45.00	-25,480.86
Check	10/12/2004	3308	Springfield News	X	-236.40	-25,717.26
Check	10/12/2004	3304	George Taylor	X	-220.00	-25,937.26

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 10/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Check	10/14/2004	3316	Nearly Normals	X	-654.00	-26,591.26
Check	10/14/2004	3315	Cornerstone Associa...	X	-608.32	-27,199.58
Check	10/14/2004	3314	Willamette Educatio...	X	-136.07	-27,335.65
Check	10/25/2004	3318	Fusion Design	X	-200.00	-27,535.65
Total Checks and Payments					-27,535.65	-27,535.65
Deposits and Credits - 10 items						
Deposit	9/27/2004			X	325.00	325.00
Deposit	10/1/2004		American Express	X	87.07	412.07
Deposit	10/6/2004		Cascade Event Spec...	X	467.50	879.57
Deposit	10/6/2004			X	855.26	1,734.83
Deposit	10/6/2004			X	4,390.59	6,125.42
Check	10/6/2004	3301	Statesman-Journal	X	0.00	6,125.42
Check	10/12/2004	3310		X	0.00	6,125.42
Check	10/12/2004	3305	Mid-Valley Newpapers	X	0.00	6,125.42
Check	10/12/2004	3309		X	0.00	6,125.42
Deposit	10/21/2004			X	1,472.85	7,598.27
Total Deposits and Credits					7,598.27	7,598.27
Total Cleared Transactions					-19,937.38	-19,937.38
Cleared Balance					-19,937.38	43,965.33
Uncleared Transactions						
Checks and Payments - 12 items						
General Journal	11/30/2002	cpa 1			-130.00	-130.00
Check	9/28/2004	3256	OSU Athletics		-150.00	-280.00
Check	10/5/2004	3289	Gale Everett Stalke		-100.00	-380.00
Check	10/12/2004	3312	Laura Johnson		-75.46	-455.46
Check	10/14/2004	3313	Corvallis Arts Center		-200.00	-655.46
Check	10/25/2004	3317	Wells Fargo		-338.79	-994.25
Check	10/28/2004	3324	Gale Everett Stalke		-66.34	-1,060.59
Check	10/28/2004	3323	Cynthia Spencer		-1,189.35	-2,249.94
Check	10/28/2004	3322	Cynthia Spencer		-58.89	-2,308.83
Check	10/28/2004	3321	Oregon Department ...		-139.70	-2,448.53
Check	10/28/2004	3320	S. Nudelman Rental...		-1,100.00	-3,548.53
Check	10/28/2004	3319	Stor-Haus		-90.00	-3,638.53
Total Checks and Payments					-3,638.53	-3,638.53
Total Uncleared Transactions					-3,638.53	-3,638.53
Register Balance as of 10/31/2004					-23,575.91	40,326.80
Ending Balance					**-23,575.91**	**40,326.80**

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10/07/04

Accrual Basis

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 09/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						13,649.46
Cleared Transactions						
Checks and Payments - 35 items						
Check	8/25/2004	3215	HipFish	X	-291.60	-291.60
Check	8/25/2004	3214	Wells Fargo	X	-848.59	-1,140.19
Check	8/25/2004	3213	Photo Bach Studio	X	-135.00	-1,275.19
Check	8/30/2004	3221	Pitney Bowes Credit ...	X	-272.20	-1,547.39
Check	8/30/2004	3217	Megan Oldenstadt	X	-107.33	-1,654.72
Check	8/30/2004	3222	S. Nudelman Rental...	X	-1,100.00	-2,754.72
Check	8/30/2004	3218	Gale Everett Stalke	X	-295.85	-3,050.57
Check	8/30/2004	3219	Cynthia Spencer	X	-1,189.35	-4,239.92
Check	8/30/2004	3220	OSU Athletics	X	-50.00	-4,289.92
Check	9/7/2004	3225	Mid-Valley Newpapers	X	-198.56	-4,488.48
Check	9/7/2004	3226	Sid Beam Signs	X	-34.00	-4,522.48
Check	9/7/2004	3224	Graand Visions	X	-129.99	-4,652.47
Check	9/7/2004	3223	Pepsi Cola Bottling	X	-15.50	-4,667.97
Check	9/7/2004	3230	Waldorf School	X	-50.00	-4,717.97
Check	9/7/2004	3229	Community Newspa...	X	-60.00	-4,777.97
Check	9/7/2004	3228	Oregon Department ...	X	-96.12	-4,874.09
Check	9/7/2004	3227	Citizens Bank	X	-373.55	-5,247.64
Check	9/9/2004	3232	Barker-Uerlings Insu...	X	-1,810.00	-7,057.64
Check	9/9/2004	3231	Statesman-Journal	X	-1,273.35	-8,330.99
Check	9/12/2004	3233	Barker-Uerlings Insu...	X	-100.00	-8,430.99
Check	9/17/2004	3240	John Shipe	X	-500.00	-8,930.99
Check	9/17/2004	3239	John Donaghue	X	-400.00	-9,330.99
Check	9/17/2004	3242	Skyler Audsley	X	-600.00	-9,930.99
Check	9/17/2004	3243	Amadan	X	-800.00	-10,730.99
Check	9/17/2004	3244	Corvallis Fall Festival	X	-300.00	-11,030.99
Check	9/17/2004	3245	Smiths' Modular Mini...	X	-250.00	-11,280.99
Check	9/17/2004	3246	ATG	X	-93.22	-11,374.21
Check	9/17/2004	3247	Anderson, Searcy, M...	X	-343.75	-11,717.96
Check	9/17/2004	3248	Sharon Thormahlen	X	-75.00	-11,792.96
Check	9/17/2004	3249	Mike Harrington	X	-100.00	-11,892.96
Check	9/17/2004		Citizens Bank	X	-30.00	-11,922.96
Check	9/17/2004	3234	Corvallis Fall Festival	X	-1,250.00	-13,172.96
Check	9/17/2004	3238	David Vest	X	-800.00	-13,972.96
Check	9/17/2004	3235	Barbara Healy	X	-400.00	-14,372.96
Check	10/7/2004		Citizens Bank	X	-9.90	-14,382.86
Total Checks and Payments					-14,382.86	-14,382.86
Deposits and Credits - 11 items						
Deposit	9/15/2004			X	325.00	325.00
Deposit	9/15/2004			X	1,162.37	1,487.37
Deposit	9/17/2004			X	111.00	1,598.37
Deposit	9/27/2004			X	741.36	2,339.73
Deposit	9/27/2004			X	417.00	2,756.73
Check	9/27/2004		Live Sound and Light	X	0.00	2,756.73
Deposit	9/27/2004			X	4,776.90	7,533.63
Deposit	9/27/2004			X	52,945.33	60,478.96
Deposit	9/27/2004			X	2,472.15	62,951.11
Deposit	9/28/2004		Wells Fargo	X	1,645.00	64,596.11
Deposit	9/30/2004		Discover Settlement ...	X	40.00	64,636.11
Total Deposits and Credits					64,636.11	64,636.11
Total Cleared Transactions					50,253.25	50,253.25
Cleared Balance					50,253.25	63,902.71
Uncleared Transactions						
Checks and Payments - 36 items						
General Journal	11/30/2002	cpa 1			-130.00	-130.00
Check	9/17/2004	3236	Passionfruit Produce		-250.00	-380.00
Check	9/17/2004	3241	Balafon Marimba En...		-800.00	-1,180.00
Check	9/17/2004	3237	Walker T. Ryan		-500.00	-1,680.00
Check	9/21/2004	3250	Pitney Bowes Purch...		-305.00	-1,985.00
Check	9/25/2004	3251	Chuck Castro		-100.00	-2,085.00
Check	9/27/2004	3254	Francie O'Shea		-17.52	-2,102.52
Check	9/27/2004	3253	The Winograds		-100.00	-2,202.52

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10/07/04
Accrual Basis

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 09/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
Check	9/28/2004	3276	Numanet LLC		-180.00	-6,020.66
Check	9/28/2004	3277	Patrick Hadlock		-206.00	-6,226.66
Check	9/28/2004	3257	Heart of the Valley C...		-50.00	-6,276.66
Check	9/28/2004	3279	Cynthia Spencer		-1,189.36	-7,466.02
Check	9/28/2004	3280	Megan Oldenstadt		-446.97	-7,912.99
Check	9/28/2004	3281	Gale Everett Stalke		-607.20	-8,520.19
Check	9/28/2004	3256	OSU Athletics		-150.00	-8,670.19
Check	9/28/2004	3278	S. Nudelman Rental...		-1,100.00	-9,770.19
Total Checks and Payments					-9,770.19	-9,770.19
Total Uncleared Transactions					-9,770.19	-9,770.19
Register Balance as of 09/30/2004					40,483.06	54,132.52
New Transactions						
Checks and Payments - 21 items						
Check	10/5/2004	3285	Eugene Weekly		-461.00	-461.00
Check	10/5/2004	3286	Barometer		-444.00	-905.00
Check	10/5/2004	3287	Fusion Design		-1,200.00	-2,105.00
Check	10/5/2004	3288	Megan Oldenstadt		-100.00	-2,205.00
Check	10/5/2004	3289	Gale Everett Stalke		-100.00	-2,305.00
Check	10/5/2004	3290	Citizens Bank		-533.41	-2,838.41
Check	10/5/2004	3291	Oregon Department ...		-149.83	-2,988.24
Check	10/5/2004	3292	Laidlaw		-1,164.00	-4,152.24
Check	10/5/2004	3293	Honey Buckets		-1,260.00	-5,412.24
Check	10/5/2004	3294	Cynthia Spencer		-59.12	-5,471.36
Check	10/5/2004	3295	Norpac Acquisitions ...		-99.36	-5,570.72
Check	10/5/2004	3296	Corvallis Mountain R...		-200.00	-5,770.72
Check	10/5/2004	3297	Jay Sorgen		-400.00	-6,170.72
Check	10/5/2004	3282	Newport News Times		-206.70	-6,377.42
Check	10/5/2004	3284	Pepsi Cola Bottling		-20.00	-6,397.42
Check	10/5/2004	3283	KSND-FM		-300.00	-6,697.42
Check	10/6/2004	3299	Cascade Event Spec...		-2,795.58	-9,493.00
Check	10/6/2004	3300	Special Occasions		-391.00	-9,884.00
Check	10/6/2004	3301	Statesman-Journal		-1,273.35	-11,157.35
Check	10/6/2004	3302	KVAL		-2,060.00	-13,217.35
Check	10/6/2004	3298	Clear Channel		-710.00	-13,927.35
Total Checks and Payments					-13,927.35	-13,927.35
Deposits and Credits - 2 items						
Deposit	10/6/2004				4,390.59	4,390.59
Deposit	10/6/2004				855.26	5,245.85
Total Deposits and Credits					5,245.85	5,245.85
Total New Transactions					-8,681.50	-8,681.50
Ending Balance					**31,801.56**	**45,451.02**

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09/07/04
Accrual Basis

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 08/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						17,818.01
Cleared Transactions						
Checks and Payments - 26 items						
Check	4/27/2004	3143	Corvallis Community...	X	-40.00	-40.00
Check	7/28/2004	3194	Postage By Phone	X	-500.00	-540.00
Check	7/28/2004	3195	Insta-Print	X	-95.00	-635.00
Check	7/28/2004	3196	Patty Cirello	X	-95.00	-730.00
Check	7/28/2004	3197	Benton County Fair	X	-96.00	-826.00
Check	7/28/2004	3198	Cynthia Spencer	X	-1,189.36	-2,015.36
Check	7/28/2004	3199	Megan Oldenstadt	X	-117.53	-2,132.89
Check	7/28/2004	3200	Gale Everett Stalke	X	-73.88	-2,206.77
Check	7/28/2004	3201	S. Nudelman Rental...	X	-1,100.00	-3,306.77
Check	7/28/2004	3191	Oregon Department ...	X	-109.51	-3,416.28
Check	7/28/2004	3193	Stor-Haus	X	-90.00	-3,506.28
Check	7/28/2004	3192	Wells Fargo	X	-49.17	-3,555.45
Check	7/28/2004	3190	Barker-Uerlings Insu...	X	-9.00	-3,564.45
Check	8/2/2004	3202	Oregon Department ...	X	-89.90	-3,654.35
Check	8/2/2004	3203	Citizens Bank	X	-337.44	-3,991.79
Check	8/3/2004	3204	Oregon Screen Impr...	X	-4,004.00	-7,995.79
Check	8/4/2004	3205	Insta-Print	X	-15.93	-8,011.72
Check	8/11/2004	3207	Numanet LLC	X	-675.00	-8,686.72
Check	8/11/2004	3206	Copytronix	X	-29.70	-8,716.42
Check	8/11/2004	3208	EADS Broadcasting ...	X	-350.00	-9,066.42
Check	8/13/2004	3209	ATG	X	-94.62	-9,161.04
Check	8/13/2004	3210	Pepsi Cola Bottling	X	-13.00	-9,174.04
Check	8/17/2004	3211	Salem Monthly	X	-366.00	-9,540.04
Check	8/19/2004	3212	Barker-Uerlings Insu...	X	-3,870.00	-13,410.04
Check	8/25/2004	3216	Copytronix	X	-142.67	-13,552.71
Total Checks and Payments					-13,552.71	-13,552.71
Deposits and Credits - 4 items						
Deposit	8/2/2004			X	877.06	877.06
Deposit	8/13/2004			X	1,065.00	1,942.06
Deposit	8/25/2004			X	685.00	2,627.06
Deposit	8/30/2004			X	6,757.10	9,384.16
Total Deposits and Credits					9,384.16	9,384.16
Total Cleared Transactions					-4,168.55	-4,168.55
Cleared Balance					-4,168.55	13,649.46
Uncleared Transactions						
Checks and Payments - 10 items						
General Journal	11/30/2002	cpa 1			-130.00	-130.00
Check	8/25/2004	3214	Wells Fargo		-848.59	-978.59
Check	8/25/2004	3215	HipFish		-291.60	-1,270.19
Check	8/25/2004	3213	Photo Bach Studio		-135.00	-1,405.19
Check	8/30/2004	3219	Cynthia Spencer		-1,189.35	-2,594.54
Check	8/30/2004	3220	OSU Athletics		-50.00	-2,644.54
Check	8/30/2004	3221	Pitney Bowes Credit ...		-272.20	-2,916.74
Check	8/30/2004	3218	Gale Everett Stalke		-295.85	-3,212.59
Check	8/30/2004	3217	Megan Oldenstadt		-107.33	-3,319.92
Check	8/30/2004	3222	S. Nudelman Rental...		-1,100.00	-4,419.92
Total Checks and Payments					-4,419.92	-4,419.92
Total Uncleared Transactions					-4,419.92	-4,419.92
Register Balance as of 08/31/2004					-8,588.47	9,229.54
New Transactions						
Checks and Payments - 7 items						
Check	9/7/2004	3223	Pepsi Cola Bottling		-15.50	-15.50
Check	9/7/2004	3224	Graand Visions		-129.99	-145.49
Check	9/7/2004	3225	Mid-Valley Newpapers		-198.56	-344.05
Check	9/7/2004	3226	Sid Beam Signs		-34.00	-378.05
Check	9/7/2004	3227	Citizens Bank		-373.55	-751.60
Check	9/7/2004	3228	Oregon Department		-96.12	-847.72

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08/06/04

Accrual Basis

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 07/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						26,553.97
Cleared Transactions						
Checks and Payments - 15 items						
Check	6/30/2004	3177	Wells Fargo	X	-89.51	-89.51
Check	6/30/2004	3178	Corvallis Tourism	X	-500.00	-589.51
Check	6/30/2004	3179	S. Nudelman Rental...	X	-1,100.00	-1,689.51
Check	6/30/2004	3180	Megan Oldenstadt	X	-124.35	-1,813.86
Check	6/30/2004	3181	Cynthia Spencer	X	-1,189.35	-3,003.21
Check	6/30/2004	3176	Stor-Haus	X	-90.00	-3,093.21
Check	6/30/2004	3175	Rapid Refill Ink	X	-16.50	-3,109.71
Check	7/6/2004	3186	Platt Electric	X	-4,160.00	-7,269.71
Check	7/6/2004	3182	Pepsi Cola Bottling	X	-13.00	-7,282.71
Check	7/6/2004	3183	Citizens Bank	X	-326.43	-7,609.14
Check	7/6/2004	3184	Oregon Department ...	X	-90.46	-7,699.60
Check	7/6/2004	3185	Fusion Design	X	-791.00	-8,490.60
Check	7/15/2004	3188	Insta-Print	X	-589.89	-9,080.49
Check	7/15/2004	3187	ATG	X	-86.47	-9,166.96
Check	7/15/2004	3189	Cascade Printing Co...	X	-2,409.00	-11,575.96
Total Checks and Payments					-11,575.96	-11,575.96
Deposits and Credits - 2 items						
Deposit	7/6/2004			X	1,465.00	1,465.00
Deposit	7/20/2004			X	1,375.00	2,840.00
Total Deposits and Credits					2,840.00	2,840.00
Total Cleared Transactions					-8,735.96	-8,735.96
Cleared Balance					-8,735.96	17,818.01
Uncleared Transactions						
Checks and Payments - 14 items						
General Journal	11/30/2002	cpa 1			-130.00	-130.00
Check	4/27/2004	3143	Corvallis Community...		-40.00	-170.00
Check	7/28/2004	3190	Barker-Uerlings Insu...		-9.00	-179.00
Check	7/28/2004	3191	Oregon Department ...		-109.51	-288.51
Check	7/28/2004	3192	Wells Fargo		-49.17	-337.68
Check	7/28/2004	3193	Stor-Haus		-90.00	-427.68
Check	7/28/2004	3194	Postage By Phone		-500.00	-927.68
Check	7/28/2004	3195	Insta-Print		-95.00	-1,022.68
Check	7/28/2004	3196	Patty Cirello		-95.00	-1,117.68
Check	7/28/2004	3197	Benton County Fair		-96.00	-1,213.68
Check	7/28/2004	3199	Megan Oldenstadt		-117.53	-1,331.21
Check	7/28/2004	3200	Gale Everett Stalke		-73.88	-1,405.09
Check	7/28/2004	3201	S. Nudelman Rental...		-1,100.00	-2,505.09
Check	7/28/2004	3198	Cynthia Spencer		-1,189.36	-3,694.45
Total Checks and Payments					-3,694.45	-3,694.45
Total Uncleared Transactions					-3,694.45	-3,694.45
Register Balance as of 07/31/2004					-12,430.41	14,123.56
New Transactions						
Checks and Payments - 4 items						
Check	8/2/2004	3202	Oregon Department ...		-89.90	-89.90
Check	8/2/2004	3203	Citizens Bank		-337.44	-427.34
Check	8/3/2004	3204	Oregon Screen Impr...		-4,004.00	-4,431.34
Check	8/4/2004	3205	Insta-Print		-15.93	-4,447.27
Total Checks and Payments					-4,447.27	-4,447.27
Deposits and Credits - 1 item						
Deposit	8/2/2004				877.06	877.06
Total Deposits and Credits					877.06	877.06
Total New Transactions					-3,570.21	-3,570.21

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Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 06/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						26,239.31
Cleared Transactions						
Checks and Payments - 19 items						
Check	6/1/2004	3162	Pitney Bowes Credit ...	X	-272.20	-272.20
Check	6/1/2004	3163	Anderson, Searcy, M...	X	-195.00	-467.20
Check	6/1/2004	3164	Stor-Haus	X	-90.00	-557.20
Check	6/1/2004	3166	Postage By Phone	X	-38.24	-595.44
Check	6/1/2004	3161	SAIF Corporation	X	-192.60	-788.04
Check	6/1/2004	3160	Oregon Department ...	X	-96.04	-884.08
Check	6/1/2004	3159	Citizens Bank	X	-339.00	-1,223.08
Check	6/1/2004	3158	Cynthia Spencer	X	-1,189.35	-2,412.43
Check	6/1/2004	3157	Megan Oldenstadt	X	-192.15	-2,604.58
Check	6/1/2004	3156	Oregon Department ...	X	-104.00	-2,708.58
Check	6/1/2004	3165	S. Nudelman Rental...	X	-1,100.00	-3,808.58
Check	6/4/2004	3168	Citizens Bank	X	-1,250.00	-5,058.58
Check	6/4/2004	3169	Pepsi Cola Bottling	X	-4.00	-5,062.58
Check	6/17/2004	3171	Mid-Valley Newpapers	X	-301.50	-5,364.08
Check	6/17/2004	3173	ATG	X	-90.12	-5,454.20
Check	6/17/2004	3170	Rapid Refill Ink	X	-49.95	-5,504.15
Check	6/17/2004	3172	Numa	X	-60.95	-5,565.10
Check	6/23/2004	3174	Barker-Uerlings Insu...	X	-1,278.00	-6,843.10
Check	6/28/2004		Pitney Bowes Credit ...	X	-29.00	-6,872.10
Total Checks and Payments					-6,872.10	-6,872.10
Deposits and Credits - 7 items						
Deposit	6/1/2004			X	148.00	148.00
Deposit	6/1/2004			X	1,425.00	1,573.00
Check	6/3/2004	3167	Intreped Artists, Inc.	X	0.00	1,573.00
Deposit	6/4/2004			X	1,858.76	3,431.76
Deposit	6/17/2004			X	1,640.00	5,071.76
Deposit	6/28/2004			X	0.00	5,071.76
Deposit	6/30/2004			X	2,115.00	7,186.76
Total Deposits and Credits					7,186.76	7,186.76
Total Cleared Transactions					314.66	314.66
Cleared Balance					314.66	26,553.97
Uncleared Transactions						
Checks and Payments - 8 items						
General Journal	11/30/2002	cpa 1			-130.00	-130.00
Check	4/27/2004	3143	Corvallis Community...		-40.00	-170.00
Check	6/30/2004	3175	Rapid Refill Ink		-16.50	-186.50
Check	6/30/2004	3176	Stor-Haus		-90.00	-276.50
Check	6/30/2004	3178	Corvallis Tourism		-500.00	-776.50
Check	6/30/2004	3179	S. Nudelman Rental...		-1,100.00	-1,876.50
Check	6/30/2004	3180	Megan Oldenstadt		-124.35	-2,000.85
Check	6/30/2004	3181	Cynthia Spencer		-1,189.35	-3,190.20
Total Checks and Payments					-3,190.20	-3,190.20
Total Uncleared Transactions					-3,190.20	-3,190.20
Register Balance as of 06/30/2004					-2,875.54	23,363.77
New Transactions						
Checks and Payments - 5 items						
Check	7/6/2004	3182	Pepsi Cola Bottling		-13.00	-13.00
Check	7/6/2004	3183	Citizens Bank		-326.43	-339.43
Check	7/6/2004	3185	Fusion Design		-791.00	-1,130.43
Check	7/6/2004	3186	Platt Electric		-4,160.00	-5,290.43
Check	7/6/2004	3184	Oregon Department ...		-90.46	-5,380.89
Total Checks and Payments					-5,380.89	-5,380.89
Deposits and Credits - 1 item						
Deposit	7/6/2004				1,465.00	1,465.00
Total Deposits and Credits					1,465.00	1,465.00

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 05/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						22,966.07
Cleared Transactions						
Checks and Payments - 9 items						
Check	4/27/2004	3147	Megan Oldenstadt	X	-172.02	-172.02
Check	4/27/2004	3146	Oregon Department ...	X	-100.58	-272.60
Check	4/27/2004	3144	Postage By Phone	X	-33.87	-306.47
Check	5/3/2004	3151	Oregon Department ...	X	-94.38	-400.85
Check	5/3/2004	3150	Citizens Bank	X	-335.00	-735.85
Check	5/3/2004	3152	Fusion Design	X	-373.75	-1,109.60
Check	5/20/2004	3153	Copytronix	X	-57.52	-1,167.12
Check	5/20/2004	3155	Wells Fargo	X	-147.14	-1,314.26
Check	5/20/2004	3154	Pepsi Cola Bottling	X	-17.50	-1,331.76
Total Checks and Payments					-1,331.76	-1,331.76
Deposits and Credits - 3 items						
Deposit	5/10/2004			X	2,020.00	2,020.00
Deposit	5/20/2004			X	2,585.00	4,605.00
Check	6/1/2004			X	0.00	4,605.00
Total Deposits and Credits					4,605.00	4,605.00
Total Cleared Transactions					3,273.24	3,273.24
Cleared Balance					3,273.24	26,239.31
Uncleared Transactions						
Checks and Payments - 2 items						
General Journal	11/30/2002	cpa 1			-130.00	-130.00
Check	4/27/2004	3143	Corvallis Community...		-40.00	-170.00
Total Checks and Payments					-170.00	-170.00
Total Uncleared Transactions					-170.00	-170.00
Register Balance as of 05/31/2004					3,103.24	26,069.31
New Transactions						
Checks and Payments - 12 items						
Check	6/1/2004	3156	Oregon Department ...		-104.00	-104.00
Check	6/1/2004	3157	Megan Oldenstadt		-192.15	-296.15
Check	6/1/2004	3158	Cynthia Spencer		-1,189.35	-1,485.50
Check	6/1/2004	3159	Citizens Bank		-339.00	-1,824.50
Check	6/1/2004	3160	Oregon Department ...		-96.04	-1,920.54
Check	6/1/2004	3161	SAIF Corporation		-192.60	-2,113.14
Check	6/1/2004	3162	Pitney Bowes Credit ...		-272.20	-2,385.34
Check	6/1/2004	3163	Anderson, Searcy, M...		-195.00	-2,580.34
Check	6/1/2004	3164	Stor-Haus		-90.00	-2,670.34
Check	6/1/2004	3165	S. Nudelman Rental...		-1,100.00	-3,770.34
Check	6/1/2004	3166	Postage By Phone		-38.24	-3,808.58
Check	6/3/2004	3167	Intreped Artists, Inc.		-1,250.00	-5,058.58
Total Checks and Payments					-5,058.58	-5,058.58
Deposits and Credits - 1 item						
Deposit	6/1/2004				1,425.00	1,425.00
Total Deposits and Credits					1,425.00	1,425.00
Total New Transactions					-3,633.58	-3,633.58
Ending Balance					**-530.34**	**22,435.73**

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 04/30/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						29,815.87
Cleared Transactions						
Checks and Payments - 17 items						
Check	3/16/2004	3124	Friends of the Library	X	-50.00	-50.00
Check	3/24/2004	3131	Carrie Tasman	X	-109.80	-159.80
Check	3/24/2004	3132	Gail's Guide	X	-24.95	-184.75
Check	3/24/2004	3130	Postage By Phone	X	-300.00	-484.75
Check	3/24/2004	3128	City of Corvallis	X	-60.00	-544.75
Check	3/24/2004	3129	Safeco	X	-801.00	-1,345.75
Check	3/29/2004	3135	Megan Oldenstadt	X	-122.65	-1,468.40
Check	3/29/2004	3134	Cynthia Spencer	X	-1,189.35	-2,657.75
Check	4/12/2004	3137	Stor-Haus	X	-90.00	-2,747.75
Check	4/12/2004	3136	Mid-Valley Newpapers	X	-599.00	-3,346.75
Check	4/12/2004	3139	Citizens Bank	X	-326.12	-3,672.87
Check	4/12/2004	3140	Oregon Department ...	X	-90.32	-3,763.19
Check	4/12/2004	3138	Anderson, Searcy, M...	X	-1,344.00	-5,107.19
Check	4/27/2004	3148	Cynthia Spencer	X	-1,189.35	-6,296.54
Check	4/27/2004	3142	Stor-Haus	X	-90.00	-6,386.54
Check	4/27/2004		Wells Fargo	X	-276.34	-6,662.88
Check	4/27/2004	3145	Stanley Nudleman	X	-1,100.00	-7,762.88
Total Checks and Payments					-7,762.88	-7,762.88
Deposits and Credits - 2 items						
Check	4/12/2004	3141	Citizens Bank	X	0.00	0.00
Deposit	4/27/2004			X	913.08	913.08
Total Deposits and Credits					913.08	913.08
Total Cleared Transactions					-6,849.80	-6,849.80
Cleared Balance					-6,849.80	22,966.07
Uncleared Transactions						
Checks and Payments - 5 items						
General Journal	11/30/2002	cpa 1			-130.00	-130.00
Check	4/27/2004	3144	Postage By Phone		-33.87	-163.87
Check	4/27/2004	3146	Oregon Department ...		-100.58	-264.45
Check	4/27/2004	3147	Megan Oldenstadt		-172.02	-436.47
Check	4/27/2004	3143	Corvallis Community...		-40.00	-476.47
Total Checks and Payments					-476.47	-476.47
Total Uncleared Transactions					-476.47	-476.47
Register Balance as of 04/30/2004					-7,326.27	22,489.60
New Transactions						
Checks and Payments - 3 items						
Check	5/3/2004	3151	Oregon Department ...		-94.38	-94.38
Check	5/3/2004	3150	Citizens Bank		-335.00	-429.38
Check	5/3/2004	3152	Fusion Design		-373.75	-803.13
Total Checks and Payments					-803.13	-803.13
Total New Transactions					-803.13	-803.13
Ending Balance					**-8,129.40**	**21,686.47**

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 03/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						30,783.50
Cleared Transactions						
Checks and Payments - 18 items						
Check	2/12/2004	3106	da Vinci Days	X	-135.75	-135.75
Check	3/1/2004	3117	Stor-Haus	X	-90.00	-225.75
Check	3/1/2004	3118	da Vinci Days	X	-17.90	-243.65
Check	3/1/2004	3119	Pitney Bowes Credit ...	X	-272.20	-515.85
Check	3/1/2004	3121	City of Corvallis	X	-5.00	-520.85
Check	3/1/2004	3122	Benton County Histo...	X	-60.00	-580.85
Check	3/1/2004	3116	S. Nudelman Rental...	X	-1,100.00	-1,680.85
Check	3/1/2004	3115	Wells Fargo	X	-7.98	-1,688.83
Check	3/1/2004	3114	Megan Oldenstadt	X	-22.11	-1,710.94
Check	3/1/2004	3113	Cynthia Spencer	X	-1,189.52	-2,900.46
Check	3/1/2004	3120	Copytronix	X	-53.96	-2,954.42
Check	3/16/2004	3123	ATG	X	-85.17	-3,039.59
Check	3/16/2004	3127	Pepsi Cola Bottling	X	-4.00	-3,043.59
Check	3/16/2004	3125	Oregon Department ...	X	-82.13	-3,125.72
Check	3/16/2004	3126	Citizens Bank	X	-308.07	-3,433.79
Check	3/23/2004		Dell ECheck	X	-1,942.34	-5,376.13
Check	3/29/2004	3133	Stanley Nudleman	X	-1,100.00	-6,476.13
Check	3/31/2004			X	-37.00	-6,513.13
Total Checks and Payments					-6,513.13	-6,513.13
Deposits and Credits - 4 items						
Deposit	3/1/2004			X	2,250.50	2,250.50
Check	3/8/2004		Wells Fargo	X	0.00	2,250.50
Deposit	3/15/2004			X	2,030.00	4,280.50
Deposit	3/29/2004			X	1,265.00	5,545.50
Total Deposits and Credits					5,545.50	5,545.50
Total Cleared Transactions					-967.63	-967.63
Cleared Balance					-967.63	29,815.87
Uncleared Transactions						
Checks and Payments - 9 items						
General Journal	11/30/2002	cpa 1			-130.00	-130.00
Check	3/16/2004	3124	Friends of the Library		-50.00	-180.00
Check	3/24/2004	3131	Carrie Tasman		-109.80	-289.80
Check	3/24/2004	3132	Gail's Guide		-24.95	-314.75
Check	3/24/2004	3128	City of Corvallis		-60.00	-374.75
Check	3/24/2004	3130	Postage By Phone		-300.00	-674.75
Check	3/24/2004	3129	Safeco		-801.00	-1,475.75
Check	3/29/2004	3135	Megan Oldenstadt		-122.65	-1,598.40
Check	3/29/2004	3134	Cynthia Spencer		-1,189.35	-2,787.75
Total Checks and Payments					-2,787.75	-2,787.75
Total Uncleared Transactions					-2,787.75	-2,787.75
Register Balance as of 03/31/2004					-3,755.38	27,028.12
Ending Balance					**-3,755.38**	**27,028.12**

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 02/29/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						34,057.93
Cleared Transactions						
Checks and Payments - 16 items						
Check	1/28/2004	3095	United States Treas...	X	-99.23	-99.23
Check	1/28/2004	3100	S. Nudelman Rental...	X	-1,100.00	-1,199.23
Check	1/28/2004	3099	Copytronix	X	-101.75	-1,300.98
Check	1/28/2004	3097	Stor-Haus	X	-90.00	-1,390.98
Check	1/28/2004	3096	Oregon Department ...	X	-85.41	-1,476.39
Check	1/28/2004	3102	Corvallis School Dist...	X	-1,000.00	-2,476.39
Check	1/28/2004	3098	Corvallis Arts Center	X	-100.00	-2,576.39
Check	1/28/2004	3101	Cynthia Spencer	X	-1,189.18	-3,765.57
Check	2/12/2004	3110	Citizens Bank	X	-304.40	-4,069.97
Check	2/12/2004	3108	Corvallis Chamber of...	X	-50.00	-4,119.97
Check	2/12/2004	3107	Anderson, Searcy, M...	X	-466.25	-4,586.22
Check	2/12/2004	3111	Oregon Department ...	X	-82.13	-4,668.35
Check	2/12/2004	3103	ATG	X	-85.88	-4,754.23
Check	2/12/2004			X	-37.00	-4,791.23
Check	2/12/2004	3109	Pepsi Cola Bottling	X	-9.00	-4,800.23
Check	2/17/2004	3112	Carrie Tasman	X	-500.00	-5,300.23
Total Checks and Payments					-5,300.23	-5,300.23
Deposits and Credits - 1 item						
Deposit	2/12/2004			X	2,025.80	2,025.80
Total Deposits and Credits					2,025.80	2,025.80
Total Cleared Transactions					-3,274.43	-3,274.43
Cleared Balance					-3,274.43	30,783.50
Uncleared Transactions						
Checks and Payments - 1 item						
Check	2/12/2004	3106	da Vinci Days		-135.75	-135.75
Total Checks and Payments					-135.75	-135.75
Total Uncleared Transactions					-135.75	-135.75
Register Balance as of 02/29/2004					-3,410.18	30,647.75
New Transactions						
Checks and Payments - 10 items						
Check	3/1/2004	3115	Wells Fargo		-7.98	-7.98
Check	3/1/2004	3117	Stor-Haus		-90.00	-97.98
Check	3/1/2004	3118	da Vinci Days		-17.90	-115.88
Check	3/1/2004	3119	Pitney Bowes Credit ...		-272.20	-388.08
Check	3/1/2004	3120	Copytronix		-53.96	-442.04
Check	3/1/2004	3121	City of Corvallis		-5.00	-447.04
Check	3/1/2004	3122	Benton County Histo...		-60.00	-507.04
Check	3/1/2004	3114	Megan Oldenstadt		-22.11	-529.15
Check	3/1/2004	3113	Cynthia Spencer		-1,189.52	-1,718.67
Check	3/1/2004	3116	S. Nudelman Rental...		-1,100.00	-2,818.67
Total Checks and Payments					-2,818.67	-2,818.67
Deposits and Credits - 1 item						
Deposit	3/1/2004				2,155.50	2,155.50
Total Deposits and Credits					2,155.50	2,155.50
Total New Transactions					-663.17	-663.17
Ending Balance					**-4,073.35**	**29,984.58**

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 01/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						34,474.81
Cleared Transactions						
Checks and Payments - 16 items						
Check	10/7/2003	3016	Ann Marchant	X	-50.00	-50.00
Check	11/24/2003	3064	Corvallis Community...	X	-40.00	-90.00
Check	12/18/2003	3078	Corvallis Tourism	X	-250.00	-340.00
Check	12/18/2003	3076	Numanet LLC	X	-75.00	-415.00
Check	12/29/2003	3086	Oregon Department ...	X	-82.13	-497.13
Check	12/29/2003	3083	Wells Fargo	X	-132.53	-629.66
Check	12/29/2003	3081	S. Nudelman Rental...	X	-1,100.00	-1,729.66
Check	1/12/2004	3088	Norpac Acquisitions ...	X	-73.47	-1,803.13
Check	1/12/2004	3090	Pepsi Cola Bottling	X	-4.00	-1,807.13
Check	1/12/2004	3089	MCI	X	-6.56	-1,813.69
Check	1/19/2004	3092	Insta-Print	X	-164.00	-1,977.69
Check	1/19/2004	3091	Downtown Corvallis ...	X	-15.00	-1,992.69
Check	1/19/2004	3093	ATG	X	-86.12	-2,078.81
Check	1/28/2004	3094	Citizens Bank	X	-16.57	-2,095.38
Check	1/31/2004			X	-14.50	-2,109.88
Check	2/10/2004		Wells Fargo	X	-37.00	-2,146.88
Total Checks and Payments					-2,146.88	-2,146.88
Deposits and Credits - 3 items						
Deposit	1/28/2004	309		X	1,730.00	1,730.00
Check	1/29/2004	3105	Wells Fargo	X	0.00	1,730.00
Check	1/29/2004	3104	Wells Fargo	X		1,730.00
Total Deposits and Credits					1,730.00	1,730.00
Total Cleared Transactions					-416.88	-416.88
Cleared Balance					-416.88	34,057.93
Uncleared Transactions						
Checks and Payments - 8 items						
Check	1/28/2004	3099	Copytronix		-101.75	-101.75
Check	1/28/2004	3100	S. Nudelman Rental...		-1,100.00	-1,201.75
Check	1/28/2004	3101	Cynthia Spencer		-1,189.18	-2,390.93
Check	1/28/2004	3102	Corvallis School Dist...		-1,000.00	-3,390.93
Check	1/28/2004	3098	Corvallis Arts Center		-100.00	-3,490.93
Check	1/28/2004	3097	Stor-Haus		-90.00	-3,580.93
Check	1/28/2004	3096	Oregon Department ...		-85.41	-3,666.34
Check	1/28/2004	3095	United States Treas...		-99.23	-3,765.57
Total Checks and Payments					-3,765.57	-3,765.57
Total Uncleared Transactions					-3,765.57	-3,765.57
Register Balance as of 01/31/2004					-4,182.45	30,292.36
Ending Balance					**-4,182.45**	**30,292.36**

Corvallis Fall Festival
Reconciliation Detail
Checking, Period Ending 12/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						48,006.90
Cleared Transactions						
Checks and Payments - 18 items						
Check	11/24/2003	3065	Wells Fargo	X	-167.46	-167.46
Check	12/1/2003	3059	S. Nudelman Rental...	X	-1,100.00	-1,267.46
Check	12/3/2003	3067	Pepsi Cola Bottling	X	-16.50	-1,283.96
Check	12/3/2003	3070	Fusion Design	X	-415.50	-1,699.46
Check	12/3/2003	3068	Stor-Haus	X	-90.00	-1,789.46
Check	12/5/2003	3073	Pitney Bowes Credit ...	X	-272.20	-2,061.66
Check	12/5/2003	3072	Oregon Department ...	X	-82.13	-2,143.79
Check	12/5/2003	3074	Pitney Bowes Inc.	X	-315.00	-2,458.79
Check	12/5/2003	3071	Citizens Bank	X	-304.40	-2,763.19
Check	12/18/2003	3075	MCI	X	-7.26	-2,770.45
Check	12/18/2003	3079	ATG	X	-84.69	-2,855.14
Check	12/18/2003	3077	Corvallis Fall Festival	X	-10,000.00	-12,855.14
Check	12/29/2003	3080	Cynthia Spencer	X	-74.97	-12,930.11
Check	12/29/2003	3085	Cynthia Spencer	X	-1,189.19	-14,119.30
Check	12/29/2003	3084	Corvallis Chamber of...	X	-25.00	-14,144.30
Check	12/29/2003	3087	Citizens Bank	X	-304.39	-14,448.69
Check	12/29/2003	3082	Stor-Haus	X	-90.00	-14,538.69
Check	12/31/2003			X	-37.00	-14,575.69
Total Checks and Payments					-14,575.69	-14,575.69
Deposits and Credits - 3 items						
Deposit	12/3/2003			X	357.50	357.50
Deposit	12/3/2003			X	0.00	357.50
Deposit	12/29/2003			X	686.10	1,043.60
Total Deposits and Credits					1,043.60	1,043.60
Total Cleared Transactions					-13,532.09	-13,532.09
Cleared Balance					-13,532.09	34,474.81
Uncleared Transactions						
Checks and Payments - 7 items						
Check	10/7/2003	3016	Ann Marchant		-50.00	-50.00
Check	11/24/2003	3064	Corvallis Community...		-40.00	-90.00
Check	12/18/2003	3078	Corvallis Tourism		-250.00	-340.00
Check	12/18/2003	3076	Numanet LLC		-75.00	-415.00
Check	12/29/2003	3086	Oregon Department ...		-82.13	-497.13
Check	12/29/2003	3081	S. Nudelman Rental...		-1,100.00	-1,597.13
Check	12/29/2003	3083	Wells Fargo		-132.53	-1,729.66
Total Checks and Payments					-1,729.66	-1,729.66
Total Uncleared Transactions					-1,729.66	-1,729.66
Register Balance as of 12/31/2003					-15,261.75	32,745.15
Ending Balance					**-15,261.75**	**32,745.15**

CITIZENS BANK
MEMBER F.D.I.C.

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PLEASE DIRECT INQUIRIES ABOUT YOUR STATEMENT TO YOUR LOCAL OFFICE LISTED ON THE BACK.

ACCOUNT NUMBER	ITEMS ENCLOSED	STATEMENT PERIOD FROM	STATEMENT PERIOD TO
-0	19	10/31/04	11/30/04

CORVALLIS FALL FESTIVAL
760 SW MADISON AVE STE 200
CORVALLIS OR 97333-4590

BALANCE LAST STATEMENT	WE HAVE ADDED NUMBER	WE HAVE ADDED DEPOSITS / CREDITS	WE HAVE SUBTRACTED NUMBER	WE HAVE SUBTRACTED CHECKS / DEBITS	WE HAVE SUBTRACTED SERV CHG.	RESULTING IN A BALANCE OF
4396533	2	232032	21	522545	00	4106020

TYPE OF ACCOUNT....CB COMMUNITY ACCOUNT

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DEPOSITS AND DESCRIPTIVE ITEMS

DATE	AMOUNT	DESCRIPTION
11/10	1,235.00CR	DEPOSIT
11/19	1,085.32CR	DEPOSIT
11/12	.61	INTERCHNG MERCHANT BNKCD 1680338392 11/12/04 ID #-227934022996 TRACE #-091000012049680
11/12	65.00	FEE MERCHANT BNKCD 1680338392 11/12/04 ID #-227934022996 TRACE #-091000012186075

CHECKS

DATE		CHECK NO	AMOUNT	DATE		CHECK NO	AMOUNT
11/04		3256	150.00	11/08		3324	66.34
11/08	*	3289	100.00	11/12		3325	349.60
11/17	*	3312	75.46	11/15		3326	88.44
11/03		3313	200.00	11/15		3327	190.00
11/03	*	3317	338.79	11/19		3328	547.92
11/02	*	3319	90.00	11/23	*	3330	118.37
11/02		3320	1100.00	11/23		3331	86.17
11/02		3321	139.70	11/23		3332	235.00
11/01		3322	58.89	11/26		3333	35.81
11/01		3323	1189.35				

* DENOTES SKIP IN CHECK NUMBER

DAILY BALANCE INFORMATION

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10/31	43965.33	11/08	40532.26	11/19	41535.55
11/01	42717.09	11/10	41767.26	11/23	41096.01
11/02	41387.39	11/12	41352.05	11/26	41060.20
11/03	40848.60	11/15	41073.61	11/30	41060.20
11/04	40698.60	11/17	40998.15		

Ann C

Memorandum

Date: March 15, 2006

To: Human Services Committee

From: Ken Gibb, Community Development

Re: Committee of Citizen Involvement

Issue:
Committee of Citizen Involvement related to a Council Goal and also sunset review.

Background:
Community Development staff delivered a report to City Council on March 6, discussing the future role of CCI. After discussion, the issue was referred to the Human Services Committee for further discussion and scheduled sunset review.

Discussion on Council Goal and CCI role:
Attached is the staff report provided to Council dated February 28, 2006, as information for the discussion on the future role of CCI.

Discussion on Regular Sunset Review:
The Corvallis Municipal Code specifies, that CCI is scheduled for its regular sunset review to "determine whether there is a continuing public need for the board or commission." This review by Code is scheduled for June 2006, however, as the role of the CCI was to be discussed, it was decided to bring forward the Sunset Review at the same time.

Attached is the excerpt from the Municipal Code related to the CCI, detailing the membership criteria, objectives of the Committee, and reporting requirements.

Recommendation:
It is recommended the Committee discuss the role of CCI as presented within the attached Council staff report. If a continuing role is determined, then a Motion to affirm or amend the Municipal Code section dealing with the Committee for Citizen Involvement is requested.

Review and Concur:

Jon Nelson
City Manager

Attachments: Municipal Code Section 1.16.310 as Exhibit I
Mayor and CC memo of February 28, 2006 as Exhibit II

Section 1.16.310 Committee for Citizen Involvement.

1) There is hereby established a Committee for Citizen Involvement.

2) The Committee shall consist of nine members, all appointed by the Mayor. Citizens residing within the Corvallis Urban Growth Boundary are eligible for appointment to the Committee. The Mayor may designate a City Council liaison to the Committee. The Planning Commission may designate a Planning Commission liaison to the Committee. The Committee shall be independent from any other standing City Boards and Commissions and Committee members shall not be current members of any other standing City Board or Commission (as listed in Municipal Code Section 1.16). Any liaisons appointed to the Committee shall not vote on Committee actions.

3) The objective of the Committee is to provide information to citizens to facilitate their involvement in all phases of land use planning and decision making, in accordance with Statewide planning Goal 1. Specifically excluded from the Committee's responsibilities are those responsibilities already reserved to the Corvallis Planning Commission, including taking actions regarding specific land development proposals as required by the Land Development Code. Committee activities shall include but are not limited to the following:

a) Provide information to citizens regarding opportunities to become involved in land use processes and decisions;

b) Develop educational materials to promote greater understanding of land use issues;

c) Evaluate programs and procedures used to promote citizen involvement in land use planning;

d) Advise on processes by which land use decisions are made; and

e) Act as a resource for staff and other Advisory Boards and Commissions regarding citizen involvement activities.

4) The Committee shall report to the City Council on at least an annual basis. The Committee also shall provide information on its activities to the Planning Commission for review and comment.

5) Initial Appointment. The initial terms of Committee members shall be one year for three members, two years for three members, and three years for three members. Thereafter, appointments shall be for three years.

(Ord. 98-45 § 1, 11/11/1998)

(98-45, Added, 11/11/1998)

Exhibit I

SCANNED

Date: 3/1/06 By: JB

MEMORANDUM

TO: **Mayor and City Council**

FROM: **Committee for Citizen Involvement**

DATE: **February 28, 2006**

RE: **Committee for Citizen Involvement: Summary of Recommendations Regarding the Future Role of CCI**

ISSUE

The City Council established the following goal for the current Council Term:

> "Strengthen citizen involvement by working with the Committee for Citizen Involvement to identify new strategies to improve and increase involvement."

BACKGROUND

State Land Use Planning Goal #1 requires all cities to create an officially-recognized Committee for Citizen Involvement (CCI). In 1998, the City Council adopted Ordinance 98-45 to create a Committee for Citizen Involvement that is separate from the Planning Commission. Ordinance 98-45 also identified the role of the CCI as follows:

> *The objective of the CCI is to provide information to citizens to facilitate their involvement in all phases of land use planning and decision making, in accordance with Statewide Planning Goal 1. Specifically excluded from the Committee's responsibilities are those responsibilities already reserved to the Corvallis Planning Commission, including taking actions regarding specific land development proposals as required by the Land Development Code. Committee activities shall include, but are not limited to the following:*
>
> *a) Provide information to citizens regarding opportunities to become involved in land use processes and decisions;*
> *b) Develop educational materials to promote greater understanding of land use issues;*
> *c) Evaluate programs and procedures used to promote citizen involvement in land use planning;*
> *d) Advise on processes by which land use decisions are made;*
> *e) Act as a resource for staff and other Advisory Boards and Commissions regarding citizen involvement activities.*

To reach this objective, the CCI has undertaken several projects each year. Please see the Attachment A for a list of CCI accomplishments for 1998 through 2005. The CCI now believes that with some on-going activities, the CCI has and continues to address objectives a, b, and d. The CCI would like to focus more attention on objectives c and e and to include some non-land use aspects of citizen involvement by increasing the activities and effectiveness of citizen organizations in various roles to address citizen-identified issues. Please see Attachment B for the proposed CCI FY 2005-06 Work Program.

Exhibit II

DISCUSSION

The CCI has recently re-examined its work program for FY 2005-06 and its role for future years. As part of these discussions, the CCI has outlined three basic work areas for CCI the next eighteen months (remainder of FY 2005-06 and all of FY 2006-07). These are:

1) Continue to Facilitate and Improve Citizen Involvement in Land Use Planning and Development Programs

2) Research and Provide a Evaluation and Recommendations Regarding Citizen Involvement in Land Use and Other City Programs (for example, for situations where a City Department has a land use application or development proposal)

3) Empower Neighborhood and Citizen Organizations to Address Neighborhood and Citizen-Identified Issues

The CCI sees their role changing in the next eighteen months to provide more services for the City Council and City agencies other than the Community Development Department and to shift the CCI's focus towards empowering neighborhoods to address neighborhood-identified concerns, including non-land use concerns. While the CCI work program includes many of the CCI's traditional responsibilities, there are two major new components the CCI has identified to help achieve the City Council's goal.

The first is to examine and improve citizen involvement opportunities for all of the City's programs. This is a two-part program. The first part of the program is to research and prepare a report outlining all of the institutionalized citizen input opportunities for City programs. The second part is to create a guidebook (in FY 2006-2007) that will be available to all of the City's staff on how to seek, strengthen, and use citizen involvement in City operations.

The guidebook would be a basic, how-to improve your citizen involvement program that may be used by all of the City's staff on an "as needed" basis. It is essentially to take the lessons learned through the land use-based programs for citizen involvement, and other existing city programs to prepare a guidebook on the best practices currently used within Corvallis and other communities.

The second new emphasis is to strengthen citizen or neighborhood organizations to help them address their priority issues. This second approach is more generalized than land use issues, although the anticipated improvements in neighborhood organizations will assist them in being even more effective in addressing their land use concerns. Much of this work would be based upon the "Our United Villages" model from a Portland neighborhood empowerment program. The "Our United Villages" program is a private non-profit organization that intensively trains one neighborhood association/organization per year to identify and address the priority concerns of that neighborhood. In some cases those issues are land use issues, but often they are not. In the CCI's annual neighborhood association meeting this past November, the major neighborhood issues were often about civil behavior issues between neighbors. These may be impacted by land development patterns, but most often were directly factors not of poor design but rather, poor behavioral patterns. The CCI's focus would be upon setting up a program to help one neighborhood address their highest priority issues. The lessons learned through that process would be made available to other neighborhood organizations as well.

FUNDING IMPLICATIONS

The City Council included $16,000 in the FY05-06 budget to assist in the Council's goal to strengthen citizen involvement by identifying new strategies to improve and increase involvement.

The Council, CCI, and Community Development Department determined the most effective use of the funds was to reassign an Associate Planner at .20 to .25 FTE to provide staff support to the CCI. An Associate Planner began working with the CCI in October 2005. (This was to replace a portion of the 0.5 FTE staff support that was eliminated in FY 03-04 as part of the service prioritization process associated with budget restrictions. Limited staff assistance for activities such as agenda preparation and recording the meetings was continued or restored on a limited basis in FYs 03-04, 04-05, and 05-06).

The CCI found it difficult to maintain their enthusiasm, organization, and program without support from the staff. The CCI found the addition of staff support increased the efficiency and effectiveness of the CCI exponentially. The CCI needs continued staff support to be able to accomplish the aggressive work program outlined for the next 18 months.

In addition, the Council approved $5,000 to re-establish the Neighborhood Empowerment program which had been eliminated several years ago due to budget limitations. (At that time the annual allocation was $10,000) The Council tasked the CCI with designing a revised grant program and providing input to the City Council on allocating the grant funds. The CCI has prepared a draft of the program design and application package for the City Council's review. (Please see a separate Memorandum dated January 4, 2005.) The Council is scheduled to review the applications and allocate the funds in March 2006.

The Council had previously provided $4,000 in the Community Development Department Budget for CCI work program expenses. The CCI is proposing to use these funds each year for preparing educational materials, training, and citizen organization building materials.

Because of the late provision of staff support in FY 2005-06, the CCI would also like to carry-over any unexpended funds from FY 2005-06 and add those to new funds allocated in FY 2006-07. Thus, the CCI anticipates a request for the same annual allocation of $25,000 in FY 2006-07 and to be able to carry over and continue to use any unexpended funds from FY 2005-06 in FY 2006-07.

REQUESTED ACTION

Review this information and if Council believes it is consistent with the City Council's direction and goal, provide affirmative feedback to the CCI. If another direction is desired, or the Council finds that the scope of work is beyond the expected responsibilities of the CCI, provide feedback for revisions to the CCI.

ATTACHMENTS:

A – Work Program FY 2005-06
B – CCI Past Projects
C – CCI Subcommittee Notes
D – CCI Minutes September, October, November, and December 2005

City of Corvallis

Committee for Citizen Involvement

FY 2005-2006 Work Program

Draft December 7, 2005

GOAL	#	DESCRIPTION	TIME FRAMES	ACTIVE TASKS	CCI SPONSOR
A. GOAL: Publicize Where to Get Information Regarding Land Use Processes & Decisions					
	A1	Dissemination of CCI Publications, with an Emphasis on the Citizen Handbook	Summer	Consider sharing booths of events such as daVinci Days	Felicien Rwangano
	A2	Make CCI Information Available in Birkenstock Store Display Area	Annual	Reservation for Sept 14-27th	Larry Earhart
	A3	Develop a Guide (Wayfinding) to Planning Resources at the Library	Ongoing	Make land use documents more accessible to citizens, system more clear for librarians.	Barb Bull
B. GOAL: Improve Understanding About Land Use Issues					
	B1	Land Development Code Outreach	tbd		
	B2	Feature/Column Monthly Update Planning Issues	Ongoing	Make contact with paper. Articles about land use projects and projects under construction.	Barbara Bull
	B3	Pursue Larger Communications Strategy in addition to GT	Future	Use new cable channels and recording equipment to broaden communications regarding land use programs	Kirk Newburgh
	B4	Develop Technical Library	Future	Collect and organize resources for planning commissioners and citizens to use to improve undersatnding of land use system	Barbara Bull
	B5	Create Developer "How to Work in the Community Top 10 Tips List"		Work with local developers to create tips for developers not familiar with Corvallis	David Zavaleta Larry Earhart
	B6	Host periodic Events such as Fishbowls		Include citizens and business community in a dialog about land use issues	

GOAL	#	DESCRIPTION	TIME FRAMES	ACTIVE TASKS	CCI SPONSOR
C. Evaluate and Advise on Land Use Programs & Procedures					
	C1	Economic Vitality Committee	Ongoing	Monitor and provide input regarding citizen involvement. Aid in reviewing survey.	Tom Powell
	C2	Downtown Strategic Plan	Ongoing	Monitor and provide input regarding citizen involvement	Kirk Newburgh
	C3	Evaluate Citizen Involvement Procedures in Short-Range Planning Offices	Future	Evaluate citizen involvement in permitting and development activities, advise.	Committee
D. Facilitate Citizen Involvement in Land Use Planning by Working with Neighborhood Associations					
	D1	Host Neighborhood Association Gathering	Nov and May	Develop agenda and setup meeting invite staff resource people	Barbara Bull/ David Zavaleta
	D2	Facilitate Communication Between Neighborhood Associations	Ongoing	Update Neighborhood Association list, create e-mail address list	
E. GOAL: Act as Resource for City Staff and Other Boards and Commissions Regarding Citizen Involvement Activities					
new	E1	Conduct Survey of Other Departments	Feb -June 06	Research org. charts, ord's., min., Etc.	To Be Assigned
new	E2	Develop Citizen Involvement/Empowerment Guidelines and Procedures for City Programs	Feb 2006-Dec 2007	Draft Guidebook Based Upon Best Practices Analysis	To Be Assigned
new	E3	Develop Long Term Strategies for CCI	Nov 2005-April 2006	Subcommittee to prepare recommendations - presentation to CC in February	Subcommittee and full committee
new	E4	Establish Application, Selection, Allocation & Administration Procedures for Neighborhood Empowerment Grants	Nov 2005 & ongoing	Present information to neighborhood association in Nov 2005; Have program designed for CC review in Jan 2006; Establish funding recommendation for CC review in Feb 2006.	Committee

Attachment B - Past CCI Activities

Prepared and Distributed Educational Materials

- A Citizen's Guide to Land Use Planning
- Participating in Corvallis Land Use Decisions
- Corvallis Land Use Decisions
- Citizen Participation Works - Forming a Neighborhood Association

Provided Citizen Education at Community Events

- Footwise Window Displays
- DiVinci Days
- Fall Festival

Improved Citizen Educational Materials Accessibility

- Library Materials Guidance
- Community Development Department Materials

Monitored Citizen Input Processes and Provided Feedback to the Community Development Department

- Review and Commented on Land Use Hearings Notices
- Review and Commented on Land Use Hearing Procedures
- Prepared Surveys of Citizen Participants in Land Use Hearings
- Monitored and Provided Input on Long Term Planning Efforts Including the North Corvallis Plan and the Natural Features Project
- Prepared a Written Analysis of the North Corvallis Planning Process for Improving the Citizen Input Process

Monitored and Participated in Other Community Planning Efforts

- Monitored and Provided Citizen Participation Input for the Economic Vitality Committee, the Downtown Visioning and Strategic Planning, CAMPO, and Parks SDC Meetings

Provided Organizational Support For Neighborhood Associations

- Sponsor Annual Meetings for Neighborhood Associations to identify key issues, provide support information, encourage dialog among associations, and discuss general impacts of land use planning.

- Conducted a Survey of Neighborhood Associations

- Continuously Update Neighborhood Association Contacts Lists

- Prepared a Neighborhood Association Map

- Attempt to Obtain Printing and Distribution Discounts and Cost Sharing Options for Newsletters

Increase General Distribution of Information Regarding Land Use Issues in Corvallis

- Sought and Supported the use of the website, digital recordings, news cable channels, and newspaper articles to present land use planning information to the general public.

Memorandum

To: CCI Members

From: Kathy Gager

RE: Subcommittee Notes and Discussions To-Date

Date: November 10, 2005

The sub-committee consisting of Tom Powell, Barbara Bull, Larry Earhart, and Kirk Newberg has met to discuss options to achieve the City Council's goal of having the CCI "identify new strategies to improve and increase broad-based citizen involvement." The CCI is preparing suggestions and materials to present to the City Council early next year. These are just my notes and do not reflect any conclusions or proposals that are ready to be forwarded for recommendation. They are being provided to help keep track of the concepts and ideas that have been discussed and to provide a starting point for future discussions.

October 12, 2005

The members would like some response from the City Council on the CCI's proposed work program and some clarification of the goal. This would be particularly helpful since the CCI's original authorization may not include many of the items being discussed under the broader interpretation of the Council's goal.

The general feeling among the CCI members was that citizen involvement in land use has been good. The CCI has prepared helpful materials, conducted surveys, improved notices, and provided feedback.

The CCI might get more involved in improving customer service – taking on an ombudsperson role. This would include items such as conducting customer satisfaction reviews, finding out how the public feels about government processes, and improving citizen access to the system. This was discussed both in terms of the Development Services section of Community Development and of other City departments.

The CCI might prepare an educational program about land use actions and what has happened to projects after the approval process or what is going on in land use. This might include a mechanism to let people know what is being developed in their neighborhoods.

Other potential projects include:

1) Analyzing how much money is being spent in the city on citizen involvement as a general topic, not just the mailings or special events.

2) Studying ways to improve citizen interactions with the City and other citizens.

3) Encouraging neighborhood groups to be more effective in addressing issues – making the neighborhood association system more active and viable – beyond land use items.

4) Conducting a community-wide project such as "Paint your heart out" that gets people involved in solving community problems.

November 7, 2005

The big question is, "Should the CCI continue with its role as the citizen involvement committee for land use matters or should the CCI's role be expanded to include other City and community activities?"

There was a discussion about what roles other Corvallis committees play and what types of citizen involvement services they provide. One concept was that they are citizens providing technical information for city programs versus committees designed to encourage other citizens to comment on city programs.

If the CCI is to expand its role beyond citizen involvement for land use issues to general involvement of citizens in Corvallis, some of the items to be examined include:

1) What committees does the City have now?

2) What are the charter and organizational directions given to those committees?

3) Are there any City departments that don't have a committee for citizen input?

4) Should some departments have more than one committee?

5) Should Development Services have a citizen involvement component?

6) How should citizen involvement be strengthened for the Capital Improvement Plan?

7) How should the "technical" citizen committees be enhanced so they provide for improved public input.

8) Should the CCI focus on strengthening neighborhood associations or other organizations to better serve the citizens – even outside of their roles as City agency input groups.

9) Should the CCI look more towards the "Our United Villages" model of helping neighborhoods get together to address their primary concerns?

Rebuilding and strengthening neighborhood associations could include projects such as re-examining how the neighborhood associations are organized both for land use and non-land use issues. Perhaps basing the neighborhoods on the wards would be more effective. If the ward system is used, the CCI might take on the responsibility of scheduling and organizing the ward meetings. The CCI could assist in strengthening the ward system.

Another role could be to inventory and create a list of all of the various citizen organizations in Corvallis.

Another approach would be to have the CCI focus on helping the neighborhood associations use the model of Our United Villages to research and organize their neighborhoods for topics beyond land use. This could be a pilot project with one neighborhood to help them learn about their neighborhood, pick their priorities, get training for OUV, and solve the priority issues. The CCI could take on one neighborhood per year, or provide training resources for multiple organizations each year. This would include work on whatever the neighborhood chooses, including items that are not land use or even City organization issues. Carolyn Miller's request for assistance regarding dog-owners' failure to clean up after their dogs would be an example. The CCI could provide the forum for people to get started, and the assistance to help them organize and keep going. The CCI would provide some money, skills, and other resources to help citizens come together to address their neighborhood issues.

This concept was also discussed in terms of strengthening citizen groups for economic development programs, to create social capitol, to improve civility in the community, and to retain support for citizen-based initiatives. The CCI's role would be to help organizations create a common vision like the Economic Development Partnership is doing.

The sub-committee also discussed some of the statewide problems with the citizen participation programs. On one hand, the concept is that more citizen involvement on land use planning programs should result in fewer appeals and court cases. On the other hand, the system allows an individual who is unhappy with the outcome to appeal and essentially stop or delay the programs that were adopted with broad-based citizen input. The CCI could explore those issues more fully and possibly provide position papers for the City and the legislature. There was some discussion about how discouraging it is for citizens to participate, compromise, and come to a conclusion, only to have that thwarted by the LUBA and court appeal procedures.

The sub-committee then discussed how the topic of the "fishbowl" scheduled for next spring might be changed from a land use topic (like Seavy Meadows) to a more general topic such as creating a civil and polite society since that is what most neighborhood disputes are really about. When Carolyn Miller asked her question about neighborhood concerns at the November CCI meeting, the answers were generally about issues of behavior (trash, drunkenness, noise, lights, dogs, and lack of property maintenance) and other items that boil down to being good neighbors.

The group also briefly discussed how the Neighborhood Empowerment Grants and other CCI monies could be used towards some of these programs.

Memorandum

To: CCI Members

From: Kathy Gager

RE: Subcommittee Notes and Discussions To-Date

Date: November 14, 2005

The sub-committee consisting of Tom Powell, Barbara Bull, Larry Earhart, and Kirk Newberg has met to discuss options to achieve the City Council's goal of having the CCI "identify new strategies to improve and increase broad-based citizen involvement." The CCI is preparing suggestions and materials to present to the City Council early next year. These are just my notes and do not reflect any conclusions or proposals that are ready to be forwarded for recommendation. They are being provided to help keep track of the concepts and ideas that have been discussed and to provide a starting point for future discussions.

October 12, 2005 and November 7, 2005 meeting notes were presented in the November 10, 2005 Memorandum.

November 14, 2005

Ken Gibb met with Tom, Barbara, Larry, and Kathy. Kirk was out-of-town and unable to attend.

Ken provided feedback from Mayor Helen Berg, Councilor Charlie Thomlinson, and Councilor Betty Griffiths regarding the Council's goal. The City Manager had forwarded the sub-committee's request for clarification to these decision-makers at their weekly meeting. The decision-makers gave the guidance that they would like to know what the CCI's recommendations would be, but that the goal was not given (at least by these three decision-makers) as a directive to suggest that the CCI should expand its role beyond citizen involvement in land use matters. It was not meant to preclude it either if that is what the CCI recommends. The decision-makers did want to clarify that it was not an expectation or directive that the CCI look to expand its role beyond land use issues/programs.

The sub-committee discussed conducting an exploratory inventory and having conversations with other citizen board chairs and the staff to prepare an organization chart of who provides technical citizen input, who expands the citizen involvement opportunities for each City program, and how that input program could be improved. The inventory would identify who is responsible in each program to provide citizen input and to conduct citizen outreach programs.

The Parks Department was discussed as an example. The Parks Department has two standing citizen input committees, the Parks and Recreation Board and the Beautification Committee.

They are both technical in that they provide input to the Parks Department for parks planning and other projects, and the Department also engages the public through a public outreach effort to prepare park plans. The CCI could examine what the CCI could do to assist the Parks Department to further engage the public and improve the public input process.

The sub-committee discussed the sensitivity of having the CCI provide input to on-going City committees. A guide or audit based upon the North Corvallis Plan Citizen Input analysis was an example of a useful tool that might be helpful to other city committees, if they are open to having the CCI provide such input. The CCI could develop protocals and best practices guides for the various city committees and departments.

The sub-committee discussed the need to help citizens become more aware of what the City does, the services provided, and the benefits the citizens receive. This is also part of the Communications Plan work that is being done through the City Manager's Office. There is a need for a program to let people know how to be involved and what is going on in their neighborhoods. The CCI's role includes helping people understand what the notices mean and how the citizens can have input.

The City has a tradition that any City program that has public implications has a public outreach component. The CCI could work on guidelines for the City Departments on the best techniques for reaching out to the public, how to increase the visibility of public programs, and how to make the public input process more effective.

The sub-committee re-examined their previous discussion of supporting the Ward system as a primary neighborhood organization tool. The CCI could help support a ward-based citizen outreach program with training, regular information pieces regarding land use and city programs in the wards, and helping citizens relate to City government. There has been a great deal of effort given to supporting neighborhood associations, but they are fragmented and do not include many people in the community. The ward system does include everyone and has a tie to City decision-makers and programs. The wards are large enough to generate drivers and have a better opportunity to sustain on-going leadership. The sub-committee discussed the importance of talking with the Councilors to see if they would be comfortable with the CCI evaluating ways to strengthen the ward system. This could include programs to inform people about land use and infrastructure issues in their ward, to help them gain input on those items, and to build better neighborhoods. It would be a ward-based neighborhood empowerment program using some of the lessons learned through the Our United Villages program. It could be an on-going and key relationship between the City and the neighborhoods. The Councilors would be the natural leaders, at least initially. One existing example is having the Councilor's ward meeting and the neighborhood association meeting at the same place and one right after the other so that they can overlap. One danger is that the strong wards could upset the balance of the overall community needs and vision that the City needs to maintain. This would have to be considered in each ward program.

The consensus of the sub-committee was that the ward-based system would have many advantages over trying to continue to strengthen fragmented neighborhood associations. It would

be a way to have neighborhood empowerment on a more complete level with a natural bridge to City programs. It would also help the Councilors in their own wards and create a pool of future leaders. The sub-committee felt that if the CCI is interested in going in this direction, a first step would be to get informal feed-back from the Councilors to see if they are comfortable with this approach. This can be initiated with a discussion with Council Liaison Daniels.

The subcommittee discussed the CCI's natural role of helping people have effective communication. This could be done through training programs for neighborhood organizations, citizens, City committees, and City staffs. Much of this training could be informal through the ward and neighborhood empowerment programs. When people work together on a neighborhood or City project, they build leadership and citizen input systems and skills. This is often the best way to build a sustainable citizen participation culture.

The sub-committee discussed some ideas to improve communications. There was a lot of support for creating a regular feature in the Gazette-times, on the City's website, or through the City newsletter that would describe what is happening in each ward or area in terms of land use developments, capital improvements, and other City programs. The FYI is a good source for learning about meetings, but the newspaper controls what will and won't be included, and it is not always consistent. Some sub-committee members felt that the newspaper has improved its local news coverage over the last several years. The sub-committee would like to explore using the City newsletter and regular GT features/ads more. A "what's going on in your ward" or inclusion of neighborhood association newsletters in the City newsletter distribution could be very helpful for keeping people informed and in touch with how they benefit from City programs. This could tie into the City's Communication Plan work.

The sub-committee discussed getting training at Our United Villages and incorporating their techniques into some of the City and neighborhood/ward programs.

There was a general discussion regarding the difficulties of the Oregon planning system, which allows an individual to drag out appeals of land use programs that were adopted with significant citizen input. The five to seven year delays between local adoption and final use of the planning programs disconnect the citizens from the programs and the outcomes. These delays also force the City to use land use standards that are not what the citizen's have most recently supported.

Memorandum

To: CCI Members

From: Kathy Gager

RE: Subcommittee Notes and Discussions To-Date

Date: December 15, 2005

The subcommittee consisting of Tom Powell, Barbara Bull, Larry Earhart, and Kirk Newberg has met to discuss options to achieve the City Council's goal of having the CCI "identify new strategies to improve and increase broad-based citizen involvement." The CCI is preparing suggestions and materials to present to the City Council early next year. These are just my notes and do not reflect any conclusions or proposals that are ready to be forwarded for recommendation. They are being provided to help keep track of the concepts and ideas that have been discussed and to provide a starting point for future discussions.

October 12, 2005 and November 7, 2005 meeting notes were presented in the November 10, 2005 Memorandum.

November 14, 2005 meeting notes were presented in the November 10, 2005 Memorandum

Tom, Larry, Kirk and Kathy met on December 6, 2005. Barbara was unable to attend.

Kathy presented a draft letter to go to the City Council. This letter outlines the CCI's report and response to the City Council's goal, including the revised work program. The letter also addresses the Budget questions and request memorandum.

The subcommittee reviewed the letter and the revised draft work program. The subcommittee members asked that additional language be included in the letter to emphasize the difference having staff support has made and requesting that staff support be continued. The revised letter is being presented to the CCI in the January meeting. A spelling correction was also suggested for the work program.

The subcommittee also discussed the question of whether or not the budget request should be a full amount in addition to any carry-over funds, or if the carry-over funds should just become part of the request. The difference is whether or not any carry-over funds could be used to essentially increase the funds available next year. The subcommittee, after some debate, decided to recommend to the full CCI that the request for FY 2006-2007 be for same amount as the total of FY 2005-2006 plus any carry-over funds. This was recommended because the CCI only started having staff support ½ way through FY 2005-06 and only has the second half of the FY to accomplish many of the goals and new responsibilities of the CCI.

The subcommittee also discussed the changes to the Neighborhood Empowerment Program that had been discussed at the December 1, 2005 meeting of the CCI. The subcommittee members who had not been able to attend the CCI meeting agreed with the changes that the other CCI members had made. These changes are being presented to the full CCI in the January meeting.

CITY OF CORVALLIS
MINUTES OF THE COMMITTEE FOR CITIZEN INVOLVEMENT
SEPTEMBER 1, 2005

Attendance
Barbara Bull
Larry Earhart
Brian Holcomb
Trish Daniels, Council Liaison

Absent/Excused
Kirk Newburgh
Tom Powell
Mysty Rusk
Felicien Rwangano
David Zavaleta

Staff
Ken Gibb, Community Development Director
Terry Nix, Recorder

Visitors
Don Baarstadt

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	The meeting was called to order at 7:20 p.m.
II.	Review August 4, 2005 Meeting Minutes	Review of minutes was postponed due to lack of a quorum.
III.	Visitors' Propositions	None.
IV.	Messages from City Staff, Council, Planning Commission * Use of City Council Goal Funds and Neighborhood Empowerment Funds * Meeting Places	* Recommendations will be communicated to Council and further discussion will be held at the next CCI meeting. * The Walnut Community Room at Fire Station #5 is to be tentatively reserved for the December meeting.
V.	Discussion Items * Final Prep for Fishbowl	The Fishbowl will be held on September 8, 7:00 p.m.
VI.	Other Discussion Items	* Community Development Director Gibb reported that the City will make a presentation on its Natural Features Project at the upcoming Oregon Planning Institute Annual Conference. * Mr. Earhart advised that the display at Footwise will be set up on September 20 and taken down on October 2.
VII.	Visitors Propositions	None.
VIII.	Adjournment	The meeting was adjourned at 8:50 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER

Mr. Holcomb called the meeting to order at 7:20 p.m. It was noted that no official decisions will be made this evening because there is not a quorum present.

II. REVIEW AUGUST 4, 2005 MEETING MINUTES

Review of the minutes was postponed due to the lack of a quorum.

III. VISITORS' PROPOSITIONS: None.

IV. MESSAGES FROM CITY STAFF, COUNCIL, PLANNING COMMISSION

Use of City Council Goal Funds and Neighborhood Empowerment Funds

Community Development Director Gibb distributed and reviewed a memorandum regarding City Council Goal and Neighborhood Empowerment Funds, dated September 1, 2005 (Attached). He noted that the FY 05-06 City budget includes $16,000 to assist in addressing the Council Goal related to citizen involvement, as well as $5,000 to re-establish the Neighborhood Empowerment program. He reviewed staff suggestions that Planning Division staff be assigned to work with the CCI with a dedication of about .20-.25 FTE of staff time, and that the CCI have a role in developing the reconstituted Neighborhood Empowerment Program with Planning staff to administer the program. He requested feedback to be forwarded to the City Council for consideration.

Mr. Earhart expressed support for the staff suggestions which, he said, would provide staff support to the Committee comparable to what it had previously. Ms. Daniels suggested that Bob Loewen, who previously headed the Neighborhood Empowerment program, be invited to a planning session with the CCI to discuss ways in which to operate the program on a smaller level. Those present expressed support for this idea.

Ms. Bull asked if Council envisions that the CCI would limit its role in citizen involvement issues to land use planning. Mr. Gibb advised that the CCI's charge is to focus on land use issues; however, an evaluation on whether to expand that charge could be included as part of this review. Ms. Daniels said she thinks it would be a good idea for Council to consider that question.

There was general agreement by those present that the suggestions outlined in the memo, as well as the suggestions discussed this evening, be communicated to the City Council. These issues will be revisited at a future meeting when there is a quorum present.

Meeting Places

Director Gibb drew attention to a memorandum from Judy Somes regarding Places to Meet in December 2005 and Early in 2006, distributed in packets. In discussion, additional options for meeting places were mentioned, including the Senior Center, the new Corvallis High School, and Linus Paul. There was general agreement by those present to tentatively schedule the December meeting at the Walnut Community Room at Fire Station #5 on Walnut Boulevard and to follow up with the rest of the Committee at the next meeting.

Other

Director Gibb distributed and reviewed an e-mail from Lane Shetterly, forwarded to him today by Peggy Lynch, with the subject "Governor, Senate President and Speaker Launch Search for Oregon Task Force on Land Use Planning." He said Ms. Lynch encouraged him to circulate this information so that anyone who might be interested is made aware of the opportunity to serve on this Task Force.

V. DISCUSSION ITEMS

Final Prep for Fishbowl

Ms. Bull reported that everything appears to be in place for the Fishbowl, to be held September 8, 2005, 7:00 p.m., at the Downtown Fire Station Meeting Room. Director Gibb reported that the invitations have been mailed. He suggested a conference call early next week to discuss format, to include Jim Moorefield, David Zavaleta, Dennis Sandow, Barbara Bull, and himself. Mr. Earhart initiated discussion about press coverage and it was generally agreed to issue a press release after the fact.

VI. OTHER DISCUSSION ITEMS

Director Gibb advised that the City will make a presentation on its Natural Features Project at the upcoming Oregon Planning Institute Annual Conference. He noted that the NFP process included over 70 public opportunities, that the project was reviewed and unanimously approved by the LCDC, and that it is viewed as a comprehensive resource protection program. Brief discussion followed regarding the appeals process and potential future appeals to LUBA.

Mr. Earhart advised that the display at Footwise will be set up on September 20 and taken down on October 2. Ms. Daniels agreed to announce the display at the September 19 Council meeting.

VII. VISITORS' PROPOSITIONS: None.

VIII. ADJOURN: The meeting was adjourned at 8:15 p.m.

CITY OF CORVALLIS
MINUTES OF THE COMMITTEE FOR CITIZEN INVOLVEMENT
OCTOBER 6, 2005

Attendance
Barbara Bull
Larry Earhart
Kirk Newburgh
Tom Powell, Chair
Felicien Rwangano
Mysty Rusk
David Zavaleta
Frank Hann, Planning Commission Liaison

Absent/Excused
Trish Daniels, Council Liaison
Brian Holcomb

Staff
Ken Gibb, Community Development Director
Kathy Gager, Associate Planner
Judith Somes, Recorder

Visitors
Don Baarstad

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	The meeting was called to order at 7:20 p.m.
II.	Review August 4, 2005 Meeting September 1, 2005 Meeting Minutes	Approved as submitted.
III.	Visitors' Propositions	None.
IV.	Messages from City Staff, Council, Planning Commission * Use of City Council Goal Funds * Neighborhood Empowerment Funds * Staffing	 Accepted the use of 0.20 to 0.25 FE of Staff Planner rather than bring in private contractor. To assume role in allocating and administering the grant program.
V.	Discussion Items * Revisit Planning for Fishbowl * Birkenstock Display Report	 To reschedule for next spring. To schedule for next year and to create a new display.
VI.	Other Discussion Items * Work Plan Discussion	 Draft changes were discussed. Items to be reviewed again in December.
VII.	Visitors Propositions	None.
VIII.	Adjournment	The meeting was adjourned at 9:10 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER - Chair Powell called the meeting to order at 7:20 p.m.

Community Development Director introduced Frank Hann, the Planning Commissioner assigned as liaison to this committee. Mr. Gibb reported that Trish Daniels is out of town and could not be here tonight.

Director Gibb also introduced Kathy Gager, who will act as Staff Liaison for remainder of the fiscal year. Gibb stated that Planner Gager was Project Manager of NFI and has experience working with committees and task forces.

II. REVIEW MINUTES

The minutes of August 4, and September 1, 2005 were approved as recorded.

III. VISITORS' PROPOSITIONS: None.

IV. MESSAGES FROM CITY STAFF, COUNCIL, PLANNING COMMISSION

Director Gibb recounted the last meeting and relayed what has happened since then. Mr. Gibb referred to the September 1, 2005, memo and the City Council goal, *Strengthen citizen involvement by working with Committee for Citizen Involvement (CCI) to identify new strategies to improve and increase broad-based involvement.* The memo to Council suggested that staff support be restored rather than hiring a consultant to support the Committee. The Department will then use the $16,000 in Council goals to backfill for planning services in the division. It was also proposed to Council that the CCI be given the task of developing a process and making recommendations regarding the Neighborhood Empowerment grant funds re-instated by Council. Council endorsed this concept. As of tonight and for the rest of this fiscal year, CCI will have the support of a 0.2 to 0.25 FTE planner. Associate Planner Kathy Gager has been assigned to CCI. Director Gibb pointed out that while this will be a good addition to the committee, planner support will be less than in the past when the support was closer to 40-50% of a planner position.

The Committee should plan to have the Neighborhood Empowerment Program in place by early next year. Because the amount available is $5,000 and due to delay in implementation this year, CCI may want to develop a process for allocation that would be fairly simple.

Chair Powell referred to a letter to the Gazette Times which referred to the fact that the Corvallis Community Calendar was no longer being produced. There was some discussion about the events posted to this calendar which included organizational, school, and OSU activities. Planner Gager indicated that the City posts activities to the City web site and City calendar.

Chair Powell brought up the Neighborhood Empowerment Program. Planner Gager indicated that she had talked with Bob Loewen about the former process that was managed through the Housing Division. To permit more efficiency with the reduced amount of funds, a smaller scaled process could be implemented through CCI that would still make it beneficial to neighborhoods. Ms. Gager reported that former grants were for activities such as newsletters, community gardens, or, in one case, a bus shelter.

Chair Powell reflected that not having a formal presentation to an allocations committee would facilitate the process. Committee Member Earhart suggested that there be ground rules, such as scoring criteria prior to submittal of applications. CCI members generally agreed that review criteria and a scoring method should be put in place. Planner Gager indicated that while there were few guidelines for allocation of funds, one approach could be that funds would only be allocated to a formal neighborhood association that had bylaws and had a set of boundaries, at least for the first year.

A discussion followed about whether the Committee would host a neighborhood association meeting in November as they had in past years. Committee member Rusk asked about outreach to new neighborhood associations.

Committee member Newburgh asked about the City Council goal for the CCI. Director Gibb responded that the goal had to do with CCI and how to engage a wider community in City efforts; with funds set aside for the CCI to use to meet the goals. The Neighborhood Empowerment Program was added through an addition to budget as approved by Council for FY 05-06. Gibb relayed that other than the NE funds for this allocation, it was anticipated by Council that CCI will review and revise their work plan over the next few months.

Committee member Bull asked if Council expected tasks for community involvement that would not be specific to land use. Gibb replied that it was within CCI's purview to recommend whether their responsibilities shall be expanded. Planner Gager reminded CCI that there is $4,000 allocated for CCI use.

V. DISCUSSION ITEMS

Fishbowl
Following discussion about the cancelled Fishbowl, the Committee agree to:

- Target a date far enough in future to allow for easier commitment by participants.
- Get commitments early.

See Work Plan Goal A1 below for Birkenstock Display.

VI. OTHER DISCUSSION ITEMS

Work Plan

A discussion was held about meeting places; with desire to have a consistent place. Staff indicated that the November CCI meeting is scheduled for the Library, then December, January and February are scheduled at the Fire Station #5, Community Room. It is anticipated thereafter that the meetings will be held in the Madison Meeting Room across from City Hall. There was further discussion about other potential meeting places; and consideration of scheduling a Fishbowl event after the Library Meeting Room becomes available again.

Goal A1: Dissemination of CCI Publications, with an Emphasis on the Citizen Handbook:
The goal was met for this year with a presence at daVinci Days. It was decided not to participate in Fall Festival as the information table would not be in a desirable location. A future discussion to evaluate this outreach should be undertaken.

Goal A1: Make CCI Information Available in Birkenstock Store Display Area:
Committee member Earhart reported that former member Keith Hastings helped to put up display. The same display has been used the last few years and perhaps it is time to change. The Committee would like feedback from City Council. Earhart also indicated that if we choose to do a display again, a reservation does need to be made for a time slot. It was decided that a reservation should be made for the same time period next year.

Goal B1: New Land Development Code Outreach (Natural Features):
Committee member Earhart reported he had participated in the NFI Task Force. Staff reported that Phase I of the LDC Update may be on track for implementation (after being held up for about five years by appeals) this summer but Phase III is still subject to appeal processes. The Committee decided to list this goal as completed but add a new B1 to be Land Development Code Outreach with a "to be determined" timeframe.

Goal B2: Encourage Expanded Coverage of Land Use Issues through GT Articles/Map of Active Land Use Cases:
The Committee agreed this was accomplished and considered "done." This became a part of the larger communication strategy developed through City Manager's Office with articles provided to GT on a more or less regular basis.

To replace this goal would be one entitled *Feature/Column Monthly Update of Planning Issues*. This was assigned to Barbara Bull for follow-up. Commissioner Earhart suggested a map based site that might have separate layers for crime report; land use issues; or construction activity.

Goal B3: pursue Larger Communications Strategy in Addition to GT:
Since August 2004, audio recordings have been posted to the web site. Staff reported there were often technical difficulties - and that during course of the past year plus, the site had about 400 hits. Committee member Earhart suggested an evaluation of project and bring back as discussion item to see if it is meeting the goal. Director Gibb added that CCI was to develop some guidelines for the recordings

Goal B4: Develop Technical Library:
Remain on list as a item for future.

Goal B5: Create Developer Tips on How to Develop in Corvallis:
Committee member Earhart worked with several developers and found that a developer of any size will hire someone who knows process; and that tips should be oriented to smaller developer. Out-of-town developers are more problematic. Director Gibb identified that an issue to be stressed is follow-up discussion and information sharing, after a development is approved, by developer to neighborhoods that could possibly lead to fewer conflicts. Director Gibb indicated a recent issue regarding a tree that the neighbors thought would be saved in pre-development approval communications, wasn't, because subsequently the tree was found to be unhealthy.

Goal C2: Downtown Vision:
Director Gibb suggested changing this goal to **Downtown Strategic Plan**, as visioning is complete. The Committee decided to call this goal done and modify to the new goal.

Goal D1: Host a Neighborhood Association Gathering
The group decided that they wanted to move forward and have the neighborhood association meeting during the time CCI would have its regular meeting, only to start at 6:30 pm. Committee member Zavaleta suggested inviting the organizer in Portland of "Our United Villages," which was developed to encourage groups to focus on neighborhood issues to solve problems. The focus is broader than just land use issues; and gatherings are funded through a rebuilding center where profits are dedicated to neighborhood events. Zavaleta has made contact with the organization and the person who developed this approach is available in November to speak here in Corvallis. Other agenda items for the neighborhood gathering could be letting neighborhood associations know of availability of the $5,000 that was appropriated for grants to neighborhoods. Other suggestions were to have someone from Public Works talk about the transportation maintenance fee; and advise people of the on-line community wide survey being conducted by the Economic Vitality Partnership. The members divided up the neighborhood list to call representatives about the November 3rd meeting by next Friday. Reminder e-mails will be sent out the week before. Chair Powell will order pizza and other refreshments for event.

Goal D2: Facilitate Communication Between Neighborhood Associations:
Committee members, after calling neighborhood representatives, developed an e-mail list for neighborhood associations. Staff reported that outreach has been made to organizations to confirm listing (some e-mail addresses were in conflict with what staff already had) and ensure that folks knew the e-mail addresses would be public information. Staff also reported that outreach to former neighborhood associations representatives, who have asked to be dropped off the list, might suggest another name as a neighborhood contact. An updated list will be provided in the future.

Other Discussion Items:

- The Committee requested Staff to check with Mayor about replacement for Keith Hastings.
- Discussion should occur about meeting the Council goal for citizen involvement. Director Gibb suggested that it was important to put a program in place fairly quickly; that a meeting with Council and possibly Planning Commission should be scheduled because there may be issues related to budget. It was decided to form a subcommittee of Larry Earhart, Tom Powell, Kirk Newburgh; Barb Bull; and invite Trish Daniels to meet to prepare for a presentation to the full Committee in December. It would also allow for the committee to get feedback from the neighborhood meeting in November.

- Staff will create new name plates for next meeting.

VII. VISITORS' PROPOSITIONS: None.

VII. ADJOURN: The meeting was adjourned at 9:10 p.m.

CITY OF CORVALLIS
MINUTES OF THE COMMITTEE FOR CITIZEN INVOLVEMENT
NEIGHBORHOOD NETWORK GATHERING
NOVEMBER 3, 2005

Attendance
Barbara Bull
Larry Earhart
Brian Holcomb
Kirk Newburgh
Tom Powell, Chair
Mysty Rusk
Felicien Rwangano
David Zavaleta
Frank Hann, Planning Commission Liaison

Staff
Kathy Gager, Associate Planner
Terry Nix, Recorder

Visitors
Carol Chin, North College Hill NA
Sue Donna Doolen, 842 NE 2nd Street #12
Vida Krantz, West Hills NA
Ted Langton, Timberhill Townhouses NA
Lyn Larson, Job's Addition NA
Peggy Lynch, 946 NW Circle Blvd. #291
Ronald Miller, Uplands at Timberhill NA
Al Mukatis, Timberhill No. 1 NA
Carolyn Raab, Timberhill SE 1st Addition
Ron and Debbie Shipman, Queens View NA
Maria Tomlinson, North College Hill NA
Shane Endicott, Our United Villages
Carolyn Miller, Benton County Habitat for Humanity

SUMMARY OF DISCUSSION

	Agenda Items	Summary of Recommendations/Actions
I.	Welcome from CCI Chair, Introductions	Chair Powell welcomed those present at 6:45 p.m.
II.	Presentation by Shane Endicott, Our United Villages and the ReBuilding Center	Information Only.
III.	Presentation by Carolyn Miller, Benton County Habitat for Humanity	Information Only.
IV.	Presentation by Associate Planner Kathleen Gager and Group Discussion re: the Neighborhood Empowerment Grant Program	Participants made suggestions regarding the new design of the Neighborhood Empowerment Grant Program.
V.	Other	Mysty Rusk announced a community survey being conducted by the Economic Vitality Partnership.
VI.	Adjournment	The meeting was adjourned at 8:50 p.m.

CONTENT OF DISCUSSION

I. WELCOME FROM CCI CHAIR, INTRODUCTIONS

CCI Chair Tom Powell welcomed participants to the annual Neighborhood Network Gathering. He reviewed the agenda and introduced the scheduled speakers: Shane Endicott, Executive Director and Co-Founder of Our United Villages and the ReBuilding Center in Portland, Oregon, will present his vision of community enhancement; Carolyn Miller, Benton County Habitat for Humanity, will

present information on the Discount Building and Home Supply store, as well as plans for a mixed-income development; and Kathleen Gager, City of Corvallis Associate Planner, will present information and request input regarding the Neighborhood Empowerment Grant Program.

II. PRESENTATION BY SHANE ENDICOTT, OUR UNITED VILLAGES AND THE REBUILDING CENTER

Shane Endicott said Our United Villages is a nonprofit organization which was started in an effort to strengthen the fabric of neighborhoods. The organization evolved in 1996 after his neighborhood experienced thefts, vandalism, and other crimes. After attempting to address problems through local services, and after a drive-by shooting in the neighborhood, neighbors began having conversations and engaging local young people, including the troublemakers. He told the story of one youth, who had caused trouble in the area until some neighbors connected with him, found out about his situation, spoke with his mother, and then helped to provide him with much-needed braces. This outreach was successful in stopping this youth and his friends from stealing from their neighbors and strengthened the idea that relationships are the foundation for improving communities.

Mr. Endicott stated that Our United Villages founders spent a year researching and interviewing other nonprofit organizations, and decided to create an organization that was not dependant on grant funding. A project called the ReBuilding Center was started to sell recycled building materials and offer deconstruction services. The ReBuilding Center now diverts 4.5 million pounds from the landfill annually, creates jobs, and funds Our United Villages efforts in one Portland neighborhood per year. These efforts include contacting every resident in the neighborhood, working with neighbors to identify their top 10 concerns, hosting free neighborhood conversations where all are invited to learn about resources and explore ways to better the neighborhood, developing and delivering documentation, and hosting a neighborhood celebration and community fair.

In discussion and in response to inquiries from audience members, Mr. Endicott added that:

- The ReBuilding Center bids its deconstruction services against demolition companies. Owners who choose deconstruction receive a tax benefit, in addition to helping benefit the environment, the community, and the local economy.

- The Our United Villages model is only in Portland at this time. There is strong interest in the concept that relationships are the foundation for change, but the process takes hard work and a long-term commitment.

- The organization provides free training in deconstruction for companies from other communities. All deconstruction staff are trained and certified.

- The organization acts as a catalyst for getting people more involved in their neighborhood. People tend to appreciate that the group has resources and is only there to help and to give.

- There are 95 well-defined neighborhoods in Portland, each with about 2,000 to 5,000 people.

- When speaking to people in other communities, he encourages them to consider the assets and needs of their community. It is not necessary to follow his model; there are many ways to do things differently in order to benefit communities.

III. PRESENTATION BY CAROLYN MILLER, BENTON COUNTY HABITAT FOR HUMANITY

Carolyn Miller expressed appreciation for the information presented by Mr. Endicott. She advised that Benton County Habitat for Humanity has opened a Discount Building and Home Supply store on 9th Street in Corvallis. Ms. Miller stated that the store opened 16 months ago and is now a large, full, and bright place, which will provide funding for at least one habitat home each year. In addition, 100 tons of solid waste has been diverted from the landfill. Miller stated that it is very exciting that the organization now has this funding source and is not as dependant on grant funding. Ms. Miller added that the organization is now working to educate people on how to reuse materials, create space for work and training, and strengthen partnerships with LBCC and local businesses. She encouraged people to visit the store and to donate used materials. Goods at the store include building supplies, appliances, lighting fixtures, and paint.

Ms. Miller stated that Habitat for Humanity received a donation of land just outside of the City limits and is now involved in an annexation request. Ms. Miller displayed a map of the site, which will be named Hill Top Village. She said that it will be necessary for the organization to sell some of the lots in order to pay for roads, infrastructure, etc., and will result in a mixed-income community. She said the benefits of mixed-income communities include reduced ghetto areas, social mentors, and increased opportunities through networks. An attractive amenity or special location and common activities that are not income-dependant are helpful to these areas.

Ms. Miller noted that mixed-income neighborhoods have occurred naturally in some neighborhoods in Corvallis. She asked if audience members who live in these neighborhoods have encountered any problems. Two participants said they live in mixed-income neighborhoods with students, but any problems are age-based rather than income-based. Ms. Miller asked for input on neighborhood elements which bring people together. Answers included a Neighborhood Association, a neighborhood watch group, a street design that is oriented for "eyes on the street", neighborhood interaction from sitting on the porch or taking evening walks, a meeting place or pocket park, and a range of ages from children to the retired. Ms. Miller asked for input on possible neighborhood rules. Responses included the need to address parking issues and pets, the need for a mechanism to review and update rules, and issues associated with trying to enforce rules. Ms. Miller asked that participants contact her with any additional comments or any questions related to the annexation request.

IV. PRESENTATION BY CITY ASSOCIATE PLANNER KATHLEEN GAGER AND GROUP DISCUSSION REGARDING THE NEIGHBORHOOD EMPOWERMENT GRANT PROGRAM

Associate Planner Kathy Gager reviewed the history of the Neighborhood Empowerment Grant Program. In the past, the program had an annual allocation of about $10,000, but that was cut several years ago when the City was addressing budget issues. This year, the City Council has reinstated $5,000, along with a directive to redesign the program. Gager stated that the redesign should be simple so that the cost to administer the program is not more than the grants being

allocated. She requested feedback on how to design a simple and fair application process, how to best use the funds, and on the tentative schedule, as follows:

* December 19, 2005 - City Council reviews program;
* January 4, 2006 - packets mailed;
* January 24, 2006 - applications deadline;
* February 2, 2006 - CCI reviews applications;
* February 21, 2006 - City Council review
* March 20, 2006 - funds distributed (must be used prior to December 31, 2006).

Following brief discussion, there was general agreement from participants that an additional month to submit applications is preferred. Planner Gager noted that funds would then be available toward the end of April. In response to inquiries, she added that: there is no guarantee of future and/or continued funding for the program, and past uses of the fund have included newsletters, landscaping, repair of fences along the right-of-way, purchase of a community lawnmower, a bus stop shelter, training on community organization, community gardens, and classes for children in the neighborhood.

Participants discussed the possibility of limiting the number or the dollar amount of grants, whether to accept more than one proposal per organization, whether to allow organizations to partner with each other (a few in favor), whether to limit availability to neighborhood associations (none in favor), whether to limit activities to the type previously funded (none in favor), whether to show preference for groups which include low and moderate income households (a few in favor), and whether oral presentations should be required. Comments included that a required presentation may help a group become more focused and build group cohesiveness, that it is appropriate to require a public presentation for public money, that some are intimated by oral presentations, and that allowing for written applications may promote a more equal field. There was general agreement to recommend that the CCI not require formal presentations, but that a representative be made available to answer questions. In discussion on whether to have a maximum request amount, there was some agreement to set a guideline for $1,000 maximum, but not to have an official cap. It was further agreed to not limit groups to one application each and to partially fund some applications, if necessary and appropriate.

Planner Gager provided note cards upon which participants may submit any additional comments. All comments will then be assembled and distributed to the CCI.

V. OTHER

Mysty Rusk reported on a community survey being conducted by the Economic Vitality Partnership. The survey can be found on the Economic Development Partnership's web site (www.corvallisedp.com), as well as on the City of Corvallis and Chamber of Commerce web sites. Surveys may be taken through the end of 2005.

VI. ADJOURNMENT

The Neighborhood Network Gathering ended at 8:50 p.m.

CITY OF CORVALLIS
MINUTES OF THE COMMITTEE FOR CITIZEN INVOLVEMENT
DECEMBER 1, 2005

Attendance
Larry Earhart
Kirk Newburgh
Felicien Rwangano
Trish Daniels, City Council Liaison

Staff
Kathy Gager, Associate Planner
Terry Nix, Recorder

Absent
Barbara Bull
Brian Holcomb
Tom Powell
Mysty Rusk
Frank Hann, Planning Commission Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	The meeting began at 7:25 p.m. with no quorum present.
II.	Review Minutes October 6, 2005 November 3 , 2005	Deferred to next meeting due to the lack of a quorum.
III.	Visitors' Propositions	None.
IV.	Discussion Item: Council Goal Subcommittee Report	Information Only.
V.	Discussion Item: Neighborhood Empowerment Grant Program	Information Only.
VI.	Other: FY 06-07 Budget Planning	Information Only.
VII.	Work Plan Discussion	Information Only.
VIII.	Visitors' Propositions	None.
IX.	Next Steps	A subcommittee meeting is scheduled for December 6, 2005, 3:00 p.m., at New Morning Bakery. The next CCI meeting is scheduled for January 5, 2006.
X.	Adjournment	The meeting was adjourned at 9:05 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER

The meeting began at 7:25 p.m. with no quorum present. Committee members present agreed to discuss agenda items and to make recommendations for consideration by the full Committee.

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II. REVIEW MINUTES

Review of the October 6 and November 3, 2005 meeting minutes: Deferred to next regularly scheduled meeting, due to the lack of a quorum.

III. VISITORS' PROPOSITIONS: None.

IV. DISCUSSION ITEM: COUNCIL GOAL SUBCOMMITTEE REPORT

Associate Planner Kathy Gager reviewed her memorandum of November 14, 2005, Re: Subcommittee Notes and Discussions To-Date. Gager stated that the subcommittee would like additional input from Council regarding its direction to identify new strategies to improve and increase broad-based citizen involvement, as well as feedback about the concept of a ward-based citizen outreach program.

Councilor Liaison Trish Daniels noted that neighborhood associations do not necessarily coincide with ward boundaries. Daniels suggested that the active neighborhood associations be asked for input on a ward-based program. Kirk. Newburgh stated that a ward-based program would provide every citizen with a connecting point.

Councilor Liaison Daniels referred to previous Committee discussions about the role of the CCI and whether its scope should be expanded beyond land use issues. Daniels stated that she has raised the issue at Council, noting that an expanded role would require a Council-directed change to the charter. Daniels also stated that she believes Council's main concern is that CCI continue to exist and that it have adequate funding and support.

There was general agreement to recommend that CCI support strengthening neighborhoods, either through neighborhood associations or wards, as-well-as research ways to assist other City agencies in strengthening citizen involvement.

V. DISCUSSION ITEM: NEIGHBORHOOD EMPOWERMENT GRANT PROGRAM DESIGN

Associate Planner Gager drew attention to her November 15, 2005, memorandum, which outlines questions and answers from the November 3rd Neighborhood Network Gathering, the draft memo to Neighborhood Associations regarding Neighborhood Empowerment Grants, and the attached draft application form. Gager stated that the people who spoke up at the Gathering seemed to support a wide-open process, but staff recommends that the Committee consider some guidelines or preferences. Gager also reviewed the draft Proposal Review Criteria and Proposal Review Process and Schedule.

Discussion followed regarding the possibility of weighting criteria or developing a scoring guide to assist in review of applications. Larry Earhart stated that it may be hard to develop such standards without knowing the number and type of applications that will be submitted.

In discussion about the application form, Kirk Newburgh suggested that Item 7 include a question about the number of people impacted. Newburgh also suggested reconsideration of the reference to low and moderate income, because it may discourage applicants who do not meet that provision. It was noted that it is not necessary for an application to meet all of the provisions listed on the form. There was general agreement to recommend that Item 7 be rewritten to request information about

who the program/project will benefit, how many the program/project will benefit, what problems the program will address, and the extent to which the project will benefit low and moderate income persons, and to clarify that it is not necessary for an application to meet all of the provisions listed.

Associate Planner Gager requested input regarding the draft cover memo and discussion followed. There was general agreement with the Proposal Review Criteria as drafted. The Committee agreed to recommend that Program and Project Qualifications be renamed Program and Project Categories and that the section be reordered for clarity. It was further agreed to recommend that Applicant Qualifications be changed to allow any self-recognized neighborhood association or group of neighbors to apply for funding, provided there is a single individual who is authorized to manage the money and grant contracts.

Brief discussion followed regarding potential ways that neighborhood groups might provide in-kind matching amounts through cash, materials, or volunteer hours. Associate Planner Gager suggested that consideration be given to whether volunteer hours should be figured at the minimum wage or at the City's living wage. Gager will provide additional information at the next meeting. There was general agreement that professionals should be allowed to record volunteer labor at their professional rate if they are contributing their professional services.

Kirk Newburgh suggested that the contract include a request for documentation, to include photos when appropriate. Newburgh further suggested that the Committee schedule an assessment of the application process, perhaps in March.

Associate Planner Gager stated that she will make the suggested changes and e-mail a draft to the full Committee for review. A final decision will be made at the next meeting.

VI. OTHER

FY 06-07 Budget Planning

Associate Planner Kathy Gager distributed a memorandum from Community Development Director Ken Gibb Re: Briefing on Budget. Gager stated that the CCI will need to forward a budget request to the Budget Commission and City Council at the January meeting. A discussion followed. It was noted that the CCI has unexpended funds this year, largely because staff support was just recently reinstated. Money will be needed next year to initiate work program items, as well as for notices, publications, training, etc. The group recommended that the CCI submit a budget request, to include $16,000 for staffing at .20 FTE, $4,000 for expenses, and $5,000 for the Neighborhood Empowerment Grant Program.

VII. DISCUSSION ITEM: WORK PLAN DISCUSSION

Associate Planner Gager drew attention to the CCI FY 2005-2006 Work Program, Draft October 6, 2005. Discussion followed regarding Item E. There was general agreement to reword the Item E Goal as follows: "Act as Resource for City Staff and Other Boards and Commissions Regarding Citizen Involvement and Empowerment Activities." It was further agreed to add a new E2, to direct using results from past surveys and assessments to develop guidelines for good citizen involvement, and to renumber this section accordingly. Associate Planner Gager will draft the suggested changes and e-mail a new draft to the full Committee early next week.

VIII. VISITORS' PROPOSITIONS: None.

IX. NEXT STEPS

The next subcommittee meeting is tentatively scheduled for December 6, 2005, 3:00 p.m., at New Morning Bakery. The next regularly scheduled CCI meeting is January 5, 2006.

X. ADJOURN

The meeting was adjourned at 9:05 p.m.

Approved at the January 5, 2006 meeting.

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ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
March 23, 2006

Present
Councilor Hal Brauner, Chair
Councilor Jerry Davis
Councilor Scott Zimbrick

Visitors
Alex Johnson, OSU Graduate Student

Staff
Jon Nelson, City Manager
Nancy Brewer, Finance Director
Kathy Louie, Assistant to City Manager/City Recorder
Scott Fewel, City Attorney
Carla Holzworth, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. City Charter Review			Modify Section 6: Powers for the Protection of Citizens to read, "The City shall exercise its power to ensure the equal protection and treatment all persons without discrimination, including, but not limited to age, citizenship status, color, disability, gender identity or expression, marital status, national origin, race, religion, religious observance, sex, and sexual orientation. Corvallis will be a community that honors diversity and diverse interests, and is free of prejudice, bigotry, and hate."
II. Municipal Code Revisions to Utility Billing Services			Adopt an Ordinance creating Chapter 3.06 City Services Billing and amending Chapter 2.09 Storm Water System, Chapter 3.01 Water Regulations, and Chapter 4.03 Sewer Regulations.
III. Other Business	X		

Chair Brauner called the meeting to order at 12:00 p.m.

CONTENT OF DISCUSSION

I. City Charter Review (Attachment)

Mr. Nelson provided a brief background, noting that minutes and related materials from the March 13 public hearing, as well as an e-mail with additional feedback, are included in the packet.

Mr. Alex Johnson recommended considering examples from other city charters and feedback from the community outreach meetings as resources for developing revised Charter language. He specifically referenced items 6, 8, 12,15, and 16 as listed on page 2 of the March 13 minutes.

In response to Chair Brauner's inquiry, Mr. Nelson confirmed that staff is seeking direction to draft Charter language. He further clarified that the City Manager's Office will work with the City Attorney's Office to draft language and Mr. Johnson will be included as needed.

The Committee discussed whether specific groups should be listed in the Charter or if general language was preferred. Chair Brauner suggested that the City Attorney bring back broad language for the Charter and that Ordinances and/or policies could be used to list specific groups and to clarify intent. This would ensure that any groups who were inadvertently omitted from the list could be added by the Council instead of taking the Charter back out to a vote. Councilor Zimbrick agreed. Councilor Davis and Mr. Johnson said they believe the community's suggestions should be followed and specific groups should be listed in the Charter. Mr. Johnson added that the groups listed are those who have historically been marginalized and that they have remained static. The Committee agreed to add the phrase "*...including, but not limited to...*" to Section 6: Powers for the Protection of Citizens.

City Attorney Scott Fewel recommended having general language in the Charter and using ordinances to clarify the Council's intent. He emphasized that changes to the Charter require a vote of the people, where ordinances can be changed by the Council. Mr. Fewel recommended the fourth option of draft language for Section 6: Powers for the Protection of Citizens, which is listed on the "Suggested Charter Provisions" page in the packet. He prefers this option because it emphasizes that the City shall exercise the power it has and it also contains more general language. The Committee agreed.

Councilor Davis referred to the 2020 Vision Statement, suggesting that some of its overarching objectives should be included in the Charter. Mr. Fewel noted that the Charter is a legal document describing where the City currently is, while the Vision Statement was created to describe where it is going. Chair Brauner agreed, clarifying that the charge of the Council goal is to address the diversity element only. He expressed concern that trying to incorporate the 2020 Vision goes beyond the goal. Mr. Johnson pointed out that the 2020 Vision document has specific statements that fit within the diversity review. Specifically, he noted the phrase "Corvallis will be... a community that honors diversity and is free of prejudice, bigotry, and hate." The Committee agreed that such language could be included if it clarifies or updates existing Charter language. Mr. Johnson noted the suggestion to alphabetize the groups named in the suggested language for Section 6. The Committee agreed.

The group discussed whether the Mayor's process for Boards and Commissions appointments should be included in the Charter or if it should be described in an ordinance. Mr. Johnson referenced the City of Los Angeles' language, "(3) assurances that the members of the neighborhood council will reflect the diverse interests within their area." The Committee agreed it is not necessary to add Mayor appointment language to the Charter if a similar, broad phrase was included. They

also agreed that once the Charter is amended, the Council should review related ordinances to ensure the intent is clear. Councilor Zimbrick said he likes the term "diverse interests" and asked if it could be built into Section 6.

Mr. Johnson said he hoped that the outreach process will provide resources and informal information to assist the Council with future policy and ordinance discussions. The Committee thanked Mr. Johnson for his assistance and agreed the results of the process will be useful beyond the Charter review.

Councilor Davis noted that the outreach meeting that focused on affirmative action provided good information about barriers to citizens who want to serve on the Council. He added that at some time, those barriers need to be addressed.

Mr. Nelson clarified that the next step is to come back to the Committee on April 6 with a redline and strikeout version of the Charter, incorporating previous suggested Charter revisions and today's work. The Committee agreed.

Mr. Johnson reminded the Committee that many citizens who attended the March 13 public hearing volunteered to participate in a public education campaign when the Charter goes to a vote. Councilor Zimbrick added that Council elections will also be on the ballot, so candidates will likely highlight the Charter review in their campaigns.

In summary, the Committee agreed to modify Section 6: Powers for the Protection of Citizens to reflect alphabetization of named groups, addition of the phrase "including but not limited to," and addition of the sentence "Corvallis will be a community that honors diversity and diverse interests, and is free of prejudice, bigotry, and hate."

II. Municipal Code Revisions to Utility Services (Attachment)

Finance Director Nancy Brewer distributed a proposed sample customer invoice for City services billing (attached). She said staff proposes a new Municipal Code Chapter 3.06: City Services Billing, which is predominately made up of language from Chapters 2.09, 3.01, and 4.03.

Ms. Brewer reviewed the proposed changes as outlined in the staff report. A policy section has been added to clarify that one bill is sent, but payment is distributed among appropriate City funds. Service Usage language has been added to clarify customer charges. For example, some properties may have a large building that does not use water and sewer, but does have storm water run off and a transportation maintenance fee (TMF). Consistent with past ASC and Council discussion and direction, penalties for delinquent accounts will no longer be assessed and customers are required to bring past due balances to zero, including a hook up fee, to re-establish water service. If a TMF is not paid, the City will wait until the past due balance is large enough to turn over to a collection agency. In response to Councilor

Zimbrick's inquiry, Ms. Brewer said the City will not place a lien on property because of Measure 5 compression issues. Past due amounts are the responsibility of the person, not the property.

Ms. Brewer then reviewed the updated City Services invoice. She noted that staff hope to have the new bill out by May, but the ordinance and new bill must be ready by July 1 for the TMF billing. A few items, which do not require ordinance language, will need to come back to the Committee in six months, including specific services to be listed for voluntary donations, online payments, and low income assistance. At that time, staff could also come back to ASC with revised penalty fee language if a large number of customers are delinquent. Ms. Brewer said e-mail billing notification is being tested using Finance staff.

In response to Councilor Zimbrick's inquiry, Ms. Brewer said staff does not incur collection costs until 38th to 40th day, when staff send letters to delinquent customers. While staff have not costed out whether the average $1.20 late fee has covered the cost of printing and mailing the letter, they have confirmed that the $25 account set up fee still covers staff costs. Ms. Brewer believes that the low penalty amount was never a deterrent for those who would always pay at the last minute. She added that if staff returns with a recommendation to add back the penalty fee, it would be proposed at a higher rate.

The proposed ordinance also includes a rate setting section to provide background about how rates are determined. Rates will be organized by type of customer, making it easier for both staff and customers to understand. Ms. Brewer said the sections will be re-numbered in the final version.

The Committee unanimously recommends that the Council adopt an ordinance creating Chapter 3.06 City Services Billing and amending Chapter 2.09 Storm Water System, Chapter 3.01 Water Regulations, and Chapter 4.03 Sewer Regulations.

III. Other Business

Councilor Zimbrick said he would like to see the Council revisit the stipend discussion. Mr. Nelson suggested it could be discussed at the next quarterly work session. The Committee agreed.

The next Administrative Services Committee meeting is scheduled for April 6, 2006 at 12 p.m. in the Madison Avenue Meeting Room.

The meeting was adjourned at 1:30 pm.

Respectfully submitted,

Hal Brauner, Chair

ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
March 13, 2006

Present
Councilor Hal Brauner, Chair
Councilor Jerry Davis

Staff
Kathy Louie, City Manager's Office
Ellen Volmert, City Manager's Office
Carla Holzworth, City Manager's Office

Absent
Councilor Scott Zimbrick (excused)

Visitors
See individual testimony below

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. City Charter Review Public Forum	X		
II. Other Business			

Chair Brauner called the meeting to order at 7:02 pm.

CONTENT OF DISCUSSION

I. City Charter Review Public Forum (Attachment)

Chair Brauner welcomed those in attendance. He noted that one of the 2005-2006 City Council goals is to review the City Charter to ensure it does not contain discriminatory language and that it acknowledges diversity. Oregon State University (OSU) graduate student Alex Johnson, who brought the Charter review issue to the City Council, has assisted with the outreach process. Three focus group meetings were held with the public in February to discuss Diverse Identities, Affirmative Action, and Access to Services and Governance.

Chair Brauner emphasized that when the Council adopted the Charter review goal, they chose to limit the review to addressing discriminatory language and ensuring compliance with State law. In January, the City Attorney reported to the Administrative Services Committee (ASC) and to the City Council that the Charter complies with State law. While there are some areas that could be clarified, Chair Brauner said they alone are not substantive enough to take to a vote of the people. A revised Charter will be placed on the November ballot; however, if changes are needed to address discriminatory language.

Chair Brauner recognized in the audience Mayor Berg and City Councilors Gándara, Daniels, Grosch, and Griffiths. He noted that they were only observing the meeting and their attendance does not constitute a quorum. Chair Brauner invited Mr. Johnson to report on the outcome of the February focus group meetings.

Mr. Johnson thanked the ASC and the Council for agreeing to review the City Charter. He specifically recognized Councilors Tomlinson and Gándara, and OSU Professor Bruce Sorte for helping to get the project started. He thanked Prudence Miles and OSU Professor Terryl Ross for facilitating the focus group meetings.

Mr. Johnson said a series of meetings were organized to ensure citizens had several opportunities to speak and share information about the City Charter. He noted that his March 13, 2006 handout (Attachment A) outlines suggestions and considerations that came from the meetings. Specifically, Mr. Johnson referred to:

#6 - public improvements and developments should include considerations for the displacement of marginalized communities (Chapter 9: Public Improvement, page 10);
#8 - public improvement contractors should be held to the same standards reflected in Corvallis City ordinances (Chapter 9, Section 41, page 11);
#12 - include consideration for diversity in Council-appointed positions (Section 10, page 3);
#15 - proactive language that protects and affirms all identities should be present and prominent in the Charter - generate a list of identities and others may be included in subsequent ordinances (Chapter 2: Powers, page 1)
#16 - the Charter is currently only a legal document. The Charter should reflect goals and aspirations - a preamble could be developed to represent the citizenry or integrate language from the 2020 Vision Statement.

In response to Chair Brauner's inquiry, Mr. Johnson confirmed that the other items on the list are general comments to take into account when developing revised language. He encouraged the ASC and the Council to look at the Process Considerations list when moving forward. He added that the Charter review process is an opportunity to mobilize voters and build partnerships with the Corvallis community.

Mr. Johnson researched other city charters, including the California cities of Santa Rosa, Los Angeles, San Diego, and Berkeley, as well as Vancouver, Washington. Topics included redistricting, diversity, affordability, housing access, public participation, and removing gender language. Suggested language from each of these cities' charter topic areas, as well as specific focus group meeting notes, is included in the handout.

In response to Councilor Davis' inquiry, Mr. Johnson said extra paper copies were not made for the meeting, but information is available on the Web at www.oregonstate.edu/admin/comdiv/projects.php. Chair Brauner said he could further investigate language in the Santa Rosa charter, as his brother recently retired as their assistant city manager. Mr. Johnson encouraged those in the audience to share their thoughts about the Charter with the Committee.

Chair Brauner reviewed the process by noting that the Committee will take testimony from the audience, as well as comments from the focus groups, into consideration, but no action will be taken at tonight's meeting. Rather, the ASC will discuss the comments and previously distributed materials at their March 23 regular meeting and provide direction to staff at that time.

Clinton Downs, 854 SW Jefferson, Co-Chair of Basic Rights Action Team (BRAT) in Corvallis, said his group has been a part of the review process. He commended Mr. Johnson for his outreach efforts and agreed the Charter needs proactive language that protects and affirms all identities. Mr. Downs noted that Benton County has such protective language, but Corvallis does not. Adding the language provides recourse and signals that Corvallis will protect diverse identities. Mr. Downs recommends including a list of protected identities so there is no misinterpretation. He recognized that the list might need to be modified over time to include new identities. In response to Chair Brauner's inquiry, Mr. Johnson said Chapter 2: Powers has suggested language. Mr. Downs suggested that the list be alphabetized so it does not reflect priorities.

Elise Elliott-Smith, 1163 NW Polk Avenue, agreed with Mr. Downs. She said Corvallis is generally an accepting community, but she experienced some harassment when her hair was shorter.

Jeanne Raymond, 3430 NW Elmwood Drive, thanked Mr. Johnson for bringing the Charter review issue to the Council. She said she is speaking on behalf of the Benton County Bill of Rights Defense Committee and recommended reviewing the Minneapolis, Minnesota charter, which includes language about hiring practices, police profiling, community oversight, and specific places to bring grievances.

Jo Casselberry, 751 SE Alexander, who is also with BRAT, agreed that a list is needed to clearly state identities that have protection. She added that some groups, such as gender identity and expression, low income, and people with language challenges, are often the most vulnerable to crime and harassment.

Michele Ribeiro,124 NW 7th Street, said language is needed to encourage diversity among Council-appointed positions and that the community needs to see racially diverse people on the Council and on boards and commissions. Chair Brauner commented that adding language would be good, but added that Mayor Berg does an excellent job of seeking diverse representation on the City's boards commissions, and committees.

Mike Beilstein, 1214 NW 12th Street, supports the inclusion of a Bill of Rights in the Charter. He said while he agrees that identities should be protected, he is not comfortable with specifically listing protected groups, as some will always be left out. He recommended that the Bill of Rights be created using the 2020 Vision Statement and Council goals. The purpose is to be clear that, in the event of legislative action, the City's Charter would be interpreted to match consistency with those documents. In response to Chair Brauner's inquiry, Mr. Beilstein agreed to submit a suggested Bill of Rights for the March 23 ASC meeting. Mr. Beilstein invited others to also give input into a draft Bill of Rights.

Dr. Terryl Ross, OSU, said he believes the Charter should include a list of individual identities, recognizing that it will be difficult to please everyone. He added that the review is a unique opportunity for the City of Corvallis and that a public education campaign should accompany the Charter ballot measure. Dr. Ross volunteered to personally get involved in the campaign and he believes others from OSU would help. Chair Brauner thanked Dr. Ross for his willingness to assist with the effort.

Joan Collison, 7360 NW Valley View, said she agrees with listing groups in the Charter. She expressed concern about what specific action would be taken after the Charter is updated.

Jamila Gordon, no address given, agreed with Dr. Ross, noting that diverse identities need to be listed. She emphasized that action after the Charter language is changed is key and education about diverse identities is needed. She thanked Corvallis for being inclusive and hopes that people will participate in the process.

Rafael Palacios, 2062 Chase Loop SW, Albany, said he has lived in Corvallis, but currently resides in Albany where the topic of diversity is also being discussed. He commended Corvallis for reviewing its Charter and said the topic is relevant at Hewlett-Packard, which is a multi-national corporation. He added that it is good to see that all persons are welcome in Corvallis and he appreciates the opportunity to address the Committee.

Deborah Burke, 3185 NE Pilkington Avenue, thanked the Committee for bringing the Charter review forward and agreed that naming specific identities and addressing religious diversity is important. She noted that invisibility of many groups, such as Wicca, is an element of oppression. Ms. Burke suggested that the Charter, as well as other City documents, be offered in different languages to increase citizen participation in government. She offered to help coordinate translation volunteers. Chair Brauner agreed that having the Charter available in other languages was a good idea. Mr. Johnson said Russian and Chinese, as well as Spanish are prominent languages in Corvallis.

Joni Zander, 3755 NW Van Buren, said she supports naming of specific groups, especially those who are invisible to the community. She added that teenagers in invisible groups, such as those who are transgender, are more likely to commit suicide. Listing specific identities will show that all members of the community have value.

Prudence Miles, 1002 NW Polk, said she was a member of the City Council when the civil rights ordinance was passed in 1992. She noted that gender identity and gender expression were not considered at that time, but those groups should to be added now. Ms. Miles also supports inclusion of physical and psychological disabilities as well. She agrees that an educational campaign is important and she thanked Mr. Johnson for his work on the project.

David Lev, 3588 NW Robin Place, agreed that a list is needed, but he suggested using general categories of gender identities, as there are too many to list individually.

Tom Eversole, 221 SW 9th Street, thanked the Council for agreeing to review the Charter and encouraged identification of protected classes. He noted there is power in naming and there is power in silence. Mr. Eversole recommended that language be added to the Charter, rather than in an Ordinance because the Charter signifies a greater commitment and is more difficult to change. In addition, including specific language makes violations actionable. Mr. Eversole said when he moved to Corvallis, he was impressed with the number of developmentally disabled people working productively in the community. He added that marginalized groups will look to what is actually happening in the community, not what is printed on a banner.

JoAnn Miller, Commission on Children and Families, said review of the City Charter is another step in making Corvallis a more inclusive community. She agreed with Ms. Collison's point that follow up or an action plan is needed. Ms. Miller also agreed that young people should be valued and honored with recognition in the Charter. She supports naming groups, rather than being silent.

Jane Nichols, 1337 NW 13th, agrees that the Charter should include considerations for the displacement of marginalized communities. She said she lived in another city where some related consideration was given when a new development came in. Ms. Nichols suggested this would be one way to move the Charter language from a statement to an action plan. She expressed agreement with the comments made thus far.

Ellen Taylor, 1002 NW Polk Avenue, thanked those who have worked on the Charter review and agreed with most of what has been said. She noted that when she came to Corvallis 11 years ago, she found it to be a welcoming community. As time has gone by, she has learned that not every group has been welcomed. Ms. Taylor hopes the Charter process will be as inclusive as possible.

Allan Gaerlan, 805 NW 23rd Street, said he came to Corvallis to attend OSU and he has not experienced it as a welcoming community. He believes the Charter review is important for marginalized communities, noting that he often hears about diversity, but he does not always see it. He stressed the importance of leading by example, as young people model the behavior of adults.

Mario Magana, 755 NE Circle Blvd, thanked the City for reviewing the Charter and agreed that education about the matter is important. He said some groups do not share the same understanding due to a lack of knowledge in the community. He agreed that the Charter should be available in different languages and he volunteered to review translation materials. Mr. Magana noted the recent increase in the Latino student population in kindergarten through 12th Grade, asking if communities are prepared for their progression to high school and college. He would like to see Latinos more involved in the community and more diverse representation on City committees.

Chair Brauner closed the public hearing. He said the ASC will consider specific language during their March 23 meeting. He encouraged those who have additional comments to submit them to the City Manager's Office by 5 pm on Wednesday, March 15 for inclusion in the Committee packet. The Committee will review a draft Charter at the April 6 meeting. A public hearing on the draft Charter is scheduled for May 1 and Council will consider a ballot measure for the November election. Chair Brauner asked for everyone's help by submitting suggested language, and then assuming there is an amendment to the Charter, to actively participate in promoting and supporting the ballot measure. He asked that whatever the outcome of the Charter review process, that citizens through the assistance of the City, continue educating others.

II. Other Business

The next ASC meeting is scheduled for March 23, 2006 at 12 pm in the Madison Avenue Meeting Room.

Respectfully submitted,

Hal Brauner, Chair

ADMINISTRATIVE SERVICES COMMITTEE/
CITY CHARTER REVIEW COMMITTEE

Public Forum Agenda

Monday, March 13, 2006
7:00 p.m.

*** Public Library Main Meeting Room***
645 NW Monroe

I. Welcome by Chair Brauner

II. Background by Chair Brauner
   1. City Council Goal and Focus
   2. City Charter Review by City Attorney for State Law Consistency
   3. Focus Group Meetings and Public Forum

III. Summary of focus group meetings and recommendations by Alex Johnson, OSU Graduate Research Assistant/Focus Groups facilitator

IV. Public Forum
   1. Citizen input

V. Next Steps
   1. March 23, 2006 ASC meeting to provide language direction to staff on draft Charter
   2. April 6, 2006 ASC review of draft Charter
   3. May 1, 2006 City Council public hearing on draft Charter

VI. Adjournment

4. Preferred Approach – Standards-Driven, Improvements-Driven, or Level-of-Service
5. Infrastructure – Analysis of improvement needs; street, water, sewer (not calculated as parks costs in the past)
6. Reimbursement and non-residential development fees – impact analysis

Councilor Griffiths opined that the items most controversial are the reimbursement fee, the non-residential fee, and which methodology to use (#4).

Councilor Grosch added that the committee is nearing the end of the review and recommendations will most likely be brought forward in mid-March.

Mayor Berg urged Council to inform themselves about this issue as decisions will affect Corvallis for decades.

Councilor Davis noted that the SDC work session scheduled for February 13th has been cancelled. Mr. Nelson said schedules will be discussed during the February 8th work session.

C. Administrative Services Committee – January 19, 2006

1. City Charter Review

Councilor Brauner reported that the Committee focused on the legal aspects of the City Charter and the City Attorney confirmed that there are no conflicts with State law, although several areas could be clarified to ensure consistency with State law.

Councilors Brauner and Davis, respectively, moved and seconded to approve for further consideration language changes to the City's Charter in the preamble; Chapter 4, Section 14 (notice); Chapter 4, Section 14 (emergency meetings); Chapter 5, Section 22 (c)(3); Chapter 5, Section 22 (f); and Chapter 1, Section 1, as recommended in sections 1-5 and 7 in the City Attorney's January 12, 2006 staff report to the Administrative Services Committee.

Councilor Griffiths stated that she will oppose this motion as it goes beyond the mandate. She said the City Attorney opined that the Charter was consistent with State law. Councilor Griffiths added that she agreed with the clean-up language, but not with the rest of the amendments.

The motion passed eight to one, with Councilor Griffiths opposing.

CONTENT OF DISCUSSION

I. City Charter Review (Attachment)

Chair Brauner clarified that today's Charter review discussion focuses on whether the City Charter is in compliance with State law.

City Attorney Scott Fewel said his office found the Charter to be in compliance with State law; however, minor language clarification changes are suggested. Mr. Fewel reviewed each of the proposed changes as outlined in the previously distributed staff report:

I. Add a preamble after the Charter's enactment phrase to read, "Be it enacted by the people of the City of Corvallis, Benton County, Oregon: **we the people of Corvallis, Oregon exercise our power to the fullest extent possible under the Constitution and laws of this State and enact this Home Rule Charter**:" While the addition to the preamble statement is not required, it does signify the intent of citizens to fully exercise their home rule powers.

II. In Chapter 4, Section 14, clarify language related to State public meeting laws by modifying the second sentence to read, "The Mayor upon his or her own motion may, or at the request of three members of the Council shall, by giving **lawful** notice ~~thereof to all members of the Council then in the City~~, call a special meeting of the Council for a time not earlier than 24 nor later than 72 hours after the notice is given." This language ensures that the Charter remains compliant whenever the State's meeting notification laws change.

III. Also in Chapter 4, Section 14, add language about the ability to call for emergency meetings, which would exempt the City from giving less than 24-hours' notice. The language would read, **"In case of an actual emergency, a meeting may be held upon such notice as is appropriate under the circumstances, with the minutes describing the nature of the emergency, justifying less than 24 hours notice."**

Councilor Zimbrick asked if "emergency" would need to be defined and what the consequences would be if an emergency meeting was called that was later found not to be an emergency. Mr. Fewel said if the meeting was erroneously called an "emergency" at the advice of counsel, the City would not be liable for the meeting notice violation, but the City Attorney could be.

IV. Clarify the first sentence in Chapter 5, Section 22(c)(3) to read, "S/he shall appoint all appointive City officers and employees **except** as this Charter otherwise provides, and shall have general supervision and control over them

and their work, with power to transfer an employee from one department to another, and shall exercise supervision and control over the departments, to the end of obtaining the utmost efficiency in each of them."

V. Correct an apparent scrivener's error in Chapter 5, Section 22(f), modifying the sentence to read, "Neither the Mayor nor any member of the Council shall in any manner, directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the Manager in the making of any appointment or removal of any officer or employee **or** in the purchase of supplies; or attempt to enact any promise relative to any appointment from any candidate for Manager, or discuss, directly or indirectly, with him or her the matter of specific appointments to any City office or employment."

VI. Mr. Fewel said the taxing provisions in Chapter 10, Sections 45 (a-e), 49 and 50 are no longer necessary and could be deleted from the Charter. He does not believe deleting those sections would create unintended consequences; however, he acknowledged that bond counsel has more expertise in this area. The advice of bond counsel was recently sought and they declined to opine on the matter and referred it back to the City Attorney. Councilor Zimbrick asked Mr. Fewel if he saw any unintended consequences by leaving the sections in the Charter. Mr. Fewel said he did not because the City is not levying taxes under those provisions. Chair Brauner added that the sections are not currently applicable due to Measure 5 and Measure 47/50. Mr. Nelson noted the periodic state-wide discussions to roll back Measure 5 and 47/50. Based on the discussion, the Committee agreed the sections should be retained because removing them has unknowns and would constitute a substantive change.

VII. Mr. Fewel said if modifications are submitted for a vote of the people, Chapter 1, Section 1 would be required to read, "This enactment may be referred to as the Corvallis Charter of ~~1995~~ **2006, an amendment of the 1995 Charter.** ~~which replaces the 1949 Charter~~."

In addition, Chapter 10, Section 48 should be modified to read, "This Charter shall take effect _____, **2006** ~~December 1, 1995~~. [As amended by special election, _____, **2006** ~~November 7, 1995~~.]"

Committee and Council approval of the language changes means they will be considered as part of the March 13 ASC public forum on the proposed Charter revisions.

The Committee unanimously recommends that Council approve for further consideration language changes to the City's Charter in the preamble; Chapter 4, Section 14 (notice); Chapter 4, Section 14 (emergency meetings); Chapter 5, Section 22 (c)(3); Chapter 5, Section 22 (f); and Chapter 1, Section 1, as recommended in sections 1-5 and 7 in the City Attorney's January 12, 2006 staff report to the Administrative Services Committee.

II. Council Policy Review: 93-1.06, "Guidelines for Use of the City Logo" (Attachment)

Assistant to City Manager/City Recorder Kathy Louie said the City logo policy was adopted in 1993, revised in 1995, and affirmed upon its last review in 2000. Staff have received several requests recently from organizations who wish to use the City's logo on an ongoing basis. These requests exceed policy criteria, so they have been held pending direction from the City Council.

Ms. Louie said the policy works well in most instances, but flexibility to address exceptions related to extended use by City partners is needed. As outlined in the previously distributed staff report, staff recommends adding Section 1.06.023 to define City Partners and adding an item 9 in Section 1.06.031 which would grant the City Manager authority to approve exceptions to items 6 and 8 in that same section.

Ms. Louie said staff's proposed changes address the concerns raised in the memos from Sister Cities Association Treasurer Kent Weiss (Attachment A) and the Economic Development Partnership (Attachment B), with the exception of the requirement to keep usage of the City's logo to a local focus. Mr. Weiss' memo advocates for usage of the logo in the materials for Sister Cities in the Ukraine and Ethiopia. Ms. Louie agreed that Mr. Weiss' request is reasonable.

United Way Business Manager Debbie Parsons said her organization would like to use the City logo on their Requests for Proposals and Letter of Intent cover forms. Use of the City logo lends credence to fact that City money is being used for social services funding. She added that United Way's contract with the City requires annual renewal, so use of the logo could be tied to having a current contract.

Sister Cities Treasurer Kent Weiss agreed that use of the City logo brings credibility and demonstrates that the City supports Sister City partnership efforts. From a staff perspective, using the logo gives the City credit for its contributions.

The Committee discussed the definition of City Partners in 1.06.023 and agreed that the phrase "*through the economic development allocation process and/or social services allocation process*" is not needed. They also agreed that expanding 1.06.031 to include "a local focus *or benefit*," addresses logo usage for organizations such as Sister Cities. Finally, the Committee agreed the requirement for six weeks of advance notice of logo use" should be added to the list of exceptions that the City Manager may approve.

CHARTER AMENDMENT TIMELINE
NOVEMBER 7, 2006 ELECTION
(Revised March 6, 2006)

Date	Event
September 8, 2005	ASC discussion of Charter review process
September 19	Council approved level of review and desired process
October 20	ASC/Charter Review Committee meets to approve election timeline and meeting schedule
November 29	ASC/Charter Review Committee meets with Alex Johnson
January 5, 2006	ASC/Charter Review Committee meets and reviews City Attorney's analysis of Charter
February 9,23,27	Focus group meetings to solicit public comments
March 13	ASC/Charter Review Committee hosts public forum to solicit additional public comments (evening meeting)
March 23	ASC/Charter Review Committee provides direction on draft City Charter
April 6	ASC/Charter Review Committee reviews draft City Charter
April 17	ASC/Charter Review Committee recommendations to Council; schedule a public hearing for May 1 for public comments
April 20	CAO submits draft Ballot Title to ASC
May 1	City Council holds public hearing and considers/approves Ballot Title
May 8	Assistant to City Manager/City Recorder publishes "Notice of Receipt of Ballot Title"
May 17	Deadline to file dissatisfaction of ballot title with Circuit Court
May 18-26	Circuit Court holds hearing and decides on Ballot Title
August 7	City Council adopts resolution forwarding the Charter amendment to the voters on the November 7, 2006 ballot, and directing the Assistant to City Manager/City Recorder to publish notice of municipal election
August 10	Voters' Pamphlet article (Explanatory Statement) to ASC
August 21	City Council considers/approves Voters' Pamphlet article (Explanatory Statement)
September 7	Assistant to City Manager/City Recorder files SEL and Explanatory Statement with County Elections
September 23	Charter amendment Explanatory Statement published in *"the City"*
October 14 ??	Ballots in mailboxes
October 14 and 21	Assistant to City Manager/City Recorder publishes "Notice of Municipal Election" (and post in four locations)
November 7	Election
December 4	Assistant to City Recorder/City Recorder prepares Abstract and Canvass of Votes to City

3/13 Received from Alex Johnson. Kathy

A

Corvallis City Charter Review – Suggestions and Considerations

To solicit public input on the Corvallis City Charter review for diversity a series of three topic forums were held at elementary schools throughout the Corvallis Community. These forums focused on how diverse identities, affirmative action, and access to services and governance can inform the Corvallis City Charter review process. At each forum participants engaged in discussion to develop shared understanding of the different topics. With a shared understanding, the participants made suggestions to improve the Corvallis City Charter to reflect the values espoused by the citizens of Corvallis. Through this series of topic forums a number of considerations and specific suggestions have emerged.

Specific suggestions for the Corvallis City Charter Review:

1. "Act affirmatively" with considerations about the participation of historically marginalized groups in paid and unpaid work of the city
2. A bill of rights for Corvallis citizens could be incorporated, with strong local emphasis
3. A chapter on civil rights could be included (see Portland, OR ordinances)
4. Acknowledging identity in employment services
5. A framework for how we think – values of the council can be included
6. Chapter 9 public improvements – should include considerations for the displacement of marginalized communities
7. Citizen training for boards and commissions to encourage the representation of diverse needs and interests
8. Contractors should be held to the same standards reflected in Corvallis city ordinances (see Section 41, page 11)
9. Develop an appointment process that has those that have not been included share responsibility in selecting appointees
10. Freedom of gender identity and expression should affirmed in the Corvallis City Charter
11. If a section is included that lists identities to be affirmed, the phrase "…including, but not limited to…" could be used
12. Include considerations for diversity in council appointed positions (see page 3, Section 10 – example in Los Angeles Neighborhood Council appointment considerations)
13. Include role of city government to review barriers that limit opportunities and disproportionately impact specific identities in employment and provision of services
14. Integrate some of the municipal code language about diversity into the City Charter
15. Proactive language that protects and affirms all identities should be prominent in the Corvallis City Charter – generate a list of identities and others may be included in subsequent ordinances
16. The city charter is currently only a legal document. The Corvallis City Charter should reflect goals and aspirations – a preamble could be developed to represent the citizenry or integrate language from the 2020 Vision process
17. The Corvallis City Charter should include active language such as "The city of Corvallis shall provide for and protect from …" – it is the responsibility of the city to provide and protect from incursion

Process considerations for the Corvallis City Charter Review:

1. Consider broader language in charter and more specific language in ordinances –*concern:* open to interpretation unless identities are affirmed
2. Look to the National Civic League for examples
3. The objective of changing the Corvallis City Charter must be clear to voters.
4. The process should be inclusive, requiring continuous outreach throughout the process.
5. What do we want to enable with a charter amendment? – consider the functions a city charter provides for a city (see Legal Authority rationale)

Corvallis City Charter Review - "Diverse Identities" Topic Forum
2-16-06, 7PM to 9PM, Wilson School Library (2701 NW Satinwood St.)
Facilitated by Dr. Terryl Ross and Alex T. Johnson
Oregon State University Office of Community and Diversity

This introductory forum explored the how different characteristics of our identities as community members inform our challenges and opportunities as city. This forum also explored how the demographics of our community are changing, will continue to change, and the opportunities associated with that change. Based on this shared understanding, the forum participants explored how these concepts and considerations can be incorporated in the Corvallis City Charter review process. The sections in this document reflect the responses of the forum participants to different questions:

Based on your observations, what identities have been historically excluded/marginalized in Corvallis?

- Casually dressed
- Conservatives
- Differently-abled
- Gay men
- Homeless
- Individuals w/ mental illness
- International Students
- Jewish community
- Lower Income
- Lower education
- Muslims
- Non-English speakers
- People of color
- People with disabilities
- South Corvallis residents
- Students
- Transgendered
- Women
- Youth

What are your first observations about the provided Corvallis census statistics?

- Bi-racial growth
- High percentage of people below the poverty level
- Housing prices
- Immigration issues
- Is the information unreliable with student populations included?
- It would be nice to see the census data without students
- LGBTQI community data missing

What are some diversity-related challenges in Corvallis?

- Affordable housing
- Encouraging diverse neighborhoods
- Facilities
- Family wage jobs
- Growth and sustainability
- Language barriers
- Needs of disenfranchised not satisfied – what does it mean to be poor?
- Participation
- Philanthropy
- Poverty
- Public service support
- Services
- The population is 40% students
- Uneven opportunities for kids
- Visibility of issues to broader community

What are some diversity related opportunities in Corvallis?

- Collaborating, bringing information together
- Engaging different groups
- Fundraising – leverage
- Feasibility of paying the city council
- Highly educated population
- Home ownership – eliminating exclusionary zoning and encouraging mixed income housing
- Increasing diversity
- Linking disenfranchised to service – English as a second language students
- Mobilizing vote around City Charter Review
- Size of Corvallis is an opportunity
- University relationship w/ community – keeping folks in the community, services, expertise
- Using agricultural resources to bring together different cultures
- Utilizing the capacity of the university infrastructure and ideas – Service Learning, Community & Diversity

What are your suggestions for language and groups to be included/affirmed in the Corvallis City Charter?

- Acknowledgement of identity in employment services
- Active Language "City shall provide for and protect from …" – it is the responsibility of the city to provide and protect from incursion
- Charter should include a statement of community/vision
- Consider broader language in charter and more specific language in ordinances – *concern:* open to interpretation unless identities are affirmed
- Contractors should be held to the same standards reflected in Corvallis city ordinances (see Section 41, page 11)
- Gender identity and expression (see attached suggestions)
- Include role of city government to review barriers that limit opportunities and disproportionately impact specific identities in employment and provision of services
- Integrating some of the municipal code language about diversity into the City Charter
- Look to the National Civic League for examples
- Proactive language that protects and affirms all identities – generate a list of identities and others may be included in subsequent ordinances
- What do we want to enable with a charter amendment?

Corvallis City Charter Review - "Affirmative Action" Topic Forum
2-23-06, 7PM to 8:30PM, Jefferson School Library (1825 NW 27th St.)
Facilitated by Prudence Miles and Alex T. Johnson
Oregon State University Office of Affirmative Action and Equal Opportunity, Office of Community and Diversity

This forum explored the purpose, community perceptions, and myths associated with affirmative action. Through several exercises, the forum participants explored how the active inclusion of different perspectives in public commissions and public employment can empower local government to reflect the desires of its citizens. The sections in this document reflect the responses of the forum participants to different questions:

What is the purpose of affirmative action?

- Laws are a reminder that we need to change how we live
- To benefit society
- To counteract existing structures that favors those in power

What are the issues and perceptions associated with affirmative action?

- "Better mix" is only goal
- "Exceptions"
- "Model minorities"
- "Quotas"
- "Reverse discrimination"
- Anti-male, anti-white
- Different meaning for everybody
- In the Supreme Court, the result of any progress is challenged
- Perceived that it will let less qualified minorities take the place of whites
- Perceived to lower the quality of the labor force
- There hasn't been enough action

Commission Exercise: *In this exercise, participants were asked to explore structural changes, implications, and priority differences that would result if different identity groups were leading each selected bureau, commission, or service provider. These responses reflect the perceptions of the participants:*

BPAC – Senior Citizens

- Better lighting and legibility of signs
- Bikes not on main streets
- Longer crossing lights
- More space for larger bikes

Library – Youth

- Different collections
- Later hours

Planning Commission – Low Income/Working Mothers

- Different standards for development
- Inclusionary zoning
- More affordability
- More facilities to support families – playgrounds, etc.

Police Department – People of Color

- Elimination of barriers-more equitable patrols
- Higher incidence of not obeying police
- Possible pressure on police officers-minorities enforcing powers on a majority

What are your suggestions for language and affirmative action considerations in the Corvallis City Charter?

- A bill of rights for Corvallis citizens could be incorporated, with strong local emphasis

- A chapter on civil rights could be included (see Portland, OR ordinances)
- A framework for how we think – values of the council can be included
- Chapter 9 public improvements – should include considerations for the displacement of marginalized communities
- Citizen training for boards and commissions to encourage the representation of diverse needs and interests
- Develop an appointment process that has those that have not been included share responsibility in selecting appointees
- If a section is included that lists identities to be affirmed, the phrase "…including, but not limited to…" could be used
- Include considerations for diversity in council appointed positions (see page 3, Section 10)
- Objective of change must be clear to voters – local efforts could be part of a larger movement
- Paid and unpaid work to "act affirmatively" with considerations about the participation of historically marginalized groups
- There are currently no aspirations in the document – a preamble could be developed to represent the citizenry or integrate language from the 2020 Vision process

Corvallis City Charter Review - "Access to Governance and Services" Topic Forum
2-27-06, 7PM to 8:30PM, Lincoln School Library (110 SE Alexander Ave.)
Facilitated by Dr. Terryl Ross and Alex T. Johnson
Oregon State University Office of Community and Diversity

This forum explored how absence and presence of privileges can influence access to public participation opportunities. The forum participants discussed barriers and strategies to increase public participation in governance. The sections in this document reflect the responses of the forum participants to different questions:

What privileges have you experienced in your life?

- Education
- Gender
- Health
- Income
- Opportunity
- Race

What are the barriers to public participation in governance?

- Apathy
- Communication – lack of response from elected officials
- Economics
- Encouragement
- Fear – shyness, intimidation, criticism
- Illiteracy
- Knowledge of system and structure
- Language
- Physical barriers – ADA accommodations, length/method of travel, public transportation

What can be done to increase public participation and knowledge of public participation opportunities?

- Action on requests & acknowledgement by council/commissions
- Alternative means of participation
- Building infrastructure – staff, neighborhood associations
- City functions are taken for granted – education campaigns about what the city provides
- Distribute information through children – work with schools
- Evaluate commission appointment process
- Free food
- Incentives – having a say is not always enough
- Information and explanation for participants – orientation/training
- Information available in multiple languages – Spanish, Russian, Chinese
- Online polls – optimize the internet
- Personal interaction – more contact with community by elected officials
- Support for city council members – childcare, stipend, insurance, credit

What are your suggestions for language and access considerations to be included in the Corvallis City Charter?

- "No resolutions on national or international issues that represent the citizens of Corvallis will be forwarded by the City Council without legal poling of the residents of Corvallis"
- The city charter is currently only a legal document. The city charter should reflect goals and aspirations
- The process should be inclusive, more outreach needs to occur throughout the process

City of Corvallis – City Charter
Suggested Charter Provisions

The following are four options for a paragraph to be inserted in Chapter Two (Powers) or in Chapter 10 (Miscellaneous). The four options have slight differences in wording and have essentially the same meaning and effect:

Section 6. Powers for the Protection of Citizens. The City has the power to ensure the equal protection and treatment of all persons without discrimination based on sex, race, color, religion, religious observance, national origin, disability, age, marital status, citizenship status, sexual orientation and gender identity or expression.

Section 6. Powers for the Protection of Citizens. The City has the power to ensure equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, color, religion, sex, age, mental or physical disability, sexual orientation, gender identity or expression.

Section 6. Powers for the Protection of Citizens. The City shall exercise its power to provide for the equal protection and equal benefits of its residents without discrimination and, in particular, without discrimination based on race, national or ethnic origin, color, religion, sex, age, mental or physical disability, sexual orientation, gender identity or expression.

Section 6. Powers for the Protection of Citizens. The City shall exercise its power to ensure the equal protection and treatment of all persons without discrimination based on sex, race, color, religion, religious observance, national origin, disability, age, marital status, citizenship status, sexual orientation and gender identity or expression.

Examples for Corvallis City Charter Review

Public Participation:
Santa Rosa, California
http://ci.santa-rosa.ca.us/default.aspx?PageId=258
Section 11. Participation and Diversity in Boards and Commissions.
(a) The City shall undertake all reasonable efforts to encourage participation by all citizens. Further, the Council shall undertake all reasonable methods to ensure that its appointments to boards, commissions and committees reflect Santa Rosa's diversity, including geographic and ethnic diversity.

The City Council shall issue a written report annually that will be discussed in public session regarding its appointments to boards, commissions and committees. The report shall contain, but is not limited to, the total number of appointments in a given year, the total number of applications in a given year, and relevant diversity information including geographic and ethnic diversity. Further, the report will evaluate the progress and success of increasing the diversity of appointments.

(b) Individual council members shall appoint one member of boards and commissions, except as provided below. Terms shall coincide with the term of the appointing council member. A new council member may replace appointments in the event one is selected to serve out the unexpired term of a council member. Any board or commission with less than seven members shall be increased to seven. This process shall be phased in by the council within two years of adoption by the electorate of this provision. Boards and commissions dealing with issues of interest to the general public shall commence public hearings, whenever practicable, no earlier than 5:00 p.m. The provisions of this subsection shall not apply to the District Commission, Redevelopment Agency, and Personnel, Building Regulation Appeals, and Housing Authority boards.

Vancouver, Washington
http://www.ci.vancouver.wa.us/charter/Art11.htm
Section 7.10 Prohibitions: No person in the service of the city or seeking admission thereto shall be in any way favored or discriminated against because of race or sex or political or religious opinions or affiliations. No persons seeking appointment to, or promotion in, the service of the city shall give cause to be given any money or other thing of value to any person in connection with such appointment or promotion. No person shall in any manner solicit or be concerned with soliciting any contribution for any political purpose from any city employee. No person shall commit any fraud or deceit tending to defeat the purposes of this article or in connection with any appointment or promotion in the city service. Any person who is convicted of violating any provision of this section shall, in addition to any other penalties provided by law, be ineligible for appointment or employment in the city's service for a period of five years, and shall, if an officer or employee of the city, immediately forfeit such position. (As amended by vote of the people on November 6, 1979.)

Section 11.18 Deletion of Charter Terms Referring to Masculine or Feminine Gender: Future amendments to the city charter shall require the use of terms which are neither masculine nor feminine, unless the context of such charter provision shall require otherwise.

Los Angeles, California
http://www.mtwashington.org/neighborhoodcouncils/charter-amendment.htm
Sec. 22.811. Certification of Neighborhood Councils.
(3) assurances that the members of the neighborhood council will reflect the diverse interests within their area;

Diversity in Redistricting Specifications:
San Diego, California
http://clerkdoc.sannet.gov/RightSite/getcontent/local.pdf?DMW_OBJECTID=09001451800a946a (page two of document near bottom)

> Each redistricting plan shall provide fair and effective representation for all citizens of the City, including racial, ethnic, and language minorities, and be in conformance with the requirements of the United States Constitution and Federal statutes.

Diversity in Affordability and Housing Access:
Berkeley, California
http://www.ci.berkeley.ca.us/rent/OrdRegs/iii_char.html
Section 120. Purpose of Elected Rent Stabilization Board.
The purpose of this article is to provide for proper administration of programs to regulate residential rents; to protect tenants form unwarranted rent increases and arbitrary, discriminatory or retaliatory evictions; to help maintain the diversity of the Berkeley community; and to ensure compliance with legal obligations relating to the rental of housing.

Chapter 23.01 Civil Rights

-Note

(New Title added by Ord. No. 164709, Oct. 3, 1991.)

23.01.010 Policy.

(Amended by Ordinance No. 175158, effective January 15, 2001.) It is the policy of the City of Portland to eliminate discrimination based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income. Such discrimination poses a threat to the health, safety and general welfare of the citizens of Portland and menaces the institutions and foundation of our community.

23.01.020 Intent.

(Amended by Ordinance No. 175158, effective January 15, 2001.) The City Council finds that discrimination on the basis of sexual orientation, gender identity and source of income exists in the City of Portland and that state law does not clearly prohibit such discrimination. It is the intent of the Council, in the exercise of its powers for the protection of the public health, safety, and general welfare and for the maintenance of peace and good government, that every individual shall have an equal opportunity to participate fully in the life of the City and that discriminatory barriers to equal participation in employment, housing, and public accommodations be removed.

23.01.030 Definitions.
(Amended by Ordinance No. 175158, effective January 15, 2001.)

A. "Sexual Orientation" - actual or supposed male or female homosexuality, heterosexuality or bisexuality.

B. "Source of Income" - the means by which a person supports himself or herself and his or her dependents, including but not limited to money and property from any occupation, profession or activity, from any contract, settlement or agreement, from federal or state payments, court-ordered payments, gifts, bequests, annuities, life insurance policies, and compensation for illness or injury, but excluding any money or property derived in a manner made illegal or criminal by any law, statute or ordinance.

C. "Gender Identity" – a person's actual or perceived sex, including a person's identity, appearance, expression or behavior, whether or not that identity, appearance, expression or behavior is different from that traditionally associated with the person's sex at birth.

D. All other terms used in this ordinance are to be defined as in Oregon Revised Statutes Chapter 659.

23.01.040 Exceptions.
(Amended by Ordinance No. 175158, effective January 15, 2001.)

A. The prohibitions in this Chapter against discriminating on the basis of sexual orientation and gender identity do not apply:

1. To the leasing or renting of a room or rooms within an individual living unit which is occupied by the lesso as his or her residence;

2. To dwellings with not more than two individual living units where one of the units is owner occupied;

3. To space within a church, temple, synagogue, religious school, or other facility used primarily for religious purposes.

B. The prohibitions in this Chapter against discriminating on the basis of source of income do not prohibit:

1. Inquiry into and verification of a source or amount of income;

2. Inquiry into, evaluation of, and decisions based on the amount, stability, security or creditworthiness of any source of income;

3. Screening prospective purchasers and tenants on bases not specifically prohibited by this chapter or state or federal law;

4. Refusal to contract with a governmental agency under 42 U.S.C. §1437f(a) "Section 8."

C. The prohibitions in this Chapter against discriminating on the basis of gender identity do not prohibit:

1. Health or athletic clubs or other entities that operate gender-specific facilities involving public nudity such as showers and locker rooms, from requiring an individual to document their gender or transitional status. Such documentation can include but is not limited to a court order, letter from a physician, birth certificate, passport, or driver's license.

2. Otherwise valid employer dress codes or policies, so long as the employer provides, on a case-by-case basis, for reasonable accommodation based on the health and safety needs of persons protected on the basis of gender identity.

3. The above exceptions do not excuse a failure to provide reasonable and appropriate accommodations permitting all persons access to restrooms consistent with their expressed gender.

23.01.050 Discrimination in Employment Prohibited.

(Amended by Ordinance No. 175158, effective January 15, 2001.)

A. It shall be unlawful to discriminate in employment on the basis of an individual's race, religion, color, sex, national origin, marital status, age if the individual is 18 years of age or older, or disability, by committing any of the acts made unlawful under the provisions of ORS 659.030 and 659.425.

B. In addition, it shall be unlawful to discriminate in employment on the basis of an individual's sexual orientation, gender identity, source of income or familial status, by committing against any such individual any of the acts already made unlawful under ORS 659.030 when committed against the categories of persons listed therein.

23.01.060 Discrimination in Selling, Renting, or Leasing Real Property Prohibited.

(Amended by Ordinance No. 175158, effective January 15, 2001.)

It shall be unlawful to discriminate in selling, renting, or leasing real property on the basis of an individual's race, religion, color, sex, national origin, marital status, familial status, or disability, by committing any of the acts made unlawful under the provisions of ORS 659.033 and 659.430.

B. In addition, it shall be unlawful to discriminate in selling, renting, or leasing real property on the basis of an individual's sexual orientation, gender identity, source of income, or age if the individual is 18 years of age or olde except as is excluded in ORS 659.033 subsection 6 (a) and (b), by committing against any such individual any of tl. acts already made unlawful under ORS 659.033 when committed against the categories of persons listed therein.

23.01.070 Discrimination in Places of Public Accommodation Prohibited

(Amended by Ordinance No. 175158, effective January 15, 2001.)

A. It shall be unlawful to discriminate in public accommodations on the basis of an individual's race, religion, color, sex, national origin, marital status, age if the individual is 18 years of age or older, or disability, by committing any of the acts made unlawful under the provisions of ORS 659.037, 659.425, or ORS 30.670 to 30.685.

B. In addition, it shall be unlawful in public accommodations to discriminate on the basis of an individual's sexual orientation, gender identity, source of income or familial status, by committing against any such individual any of the acts already made unlawful under ORS 659.037 or ORS 30.670 to 30.685 when committed against the categories of persons listed therein.

23.01.080 Enforcement and Administration.

(Amended by Ord. No. 165319, Apr. 15, 1992.)

A. Enforcement of all or any part of this Chapter shall be governed by the procedures established in ORS Chapter 659. Rules adopted by the City Attorney pursuant to section 23.01.090 of this Chapter may also be used to implement enforcement and administration of this Chapter.

B. Any person claiming to be aggrieved by an unlawful employment practice under this Chapter may file a complaint with the Commissioner of the Bureau of Labor and Industries under procedures established in ORS 659.040, and any person claiming to be aggrieved by an unlawful practice under this Chapter relating to selling, renting or leasing real estate or discrimination in public accommodations, may file a complaint with the Commissioner under procedures established in ORS 659.045.

C. The Commissioner may then proceed and shall have the same enforcement powers under this Chapter, and if the complaint is found to be justified the complainant shall be entitled to the same remedies, under ORS 659.050 to 659.085 as in the case of any other complaint filed under ORS 659.040 or 659.045.

D. Any order issued by the Commissioner of the Bureau of Labor and Industries under this Chapter shall be viewed as one issued by a hearings officer employed by the City within the meaning of ORS 46.045 (3) and shall be fully enforceable by the City.

E. Any person claiming to be aggrieved by an unlawful discriminatory act under the provisions of this code shall have a cause of action in any court of competent jurisdiction for damages and such other remedies as may be appropriate. Election of remedies and other procedural issues relating to the interplay between administrative proceedings and private rights of action shall be handled as provided for in ORS 659.095 and 659.121. The court may grant such relief as it deems appropriate, including, but not limited to. such relief as is provided in ORS 659.121.

23.01.090 Authority of City Attorney to Adopt Rules.

A. The City Attorney is hereby authorized to adopt rules, procedures and forms to assist in the implementation of the provisions of this Chapter.

B. Any rule adopted pursuant to this section shall require a public review process. Not less than ten nor more than ‾ 'rty days before such public review process, notice shall be given by publication in a newspaper of general ..culation. Such notice shall include the place, time, and purpose of the public review process and the location at which copies of the full text of the proposed rules may be obtained.

C. During the public review, a designee of the City Attorney shall hear testimony or receive written comment concerning the proposed rules. The City Attorney shall review the recommendation of his or her designee, taking into consideration the comments received during the public review process, and shall either adopt the proposal, modify it or reject it. If a substantial modification is made, additional public review shall be conducted, but no additional notice shall be required if such additional review is announced at the hearing at which the original comments are received.

D. Unless otherwise stated, all rules shall be effective upon adoption by the City Attorney and shall be filed in the office of the City Auditor.

E. Notwithstanding paragraphs B and C of this section, an interim rule may be adopted without prior notice upon a finding that failure to act promptly will result in serious prejudice to the public interest or the interest of the affected parties. The finding shall state the specific reasons for such prejudice. Any rule adopted pursuant to this paragraph shall be effective for a period of not longer than 180 days.

23.01.100 Construction.

This Chapter shall be broadly construed, consistent with its remedial purpose.

23.01.110 Severability of Provisions.

.. any part or provision of this Chapter, or application thereof to any person or circumstance, is held invalid, the remainder of this Chapter and the application of the provision or part thereof, to other persons not similarly situated or to other circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Chapter are severable.

PART I: LEGAL AUTHORITY

§ 1 Overview

All governments in the United States derive their authority from some legal source – such as a constitution, a statute, or a charter. Through the Oregon Constitution, the people in Oregon granted broad powers to the state government. Pursuant to these broad powers, the Legislature has created state agencies and local governments (such as counties, school districts, fire districts, and irrigation districts). When the Legislature created these governmental entities, the Legislature also specified what powers the entities could possess. Thus, for most local governments in Oregon, it is the Legislature that determines how the governments are established, what procedures they must follow, what powers they can exercise, and what actions they can take.

Cities are different from other forms of local government. Although the people granted the state government significant powers, the people reserved to themselves the authority to grant power directly to their city governments. Article XI, section 2 of the Oregon Constitution reserves to local voters the power to adopt a city charter, in which the people can structure their city government and grant powers directly to that city government. The city charter cannot authorize a city to take action that violates the U.S. Constitution, the Oregon Constitution, or federal or state statutes. But unless federal or state law prohibits a city from exercising some power or taking some action, a city may do so if authorized by the city charter. Occasionally, even if a charter does not authorize an action, a state statute nevertheless may authorize that action.

In other words, a city council can take any action it desires so long as three conditions are met. First, the action must be authorized (by charter or statute); this issue is discussed in Part I of this document. Second, the council must comply with procedural requirements established by city charter, local code, and state law; these procedural requirements are discussed in Part II. Third, the action must not be preempted by federal or state law (*i.e.*, constitution or statute); limitations upon city action are discussed in Part III. In Parts IV and V, we summarize issues related to liability – both city and personal liability – and how to effectively and efficiently use your city attorney.

§ 2 City Charter

Article XI, section 2 of the Oregon Constitution authorizes a city's voters to adopt and amend a city charter. The city charter is similar to a constitution. Like a constitution, your charter may (1) create and structure your city government (for example, creating a city council, city manager, municipal court judge); (2) empower your city government (by granting certain powers to the city council, the city manager/administrator and the municipal court judge); and (3) limit your city government (prohibiting certain actions, such as adopting an ordinance without two readings at two separate meetings).

There are two basic types of city charters: those which contain a "general grant of powers" and those with "enumerated powers."

§ 2.1 General Grant

Most city charters contain a "general grant" of power, such as the following: "The city has all powers that the constitution or laws of the United States or of this state expressly or impliedly grant or allow cities, as fully as if the charter specifically stated each of those powers." Such a provision generally authorizes the city government to take any action which is not prohibited by the U.S. Constitution, the Oregon Constitution, or federal or state law.

§ 2.2 Enumerated Powers

Charters which lack a general grant of powers have "enumerated powers." This type of charter will list each specific power granted by the voters to their city government, often including more than 100 separate powers and authorized functions. These specific grants will include such powers as the power to tax, to levy assessments, to sue and be sued, to hold property, to employ assistants, to enter into contracts, and to license businesses. For cities with charters containing enumerated powers, a city council cannot take any action unless the council can identify a specific power in the charter authorizing that action.

§ 3 Statutory Powers

Occasionally, the Legislature will grant to cities specific powers. For example, ORS 223.005 grants to every incorporated city the power to condemn property. For some cities, these statutorily granted powers may merely duplicate powers granted by a city charter. For other cities, these statutory powers will supplement the powers authorized by an enumerated powers charter. For some cities, these statutory powers may allow a city to take an action which the charter actually prohibits. For example, ORS 287.003 states that "[n]otwithstanding any other provision of law, including the city charter," a city with a certain population may issue certain types of debt. Consequently, even if your city charter does not authorize you to exercise a certain power (or, goes further by prohibiting the council from exercising that power), you still may be able to take an action if authorized by state statute.

§ 4 Summary of Limitations on City Powers

Even where authorized by city charter, a city may not be able to take certain actions if those actions violate the U.S. Constitution, the Oregon Constitution, or federal or state statutes. Listed below are some of the more common federal and state provisions which have prohibited Oregon cities from exercising powers otherwise authorized by city charter. In Part III of this document, we discuss in more detail some of the most significant limitations imposed by state statute.

§ 4.1 U.S. Constitution

1st Amendment - free speech
5th Amendment - takings clause
14th Amendment - due process clause

§ 4.2 Federal Statutes

Environmental Laws
Civil Rights Laws
Fair Housing Act
Anti-trust Laws
Telecommunications Act of 1996
Fair Labor Standards Act

§ 4.3 Oregon Constitution

Property Tax Limitations (such as Measure 5 and Measure 50)
Oregon "Bill of Rights" (Article I)
Initiative and Referendum (Article IV, § 1)

§ 4.4 State Statutes

Public Records - ORS 192.410 *et seq*
Public Meetings - ORS 192.610 *et seq*
Land Use - ORS Chapter 197
Annexations - ORS 199 and 222
Cities - ORS Chapter 221
Public Improvements - ORS 223
Ethics - ORS Chapter 244
Elections - ORS 250.255 *et seq*
Street Vacations - ORS Chapter 271
Public Contracts - ORS Chapter 279
Public Budget Law - ORS Chapter 294
Criminal Laws, Civil Forfeiture, and many others

PART II: STRUCTURE AND PROCESS

§ 5 Types of City Government

There are four basic types of city government in Oregon. The most popular are the "council/manager" and "weak mayor" forms of government. Other forms of government include "commission" and "strong mayor."

§ 5.1 Council/Manager

The council/manager form of municipal government was originally formulated by the National Short Ballot Organization (NSBO), in 1911. The mission of the NSBO was to make government more responsible by reducing the number of elective offices. The NSBO adopted the

Mullens, Carrie

From: Clinton Downs [clintondowns@hotmail.com]
Sent: Wednesday, March 15, 2006 04:48 PM
To: Mullens, Carrie
Subject: written comments about the City Charter Review

To the Administrative Services Committee and Members of the City Council,

Monday night (March 13th, 2006) was a climactic night for quite a few of us in the audience, as I'm sure you could tell. With the discussion of the Non-Discrimination statement being expanded to include Gender Identity, Sexual Orientation and Gender Expression, we hoped to ensure that one specific aspect of this charter review be addressed.

My only fear is that we focused too much on the one aspect of the review, and didn't give enough emphasis to this ENTIRE review. Alex Johnson put in hours and hours of work formulating, enacting and synthesizing an impressive process to help people process the needs of the city and turn that into a realistic action plan for changing the City Charter to reflect the action associated with our hopes and dreams for our fair city. Please seriously look at EVERY aspect of this plan as a need. Quite a few people expressed their hope for a more accepting and friendly community. These were general supportive statements for every suggestion Mr. Johnson put forward, and I hope the Administrative Services Committee, and the entire City Council take seriously every aspect of this presentation.

I had the opportunity to participate in only one of the community forums on Affirmative Action, during which we talked about the need for City Committees and Boards to take multiple views into account. Someone also suggested there be more work done to include people of different backgrounds on City Committees. While this is easy to say, it is difficult to do, so I would like to offer a few simple suggestions for policy and practice:

1) As bullet point 7 in Mr. Johnson's suggestions says, offer a "Citizen training for boards and commissions to encourage the representation of diverse needs and interests."
2) One other issue is access to the meetings themselves. Parents of children may need child care during the meetings, younger people may need to meet later in the evenings, some people work the swing or graveyard shift and can't make evening meetings at all, some don't have transportation, some don't speak fluent English, some people may not even be able to speak or hear, some may not understand the importance or feel valued on commissions even though they are, and many people just aren't asked to serve! There should be services in place to address as many of these as possible. As well, Commissions should be allowed flexibility to accommodate the needs of the members.
3) Every City Councilor and city official should be recruiting 24/7. I was surprised at the Forum that no one asked members of the audience to serve on committees!
4) Produce reports on how policy decisions of commissions affect different groups- young people, people with disabilities, etc.- primarily to raise continual awareness of these otherwise forgotten about populations.

Lastly, I feel that adding a vision or overall mission for the city to the Charter would be beneficial to people accessing the charter as they make decisions for the city. See specific suggestions #2, 5, 14, 16 and 17.

Thank you for your consideration, and taking the time to consider these revisions,

Sincerely,
Clinton Downs
Co-Chair: Basic Rights Action Team: Corvallis!
854 SW Jefferson Ave, Apt. #1
Corvallis OR 97333
clintondowns@hotmail.com

MEMORANDUM

March 15, 2006

TO: Administrative Services Committee

FROM: Nancy Brewer, Finance Director NB

SUBJECT: **City Services Ordinance**

I. Issue

To approve creation of a new chapter of the Corvallis Municipal Code that includes all of the City Services billing practices, and modify other sections of the code to delete language moved into the new chapter.

II. Background

At the February 20, 2006 City Council meeting, the Council recommended staff develop a new chapter of the Municipal Code that would incorporate language from three existing chapters that involve billing for the water, wastewater, and storm water utilities. Further, the Council concurred on several recommendations for modifying or clarifying existing billing practices. The attachments include a proposed new chapter of the Municipal Code Chapter 3.06 - City Services Billing, as well as line-out copies of Chapters 2.09 Storm Water System, Chapter 3.01 Water Regulations, and Chapter 4.03 Sewer Regulations.

III. Discussion

The draft language for the new municipal code Chapter 3.06 includes a considerable amount of language pulled from 2.09, 3.01, and 4.03. Where there have been no significant changes to existing language, the language is in regular type-face. Language in italics is new language, drafted either to make the information clearer, or in compliance with direction from Council based on the February 20 Council meeting. Language that is lined out is recommended to be deleted.

Significant changes include:

- The addition of a policy section. This section is intended to capture phrases from several locations in the other chapters pertaining to accounting for monies in appropriate funds, and the fact that the utilities rely on accurate and timely bills and payments to continue to provide a community-wide benefit.
- Definitions. There are several new definitions, and several that were modified to make them clearer. Staff would note that the definition for multi-family for calculating bills has a slightly different meaning than in other areas, most notably for land-use planning.

- Service Usage. In the new section 3.06.050 staff has added language about when a service is considered used and therefore billable. This matches with existing practice, but has not been codified in the past.
- Bill Payment. Staff added language to clarify that bills are rendered after the service has been delivered, and as such, the bill is due and payable when the bill is rendered. The bill is still considered delinquent on the 25th day.
- Adjustments. Staff added language to address adjustments for reasons other than a meter failure or billing errors, and stated that the term for adjustments would be for one year.
- Delinquent Accounts. As discussed at the Council meeting, staff deleted the language about penalty fees (new section 3.06.080) but under subsection 3 added language that accounts have to be brought to a $0 balance before service will be reconnected.
- Rate Setting. Staff added this section to provide information about how rates are calculated, and to consolidate language from the other code sections about annual reviews and the costs that are covered by user rates.
- Rates. This section of the new code looks the most different. Staff is proposing to group rates by type of customer rather than type of billing. While this may take up a little more space, staff believes that this presentation will make it much easier for staff and customers to review the billing methodology and rates based on the type of customer.

Staff made very few changes to the other sections of the code, other than to remove billing language. In cases where language is repeated, efforts were made to match the language across the sections of the code. For example, staff recommends the same definition for multi-family that is used for billing purposes also be used in Chapter 3.01 where the term is also defined.

IV. Requested Action

Review the changes to the Municipal Code requested by staff. Modify as necessary, and recommend the City Council adopt an ordinance creating Chapter 3.06 City Services Billing and amending Chapters 2.09 Storm Water System, Chapter 3.01 Water Regulations, and Chapter 4.03 Sewer Regulations. Staff will prepare the final language in ordinance format for the Council meeting.

Review and Concur:

Jon A. Nelson

City Manager

Chapter 3.06

City Services Billing

Sections:

Section 3.06.010 **Policy**

It is the policy of the City to operate the water, wastewater, and storm water utilities as business enterprises that benefit the community by providing clean water and sanitary wastewater service, and by providing storm water run-off management. User charges for service are set to cover the full costs of operating and maintaining the utilities; as such, accuracy and timeliness in billing and collecting user charges is important. The City bills for all three utilities and the transportation maintenance fee on a single monthly bill. Rates for each service area are separately calculated but are combined and printed on a single bill to facilitate billing and payment processing. The City maintains separate funds to account for specific revenues and expenditures. Monies paid for water service are accounted for in the Water Fund; monies paid for wastewater service are accounted for in the Wastewater Fund; monies paid for storm water service are accounted for in the Storm Water Fund; monies paid for the transportation maintenance fee are accounted for in the Street Fund t be used for the operations and maintenance of the system.

Section 3.06.020 **Definitions**

1) Applicant - A person applying for water and/or wastewater and/or storm water service.

2)Base Rate - The monthly charge for access to the water *and wastewater* system services whether or not there is water consumption. The base rate covers the costs associated with having water available, providing adequate water flow for fire protection, *and capacity for wastewater removal.*

3) BOD - Biochemical Oxygen Demand

4) Commercial service - Provision of water to premises which include mercantile establishments, stores, offices, public buildings, governmental agencies, public and private hospitals, schools, churches, *other commercial enterprises*, and mercantile establishments combined with residences.

5) Consumption rate - As used herein, a charge placed on every hundred cubic feet (HCF) of water as measured by the meter.

6) Customer - As used herein, a person who has applied for and who has agreed to be responsible for the water, wastewater, storm water, and transportation maintenance fee account. *The customer who signs up for water service is deemed to be responsible for all services billed on the City services bill.*

7) Day(s) - is calendar day(s).

8) Domestic service - Provision of water for household residential purposes, including water for lawns, gardens, and shrubbery; watering livestock; washing vehicles; and other similar and customary purposes.

9) Domestic waste - Water-carried waste from the noncommercial preparation, cooking, and handling of food or containing human excrement and similar matter from the sanitary conveniences of dwellings, commercial buildings, industrial facilities, and institutions.

10) Dwelling unit - One or more rooms, with access limited by a locking door, including at least one sanitary facility and one kitchen facility designed for occupancy by one or more individuals.

11) Equivalent dwelling unit (EDU) - A residential or nonresidential living configuration estimated to place approximately equal demand on the City's wastewater treatment system as a single-family dwelling unit.

12) Equivalent service unit (ESU) - Improved premises estimated to place approximately the same demand on the City's storm water system as a single-family dwelling unit. One ESU shall be equal to 2,750 square feet of impervious surface.

13) Fire protection service - Provision of water to premises for automatic fire protection.

14) High level service - Areas served by the utility that, in the opinion of the utility, require secondary pumping to provide adequate service.

15) *Hundred Cubic Feet (hcf) – the units used to measure water consumption. One hundred cubic feet equals one unit of water measured by the water meter and also equals 748 gallons of water.*

16) Impervious surface - Hard-surface areas located upon real property which either prevent or retard saturation of water into the land surface and/or cause water to run off the land surface in greater quantities or at an increased rate of flow than under natural conditions prior to development. Common impervious surfaces include, but are not limited to, rooftops, concrete or asphalt sidewalks, walkways, patio areas, driveways, parking lots or storage areas and graveled,

oiled, macadam or other surfaces which similarly impact the natural saturation or runoff patterns which existed prior to development.

17) Improved premises - Any area which has been altered such that the runoff from the site is greater than that which could historically have been expected. Such a condition shall be determined by the City Engineer.

18) Industrial service - Provision of water to a customer for use in manufacturing or processing activities.

19) Irrigation service - Provision of water to a customer only for outside watering of landscaping, plants, or lawns and where no water passing through the meter enters the wastewater system.

20) Monthly - A term referring to frequency of billing indicating a period of 26 to 34 days.

21) Multi-Family - *For City services billing purposes*, a multi-family unit shall include:

~~a) Any structure classified R-1 under the Building Code;~~

~~b) Any trailer court or manufactured home park;~~

a) Any dormitory, boarding house, fraternity, sorority, "quad" or similar structure providing common sanitary and kitchen facilities;

b) Any structure served by one water meter constructed as, or used as, two or more dwelling units, regardless of building code classification; provided that the temporary vacancy of one or more of the dwelling units shall not alter the classification of such structure unless the owner shall have filed an affidavit attesting that such dwelling units have been removed from the rental market.

22) New account - The initial process of application for service, setting up billing, reading the meter, and turning on the water or any part thereof and at a single location for a given customer.

23) Person - As used herein, any individual, firm, partnership, *agency, company, institution*, unincorporated association, public or private corporation, government or government instrumentality.

24) Premises - As used herein, the integral property or area, including improvements thereon to which water service is or will be provided.

25) Rate schedules - The entire body of effective rates, rentals, charges, and regulations as set forth herein. *All rate schedules are made available to the public.*

26) Service connection - The pipe, valves, and other facilities by means of which the utility conducts water from its distribution mains to and through the meter but does not include the piping from the meter to the property served.

27) Service renewal - The process for renewing service on delinquent accounts, and turning on the water or any part thereof and at a single location for a given customer.

28) Single-family unit (SFU) - One or more rooms with bathroom and kitchen facilities designed for occupancy by one family such as detached townhouses, condominiums, zero lot-line, etc., where the units are sold and deeded as single-family units and have individual water meters.

29) Special user unit - Any improved premises which discharges its storm runoff water directly to the Willamette River via a system consisting entirely of non-public facilities and approved by the City Engineer pursuant to Section 4.03.020.010 6). Discharge from a special user unit shall comply with all applicable federal, State, and local laws, ordinances, and regulations. No premises shall be considered a special user unit for purposes of determining the applicable storm water charges until a special user unit permit is issued as provided in Section 3.06.120.

30) Summer Wastewater Average – the practice of using the prior winter's average water usage to calculate the summer wastewater bills for customers, recognizing water used in excess of winter averages are likely used for irrigation purposes and are not going through the wastewater system.

31) *Transportation Maintenance Fee – the fee levied in accordance with Chapter3.05 and billed on the monthly utility bill with water, wastewater, and storm water services.*

32) TSS – Total Suspended Solids

33) User charge - The fee levied on users of the *water*, wastewater, *storm water, and transportation collection, distribution,* and treatment systems for their proportionate share of the costs of operation, maintenance, replacement, and capital facilities of the system.

34) Utility - As used herein, the City of Corvallis, a municipal corporation of the State of Oregon (Public Works).

Section 3.06.030 **Application for Water, Wastewater, Storm Water, Transportation Maintenance Service**

1) Application. Each applicant for City services service shall be required to provide the following information:

a) Date of application.

b) Location of premises to be served.

c) Date on which applicant will be ready for service.

d) Address to which bills are to be mailed or delivered.

e) Whether the applicant is an owner, tenant of, or agent for, the premises.

f) Agreement to abide by all rules, regulations and ordinances of the utility, as now existing or as hereafter changed or amended.

g) Such other information as the utility may reasonably request.

2) Individual liability for joint service. Two or more parties who join to make application for service shall be jointly and individually liable and shall be sent a single periodic bill.

3) Changes in customer's equipment. Customers making any material change in the size, character or extent of the equipment or operation utilizing water service, or whose change in operation results in a large increase in the use of water, shall immediately give the utility written notice of the nature of the change and, if requested by the utility, amend their application.

4) Special contracts. Contracts, other than application, may be required prior to service where, in the opinion of the utility, special circumstances warrant special consideration.

5) A new account fee of $25.00 will be collected for each new account application if the turn-on is during regular working hours. A new account fee of $60.00 will be collected for each new account requiring a turn-on other than during regular working hours. Working hours are defined as 8:00 am to 5:00 pm Monday through Friday excluding holidays.

6) Landlords and their agents may forego the $25 new account fee if the landlord or landlord's agent agrees in writing to have service put into the landlord's or landlord's agent's name when service for a tenant is discontinued by either the tenant, landlord, or landlord's agent. The landlord or landlord's agent will be billed for all services received until service for the landlord is stopped by the landlord or landlord's agent or service is started by a tenant in the tenant's name.

7) When the service has not previously been provided at the address, service shall be initiated as follows:

a) For water, storm water, and the transportation maintenance fee service shall be initiated and billings commence when the water meter is connected to the City's water main;

b) For wastewater service, service shall be initiated and billings commence when the wastewater connection passes inspection.

Section 3.06.040 **Discontinuation of Service**

1) Customer request for service discontinuance.

a) A customer may have City services discontinued during normal business hours by notifying the utility reasonably well in advance of the desired date of discontinuance. The customer will be required to pay all water, *wastewater, storm water, and transportation maintenance fee* charges until the date of such discontinuance.

b) If notice is not given, the customer will be required to pay for the service until the date the utility has learned that the customer has vacated the premises or otherwise has discontinued service.

2) Nonpayment of bills. A customer's water service may be discontinued if the bill is not paid in accordance with the procedures as listed in Section 3.06.080 herein.

Section 3.06.050 **Bills and Payments**

1) Bills.

a) Bills for water, wastewater, storm water, and the transportation maintenance fee will be rendered monthly. *Customers may be billed for any combination of the four services on each month's bill depending on which services are used.*

1] Water service is considered to be used if the customer's property is connected to the water system, and the customer has not notified the utility that the property is vacant and water service is no longer required. Consumption of water is based on the meter reading on the utility's meters.

2] Wastewater service is considered to be used if the customer's property is connected to the wastewater system, and the customer has not notified the utility that the property is vacant and wastewater service is no longer required. If the customer does not have utility provided water service, and the wastewater system is connected to the property, the wastewater service is considered to be used. Consumption for wastewater service is generally based on the water used as measured on the utility's water meter.

3] Storm water service is considered to be used if the customer's property has any kind of development or impervious surface on it, and the property is being used, regardless of whether water or wastewater service is being used.

4] Transportation maintenance fees are charged if the customer's property is being used, regardless of whether water or wastewater service is being used.

b) *Water consumption via meter readings is the best available measure of wastewater usage. Therefore, the amount of water used each month will be used to determine the wastewater consumption and associated charges.*

c) Meter readings.

1] Meters will be read at regular intervals for the preparation of bills and as required for the preparation of opening, closing, and special bills.

2] It may not always be possible to read meters on the same day of each period. Should a monthly billing period contain less than 26 days or more than 34 days, a pro rata correction will be made.

3] Where all water used is derived from the Corvallis water system, the metered amount of water delivered to the unit from the Corvallis water system for each month shall be the amount of water used for determining the water and wastewater bill, except for summer wastewater averaging (Section 3.06.050 (2).

4] Where part of the water used is derived from the Corvallis water system and part of the water used is derived from other sources, the amount of water used to determine the wastewater bill shall be the combination of the amounts determined under subsections 3] and 5] of this Section.

5] Where all water used is derived from sources other than Corvallis' water system and the unit is other than a single family or multi-family served by the Corvallis wastewater treatment system, the amount of water used shall be determined by the City Manager using records and data furnished to her or him by the wastewater user or gathered from the City Manager's own investigation, or both, at the discretion of the City Manager. In lieu of such determination by the City Manager of the amount of water used, a wastewater user may be required to provide, install, and maintain a meter to measure the amount of water used at the wastewater user's expense; and the City Manager may accept the measurement of water used as determined by such meter if the City Manager is reasonably satisfied as to the accuracy of such measurement.

6] Where all water used is derived from sources other than Corvallis' water system and the unit is a single family or multi-family unit served by the Corvallis wastewater system, the wastewater charge shall be a flat rate *based on single family residential rates* (Section 3.06.140 (6)).

7] Exceptions.

a) Water customers who can demonstrate that the water used is for irrigation purposes only and not directed to the wastewater treatment system shall not be charged a wastewater service charge for that water consumption.

b) In those cases where customers can demonstrate that water used is in a product line and is not directly returned to the wastewater treatment system, an adjustment shall be made on the consumption charged proportionate to the non-returned usage.

8] Estimations. In rare circumstances the City is unable to read a water meter due to inaccessibility of the meter, and must estimate the read to calculate a bill. Estimate calculations are based on the amount of water used in the same month in the prior year. If there was no usage data for the customer for the prior year, then the prior month's data is used. Bills that are rendered based on an estimated read will indicate that information.

d) *Water, wastewater, and storm water billings will be prorated for partial month billings.* Prorated billings shall be computed by the following formula:

1] For Water *and wastewater*:

A] Consumption x the current consumption rate = Consumption Charge.

B] Consumption x the current applicable high-level surcharge, if any = High Level Surcharge.

C] Base Rate ÷ 30 x number of days service = Prorated Base Rate Charge.

D] Consumption Charge + High-Level Surcharge + Prorated Base Rate Charge = Total Charge.

2] For Storm Water:

A] Base Rate ÷ 30 x number of days service = Prorated Base Rate Charge.

2) *Summer Wastewater Average. The utility recognizes that some water is used in the summer for irrigation that is not measured through a meter designated for irrigation purposes. Since this water does not go through the utility's wastewater system, summer wastewater bills are calculated in the following method:*

a) Single-family units will be charged the base rate and the consumptive rate for any consumption on bills rendered the prior December through April. For bills rendered May through November, the monthly billing will be computed upon the average metered water consumption for the preceding months of December through April or computed upon the actual consumption whichever is less.

b) Multi-family units and 509J classroom facilities will be billed the basic minimum and the consumptive rate for any consumption rendered December through April. For bills rendered May through November, billing will be

computed upon the average metered water consumption for the preceding months of December through April or computed upon the actual consumption, whichever is less.

c) Where by reason of new construction, a single-family or multi-family unit was not connected to water and wastewater service on February 1 of a year, such unit shall be billed for the period May through November ~~next~~ following construction, on the basis of actual consumption.

d) Commercial customers (all other customers not described in the above categories) will be billed the basic minimum and the appropriate consumptive rate for all consumption based on their wastewater strength designation. There will be no seasonal exceptions made except for measured amounts proven not to be discharged to the sanitary or storm water systems.

3) Bill payment.

a) All bills are *generated for services already rendered. Balances are* due *upon receipt* and *must be paid* on or before the 25th day following the billing date, *or the payment will be considered delinquent.* Payment may be made at the utility's office.

b) Final bills will be processed at the time of discontinuance of service.

c) When bills are delinquent, the utility will follow the procedures as outlined in Section 3.06.080.

4) Billings of separate meters not combined. Each meter on customer's premises will be considered separately, and the readings of two or more meters will not be combined unless specifically provided for in the rate schedule, or unless the utility's operating convenience required the use of more than one meter or of a battery of meters. The minimum monthly charge for such combined meters will be based on the diameter of the total combined discharge areas of the meters.

5) All payments for services rendered may be remitted on a single check or on separate checks. The utility shall deposit monies equal to the billings for each service into the respective fund for the service rendered. Payment shall be applied first to the transportation maintenance fee, then to storm water charges, then to wastewater charges, and finally to the water charges.

Section 3.06.060 **Meter Test**

1) Meter test.

a) Prior to installation, each meter will be tested and no meter found to register more than three percent fast or slow under conditions of normal operation will be placed in service.

b) On customer request.

1] A customer may, giving not less than one week's notice, request the utility to test the meter serving her or his premises.

2] For each additional test after the first performed in a calendar year, the utility may charge the customer an amount to cover the reasonable cost of test, as follows:

a] 3/4": $25.00

b] 1" - 1.5": $50.00

c] Larger than 1.5": Estimated cost.

3] The charge will be refunded if the meter is found to register more than three percent fast. The customer will be notified not less than five days in advance of the time and place of the test.

4] A customer or representative shall have the right to be present when the test is made.

5] A written report giving the results of the test shall be available to the customer within 10 days after completion of the test.

2) Leak Test. The City will assist customers who have higher than expected usage to test for leaks. If an underground leak is discovered, the City will adjust the customer's bill as identified in section 3.06.070 Adjustments.

Section 3.06.070 **Adjustments**

1) Adjustment of bills for meter error.

a) Fast meters. When, upon test, a meter is found to be registering more than three percent fast, under conditions of normal operation, the utility will refund to the customer the full amount of the overcharge based on corrected meter readings for a period not exceeding three months that the meter was in use.

b) Slow meters.

1] When, upon test, a meter used for domestic or residential service is found to be registering more than 25 percent slow, the utility may bill the customer for the amount of the undercharge, based upon corrected meter readings for a period not exceeding three months that the meter was in use.

2] When, upon test, a meter used for other than domestic or residential service is found to be registering more than five percent slow, the utility may bill the customer for the amount of the undercharge, based upon correct meter readings for a period not exceeding six months that the meter was in use.

c) Nonregistering meters. The utility may bill the customer for water consumed while the meter was not registering. The bill will be at the minimum monthly meter rate, or will be computed upon an estimate of consumption based either upon the customer's prior use during the same season of the year or upon a reasonable comparison with the use of other customers receiving the same class of service during the same period and under similar circumstances and conditions. The bill will be for the period of time that the meter was not registering.

2) Adjustments due to underground leaks. Where a leak exists underground between the meter and the building or where the leak is otherwise undetectable and the same is repaired within a reasonable time after the owner, agent or occupant of the premises has been notified of such leakage, the utility may allow an adjustment of 50 percent of the estimated excess water consumption for a period not exceeding two months that the meter was in use. When the nature of the leak is such that the leak drained into the wastewater system, then the wastewater charges may be adjusted for 50 percent of the estimated excess wastewater consumption for a period not exceeding two months that the meter was in use. When the leak does not drain into the wastewater system, then 100 percent of the estimated excess wastewater consumption may be adjusted for a period not exceeding two months. *The adjustment will be computed upon an estimate of consumption based either upon the customer's use during the same season of the year prior or upon a reasonable comparison with the use of other customers receiving the same class of service during the same period and under similar circumstances and conditions.*

3) Adjustment for other causes. From time-to-time an over- or under- billing error is discovered by the utility or the customer. For these errors, corrections will be calculated for a period of no more than one year.

a) For amounts owed by the utility to the customer, the customer shall have the option of taking the amount as a credit or as a refund of monies.

b) For amounts owed by the customer to the utility, if the amount owed is less than the customer's average monthly bill, the amount shall be due and payable no later than the next regular payment due date. If the amount owed is more than the average monthly bill, the customer may arrange a time-payment agreement to re-pay the amounts owed. The customer must maintain all current bills and pay the amounts owed on the time-payment agreement each month. The City shall not charge a penalty or interest on the past-due amount as long as the payment terms are met. In no case may the customer take more than one year to re-pay the amounts owed.

Section 3.06.080 **Delinquent Accounts**

1) Policy. To keep costs of water, wastewater, and storm water utility service operations as low as possible, the City's policy is to pursue collection of all accounts. Prompt payment is expected. ~~The City will not carry delinquent accounts without charge.~~

2) Procedure.

a) A water, wastewater, or storm water utility account and the transportation maintenance fee shall be deemed a delinquent account if it is not paid on or before the 25th day following the account's billing date. For purposes of this section, "paid" means received in the City Finance Department. Payments placed in the drop boxes provided by the City shall be deemed as received as of the next business day. ~~A late charge of $1.00 plus .0075 of the delinquent balance will be assessed on the 26th day after the billing date.~~

b) The subsequent month's bill will serve as the first notice of delinquency and the second notice of when payment must be received in order to avoid turn-off *for non-payment.*

c) The City shall serve notice of delinquency to both the tenant and the landlord when the person responsible for paying the bill is not the resident of the service address. Service to a tenant when the tenant is not responsible for payment will not be terminated for a period of six days after notice to discontinue service was served to the tenant and person responsible for payment.

d) The City will transfer any delinquent amount owed on a final account by a customer at a previous location to that customer's new address when payment is not received within 26 days of the final bill. Payments of the delinquent amount shall apply as set forth in subsections 2) a) and b) of this section.

e) Subject to the appeal procedure provided in section 3.06.090, the City Manager is authorized to turn off water service at any location for which there exists a delinquent water, wastewater, storm water, or transportation maintenance fee, no earlier than the 46th day after the date of billing on that account. Discontinuance of water service shall be in addition to any other remedies or penalties provided herein or any other ordinance of the City or by any other applicable law.

3) Application for service renewal due to delinquency turn-off.

a) A service that has been disconnected for non-payment will be required to bring the account to a $0 balance including service fees prior to service reconnection.

b) Service renewal

1] To renew service that has been disconnected due to non-payment, where the request is made during regular office hours of 8:00 AM to 5:00 PM, a service fee of $35 will be charged.

2] To renew service that has been disconnected due to non-payment, where the request is made after regular working hours, a service fee of $100 will be charged.

3] Water or wastewater service shall not be restored until all charges, including the expense of removal, closing, and restoration if incurred have been paid.

4) Recovery of unpaid charges. Any charge due hereunder which shall not be paid when due may be recovered in an action at law by the City.

5) The City Manager of the City is hereby empowered and directed to enforce this provision as to all delinquent accounts, using the procedures provided in this Section. The employees of the City shall at all reasonable times have access to any premises served by the City for inspection, repair or the enforcement of the provisions herein.

Section 3.06.090 **Appeals**

a) Upon written request by the customer, a hearing concerning computation of the amount owed and/or whether the service should be terminated shall be held before a hearings officer appointed by the City Manager. Service shall not be discontinued before the hearing has been conducted, unless service was disconnected before the hearing was requested. If the Hearings Officer finds that the computation was in error, the Hearings Officer shall adjust the amount of the service charge. If the Hearings Officer finds that the computation was correct, the Hearings Officer shall determine the service charges to be correct *and shall set a date for payment.* If the Hearings Officer determines that the amount owed on the account has not been paid by the time set after the hearing, then the Hearings Officer shall determine when services shall be terminated. The decision of the Hearings Officer is final.

If the person requesting the hearing does not appear at the scheduled hearing, the Hearings Officer shall enter an order declaring the service charges to be correct and when the service will be terminated if unpaid.

b) The City Manager or authorized representative, in cases where the customer is unable to pay the bill because of short term problems or an emergency circumstance, shall have the discretion of renewing or continuing service to a delinquent account upon acceptance of an acceptable plan for the payment of past-due amounts in installments.

c) The City Manager is hereby empowered and directed to enforce these procedures as to any and all delinquent accounts and to establish appropriate procedures for provision of reasonable notice and the opportunity for a hearing. In addition, Council shall set and review annually cost recovery fees or charges for delinquent water, wastewater, or storm water accounts and for restoring water service after it has been turned off. ~~The cost recovery fee shall be established at $1 plus 9% interest per annum and may be adjusted by Council by motion. The cost recovery fee will be applied to a customer's account no earlier than the 26th day following the billing date.~~

Section 3.06.100 **Notices**

1) Notices to customers. The following notices are required to be given to customers:

a) a first monthly billing stating current charges due upon receipt ;

b) the second notice will include the current charges due upon receipt plus the date payment for the previous month's billing must be received to avoid turn-off.

~~a first monthly billing stating when billing becomes delinquent and the date the account is subject to shut-off; b) the second notice will be the subsequent billing for the month following the first billing. The second notice will include the due dates for the second month's services plus the date payment for the previous month's billing must be received to avoid turn-off.~~

2) Notice from customers. Notice from the customer other than request for hearing (3.06.090 subsection a)) to the utility shall be given by the customer or the customer's authorized representative orally or in writing to the Finance Department or the City Manager.

Section 3.06.110 **Service Outside the City**

1) Outside City. *The City does not extend services outside the City limits. However, some properties that abut or are in reasonable proximity to the City's water line from the Marys Peak watershed may connect to the City's water line, with approval by the City Council.* Rates for water service rendered outside the City shall be double the rates provided herein for service inside the City. The high-level surcharge shall be applied uniformly inside and outside the City.

Section 3.06.120 **Special Rates and Fees**

1) Any person responsible for storm water charges may apply for a permit designating their property as a special user unit. In order to obtain a permit, the applicant must demonstrate that the storm water runoff from the property is discharged directly into the Willamette River via an approved system consisting entirely of non-public facilities. As a condition of granting a special user unit permit, the City shall require that the applicant comply with all applicable federal, State or local laws, ordinances, regulations or orders. The fee for a special user unit permit shall be as prescribed in Section 8.03.270 of this Code.

2) Storm water rates may be reduced for improved premises where approved runoff control measures have been taken; analysis shall be on a case by case basis. No such rate-reduction shall apply to improved premises where other financial incentives for runoff control have been given.

Section 3.06.130 **Rate Setting**

1) Annual rate review. Just and equitable charges *for water, wastewater, and storm water services* will be reviewed annually and revised periodically to reflect actual operation and maintenance costs, including replacement *and extension* of the *various collection, distribution,* and treatment systems.

2) *Water rates consist of a base rate plus a consumption rate for each hundred cubic feet of water used. Rates vary based on the classification of user, the size of the water meter, and the level (altitude) for service.* Surcharges shall be determined by reference to the official water map on file at the offices of the Department of Public Works.

3) Wastewater service rates are based on a base rate, plus a consumptive rate for each hundred cubic feet of water used. Consumptive rates vary based on the strength of discharge.

a) The discharge of non-domestic wastewater shall be subject to additional charges. Wastewater of higher strength than domestic requires more treatment, which results in higher costs to the City. These additional charges will be based on the average treatment cost related to treating biochemical oxygen demand (BOD) and total suspended solids (TSS). These costs will be recovered from customers who are designated as having either Medium, High, or Very High strength wastewater. Refer to Section 3.06.140 for rates.

1] Strength Categories. Four strength categories were created with the adoption of an equity rate structure in June 1998 and are based on the levels of BOD and TSS in the wastewater.

Strength Category	Strength Range of BOD and/or TSS
Domestic	< 200 mg/l
Medium	201 - 500 mg/l
High	501 - 1000 mg/l
Very High	> 1000 mg/l

2] Assignment of Strength Category. To be assigned to a strength category, the commercial or industrial wastewater discharger must indicate their North American Industry Classification System (NAICS) code. This code identifies the type of business to be conducted at the site. The NAICS code is then applied to the national survey data to determine the industry-standard wastewater effluent strength for this business type. ~~(The 1995-96 national survey was conducted in 29 cities in the United States and consisted of analyzing effluent samples from over 570 different business types. From this survey, average BOD and TSS levels were determined for each NAICS code.) The industry standard data is compared to the chart above and a strength category is assigned.~~

3] Appeal of Assignment. If a commercial or industrial wastewater customer disputes the assignment made, they can pursue an appeal process described by a Public Works Department administrative procedure.

4] New Business or Change in Business Type. New businesses will be assigned a strength category during the permit process or when they establish a new utility billing account. Businesses operating within the City that change the type of business conducted at a site will be assigned a strength category during the "Change of Occupancy" process.

3) Storm water service rates are based on impervious surface area. A user of storm water services is any person who discharges, or who causes or permits the discharge of, storm water runoff into the City's storm water system or who benefits from the City's storm water system as a special user. Any person occupying or having a right to occupy premises which are improved with impervious surfaces shall be presumed to be a user of storm water services. A person responsible for storm water charges under this Chapter may avoid incurring those charges by removing all impervious surfaces from any improved premises. *The basis for calculating fees is the Equivalent Service Unit (ESU). Single family homes are all assumed to be one ESU and are billed as such; all other classes of customer have the property measured for the number of ESUs and are billed according to the number of ESUs, rounded to the nearest 0.10 ESU*

4) Fire Service Detector Meters. ~~The rate for water service delivered through detector meters for fire protection service shall be the rates as determined from time to time by motion of Council and are not covered by the foregoing rate schedule.~~ *Fire Service Detector Meters are used to measure flow through automatic fire sprinkler systems. There are no consumption charges associated with fire service meters; however, the meters shall be read monthly, and when there is repeated flow through the meter the City shall investigate to determine the cause of the flow, and will charge the base and consumptive rates for the class of customer for usage for other than fire service purposes.*

Section 3.06.140 **Rates**

1) Rates for single family customers:

Water						Wastewater		Storm Water
		Consumption Rates - Per hcf					Consumption Rate - per hcf	
Meter Size	Base Rate	hcf	1st Level	2nd Level	3rd Level	Base Rate	All Usage	Per ESU
5/8" - 3/4"	$9.81	0-7 8-13 ≥ 14	$1.05 1.38 1.74	$1.27 1.60 1.96	$1.32 1.65 2.01	$8.89	$2.64	$4.98
1.0"	$14.12	0-7 8-13 ≥ 14	$1.05 1.38 1.74	$1.27 1.60 1.96	$1.32 1.65 2.01	$8.89	$2.64	$4.98
1.5"	$21.31	0-7 8-13 ≥ 14	$1.05 1.38 1.74	$1.27 1.60 1.96	$1.32 1.65 2.01	$8.89	$2.64	$4.98
2.0"	$29.95	0-7 8-13 ≥ 14	$1.05 1.38 1.74	$1.27 1.60 1.96	$1.32 1.65 2.01	$8.89	$2.64	$4.98
3.0"	$52.95	0-7 8-13 ≥ 14	$1.05 1.38 1.74	$1.27 1.60 1.96	$1.32 1.65 2.01	$8.89	$2.64	$4.98
4.0"	$78.83	0-7 8-13 ≥ 14	$1.05 1.38 1.74	$1.27 1.60 1.96	$1.32 1.65 2.01	$8.89	$2.64	$4.98
6.0"	$150.74	0-7 8-13 ≥ 14	$1.05 1.38 1.74	$1.27 1.60 1.96	$1.32 1.65 2.01	$8.89	$2.64	$4.98

2) Rates for irrigation meters:

Water					
		Consumption Rates - Per hcf			
Meter Size	Base Rate	hcf	1st Level	2nd Level	3rd Level
5/8" - 3/4"	$9.49	0-7	$1.00	$1.22	$1.49
		8-13	1.30	1.52	1.79
		≥ 14	1.74	1.96	2.23
1.0"	$14.14	0-7	$1.00	$1.22	$1.49
		8-13	1.30	1.52	1.79
		≥ 14	1.74	1.96	2.23
1.5"	$21.88	0-7	$1.00	$1.22	$1.49
		8-13	1.30	1.52	1.79
		≥ 14	1.74	1.96	2.23
2.0"	$31.16	0-7	$1.00	$1.22	$1.49
		8-13	1.30	1.52	1.79
		≥ 14	1.74	1.96	2.23
3.0"	$55.95	0-7	$1.00	$1.22	$1.49
		8-13	1.30	1.52	1.79
		≥ 14	1.74	1.96	2.23
4.0"	$83.80	0-7	$1.00	$1.22	$1.49
		8-13	1.30	1.52	1.79
		≥ 14	1.74	1.96	2.23
6.0"	$161.24	0-7	$1.00	$1.22	$1.49
		8-13	1.30	1.52	1.79
		≥ 14	1.74	1.96	2.23
8.0"	$254.15	0-7	$1.00	$1.22	$1.49
		8-13	1.30	1.52	1.79
		≥ 14	1.74	1.96	2.23
10.0"	$362.56	0-7	$1.00	$1.22	$1.49
		8-13	1.30	1.52	1.79
		≥ 14	1.74	1.96	2.23

3) Rates For Multi-Family/Fraternity/Sorority

Water						Wastewater		Storm Water
		Consumption Rates - Per hcf					Consumption Rate - per hcf	
Meter Size	Base Rate	hcf	1st Level	2nd Level	3rd Level	Base Rate	All Usage	Per ESU
5/8" - 3/4"	$15.18	0-7 8-13 ≥ 14	$1.25 1.30 1.49	$1.49 1.52 1.71	$1.76 1.79 1.98	$8.89	$2.64	$4.98
1.0"	$19.04	0-18 19-33 ≥ 34	$1.25 1.30 1.49	$1.49 1.52 1.71	$1.76 1.79 1.98	$8.89	$2.64	$4.98
1.5"	$25.49	0-35 36-65 ≥ 66	$1.25 1.30 1.49	$1.49 1.52 1.71	$1.76 1.79 1.98	$8.89	$2.64	$4.98
2.0"	$33.20	0-56 57-104 ≥ 105	$1.25 1.30 1.49	$1.49 1.52 1.71	$1.76 1.79 1.98	$8.89	$2.64	$4.98
3.0"	$53.83	0-112 113-208 ≥ 209	$1.25 1.30 1.49	$1.49 1.52 1.71	$1.76 1.79 1.98	$8.89	$2.64	$4.98
4.0"	$77.01	0-175 176-325 ≥ 325	$1.25 1.30 1.49	$1.49 1.52 1.71	$1.76 1.79 1.98	$8.89	$2.64	$4.98
6.0"	$141.45	0-350 351-650 ≥ 650	$1.25 1.30 1.49	$1.49 1.52 1.71	$1.76 1.79 1.98	$8.89	$2.64	$4.98
8.0"	$218.75	0-560 561-1040 ≥ 1041	$1.25 1.30 1.49	$1.49 1.52 1.71	$1.76 1.79 1.98	$8.89	$2.64	$4.98
10.0"	$308.97	0-805 806-1495 ≥ 1496	$1.25 1.30 1.49	$1.49 1.52 1.71	$1.76 1.79 1.98	$8.89	$2.64	$4.98

4) Rates for Commercial and all other customers

Water						Wastewater		Storm Water
		Consumption - Per hcf					Consumption - per hcf	
Meter Size	Base Rate	hcf	1st Level	2nd Level	3rd Level	Base Rate	All Usage	Per ESU
5/8" - 3/4"	$15.18	0-14 ≥ 15	$1.25 1.55	$1.47 1.77	$1.74 2.04	$8.89	Domestic - $2.64 Medium - 3.08 High - 4.22 Very High - 5.70	$4.98
1.0"	$19.04	0-43 ≥ 44	$1.25 1.55	$1.47 1.77	$1.74 2.04	$8.89	Domestic - $2.64 Medium - 3.08 High - 4.22 Very High - 5.70	$4.98
1.5"	$25.49	0-67 ≥ 68	$1.25 1.55	$1.47 1.77	$1.74 2.04	$8.89	Domestic - $2.64 Medium - 3.08 High - 4.22 Very High - 5.70	$4.98
2.0"	$33.20	0-179 ≥ 180	$1.25 1.55	$1.47 1.77	$1.74 2.04	$8.89	Domestic - $2.64 Medium - 3.08 High - 4.22 Very High - 5.70	$4.98
3.0"	$53.83	0-208 ≥ 209	$1.25 1.55	$1.47 1.77	$1.74 2.04	$8.89	Domestic - $2.64 Medium - 3.08 High - 4.22 Very High - 5.70	$4.98
4.0"	$77.01	0-341 ≥ 342	$1.25 1.55	$1.47 1.77	$1.74 2.04	$8.89	Domestic - $2.64 Medium - 3.08 High - 4.22 Very High - 5.70	$4.98
6.0"	$141.45	0-1000 ≥ 1001	$1.25 1.55	$1.47 1.77	$1.74 2.04	$8.89	Domestic - $2.64 Medium - 3.08 High - 4.22 Very High - 5.70	$4.98
8.0"	$218.75	0-1,040 ≥ 1,041	$1.25 1.55	$1.47 1.77	$1.74 2.04	$8.89	Domestic - $2.64 Medium - 3.08 High - 4.22 Very High - 5.70	$4.98
10.0"	$308.94	0-23,207 ≥ 23,208	$1.25 1.55	$1.47 1.77	$1.74 2.04	$8.89	Domestic - $2.64 Medium - 3.08 High - 4.22 Very High - 5.70	$4.98
12.0"	$368.11	0-23,207 ≥ 23,208	$1.25 1.55	$1.47 1.77	$1.74 2.04	$8.89	Domestic - $2.64 Medium - 3.08 High - 4.22 Very High - 5.70	$4.98

5) Rates for Fire Service

a) Standby (minimum) charges for automatic fire service. Charges are based on wet or dry sprinkling systems without hose or other connections; combined systems will pay the regular service meter minimums and the regular meter rates:

1] 2": $2.00 per month
2] 3": $3.00 per month
3] 4": $4.00 per month
4] 6": $6.00 per month
5] 8": $8.00 per month

6) Properties without a Water Meter:

a) Single family property that does not have utility provided water service and therefore has no water meter, but that has connection to the utility's wastewater service shall pay $27.37per month, *plus the applicable storm water and transportation maintenance fees.*

b) *Multi-family unmetered rates shall be $27.37 per month for the one residential unit and $18.48 for each additional living unit above one, plus the applicable storm water and transportation maintenance fees.*

c) *Commercial accounts with wastewater service, but no water service, shall be billed as identified in section 3.060.050 (1)(c)[5].*

d) *Billing for accounts where there is wastewater service, but no water service shall be billed each month, regardless of whether or not the property is vacant, as long as the property remains connected to the utility's wastewater line.*

e) As provided in ORS 454.225, when wastewater charges are not paid when due, the amounts thereof, together with interest at the statutory rate and penalties from the due date, may be recovered using the procedures provided in Section 3.06.080, in an action at law brought by the City, or certified and presented to the County Assessor.

f) The liability for all accounts billed for wastewater only shall be that of the person who applied for service.

g) The City shall recover its costs and any reasonable attorney's fees in any action to recover charges pursuant to this Section.

7) Storm Water Special User Unit (per ESU to the nearest 0.1 ESU): $1.02.

8) All bills rendered prior to February 1, 2006, for water and wastewater service shall be charged for and may be collected and enforced according to the rates and provisions of Chapter 3.01 as amended, immediately prior to the taking effect of this section. All bills rendered prior to February 1, 2002, for storm water service shall be charged for and may be collected and enforced according to the rates and provisions of Chapter 2.09 as amended, immediately prior to the taking effect of this section.

Chapter 2.09

Storm Water System~~; Charges~~

Sections:

2.09.010 Findings.
2.09.020 Definitions.
2.09.030 Operation by City.
2.09.040 Storm water service charges; levy; establishment of storm water fund.
2.09.045 Liability for service charges.
2.09.050 Collection of charges.
2.09.060 Payment of charges; deposit; use of funds.
2.09.070 Repealed (Ordinance 94-30) Premises not used for single-family dwelling purposes.
2.09.075 Special user unit permit.
2.09.080 Rate schedule.
2.09.085 Repealed (Ordinance 2000-10) Monthly Rates for 1999.
2.09.090 Reduction of rates for approved runoff control measures.
2.09.095 Reduction of rates for system failures; other agency is responsible for repairs.
2.09.100 Policies, standards and incentives.
2.09.110 Regulation of runoff from developments.
2.09.120 Payment of charges by developer.
2.09.130 Recovery of unpaid charges.
2.09.140 Additional remedies.
2.09.150 Repealed (Ordinance 94-30) Liability for charges; enforcement of delinquent charges; prorated billings.

Section 2.09.010 Findings.

1) Many of the costs of handling storm water runoff have, in the past, been charged to the sanitary sewer user, while these costs should more appropriately be charged to those who contribute to storm water runoff. The amount of impervious area is an appropriate measure of storm water contributions from property.

2) The growing drainage problems brought about by increasing levels of development within the City has had a direct effect on the City's storm water system and shown the need not only for planning, design and maintenance of existing and future contributing storm water systems, but also for measures to lessen the demand of development upon such systems.

3) All premises improved for use as single-family dwellings place approximately the same demand upon the City's storm water system. Premises not used for single-family dwelling purposes use storm water services in proportion to the amount of the improved premises' impervious surface, and for each 2,750 square feet of impervious surface such premises are furnished service equivalent to that furnished a single-family unit. The minimum charge for storm water service shall be that established for a single-family unit.

4) Even premises from which storm water is drained via non-public facilities, or have no direct runoff from a developed parcel, benefit from the City's planning, maintenance, and operation of a storm water system.

(Ord. 2000-10 § 1, 05/15/2000; Ord. 94-30 § 1, 1994; Ord. 91-20 § 6, 1991; Ord. 78-64 § 6, 1978)

Section 2.09.020 Definitions.

1) Developer - Any person, including a governmental agency, undertaking any development.

2) Development - Any alteration in the appearance of property by removal of vegetation, grading of the ground surface or construction of a structure or impervious surface, or any property so altered.

~~3) Equivalent service unit (ESU) - Improved premises estimated to place approximately the same demand on the City's storm water system as a single-family dwelling unit. One ESU shall be equal to 2,750 square feet of impervious surface.~~

4) Impervious surface - Hard-surface areas located upon real property which either prevent or retard saturation of water into the land surface and/or cause water to run off the land surface in greater quantities or at an increased rate of flow than under natural conditions prior to development. Common impervious surfaces include, but are not limited to, rooftops, concrete or asphalt sidewalks, walkways, patio areas, driveways, parking lots or storage areas and graveled, oiled, macadam or other surfaces which similarly impact the natural saturation or runoff patterns which existed prior to development.

5) Improved premises - Any area which has been altered such that the runoff from the site is greater than that which could historically have been expected. Such a condition shall be determined by the City Engineer.

~~6) Monthly - A term referring to frequency of billing, indicating a period of 26 to 34 days.~~

~~7) Multi-family unit - A multi-family unit shall include:~~

~~a) Any structure classified R-1 under the Building Code;~~

~~b) Any trailer court or manufactured home park;~~

~~c) Any dormitory, boarding house, fraternity, sorority, "quad" or similar structure providing common sanitary and kitchen facilities;~~

~~d) Any structure served by one water meter constructed as, or used as, two or more dwelling units, regardless of building code classification; provided that the temporary vacancy of one or more of the dwelling units shall not alter the classification of such structure unless the owner shall have filed an affidavit attesting that such dwelling units have been removed from the rental market.~~

8) Open drainageway - A natural or human-made path which has the specific function of transmitting natural stream water or storm runoff water from a point of higher elevation to a point of lower elevation.

9) Runoff control - Any means approved by the utility by which the peak rate of storm water runoff from developed land surfaces is reduced.

~~10) Single-family unit (SFU) - One or more rooms with bathroom and kitchen facilities designed for occupancy by one family such as detached townhouses, condominiums, zero lot-line, etc., where the units are sold and deeded as single-family units and have individual water meters.~~

~~11) Special user unit - Any improved premises which discharges its storm runoff water directly to the Willamette River via a system consisting entirely of non-public facilities and approved by the City Engineer pursuant to Section 4.03.020.010-6). Discharge from a special user unit shall comply with all applicable federal, State, and local laws, ordinances, and regulations. No premises shall be considered a special user unit for purposes of determining the applicable storm water charges until a special user unit permit is issued as provided in Section 2.09.075.~~

(Ord. 2000-10 § 1, 05/15/2000; Ord. 94-30 § 2, 1994; Ord. 91-20 § 1, 1991; Ord. 91-7 § 1, 1991; Ord 83-3 § 1, 1983; Ord. 78-64 § 1, 1978; Ord. 58-65 § 2, 1958)

Section 2.09.030 Operation by City.

1) Pursuant to the general laws of the State of Oregon and the powers granted in the Charter of the City, Council does hereby declare its intention to acquire, own, construct, equip, operate and maintain within and without the City limits of the City, open drainageways, underground storm drains, equipment and appurtenances necessary, useful, or convenient for a complete storm water system; and also including maintenance, extension and reconstruction of the present storm water system of the City; to minimize by suitable means said system's contribution to flooding; and to seek the cooperation of Benton County and of other municipalities within the planning area in minimizing the contribution of all such systems, and

other sources of accelerated runoff to flooding.

2) The improvement of both public and private storm water facilities through or adjacent to a new development shall be the responsibility of the developer. Improvements shall comply with all applicable Chapters and City ordinances, policies and standards.

3) No portion herein or statement herein, or subsequent Council interpretation policies, shall relieve the property owner of assessments levied against their property for public facility improvement projects.

4) It is the policy of the City to participate in improvements to storm water facilities when authorized by Council. To be considered for approval by Council, a facility must:

a) Be public; and

b) Be of major benefit to the community; and

c) Service an area which generates at least 50 cubic feet per second of storm runoff using contemporary methods of engineering calculations acceptable to the City Engineer; or

d) If a piped system be a design equivalent to at least a 30-inch diameter circular concrete pipe; or

e) Be a rehabilitation/replacement of existing public facilities.

5) The City shall maintain all public storm water facilities located within City-owned land, City right-of-way, and City easements. Public facilities include but are not limited to:

a) Open drainageways serving a drainage basin of at least 100 acres;

b) A piped storm water system and its related appurtenances which has been designed and constructed expressly for use by the general public;

c) Bridges;

d) Roadside drainage ditches along unimproved streets;

e) Flood control facilities, (levees, dikes, overflow channels, detention basins, retention basins, dams, pump stations, groundwater recharging basins, etc.) that have been designed and constructed expressly for use by the general public.

6) Facilities not qualifying as public facilities include but are not limited to:

a) Private parking lot storm drains;

b) Roof, footing and area drains;

c) Drains not designed and constructed for use by the general public;

d) Drainage swales which collect storm water from a basin less than 100 acres;

e) Access drive culverts.

(Ord. 2000-10 § 1, 05/15/2000; Ord. 91-20 § 2, 1991; Ord. 78-64 § 2, 1978)

~~Section 2.09.040 Storm water service charges; levy; establishment of storm water fund.~~

~~There is hereby levied and imposed upon all users of storm drainage services within the City just and equitable charges for storm water service or subsequent service maintenance, operation and extension; and to establish a storm water fund for the foregoing purposes. A user of storm water services is any person who discharges, or who causes or permits the discharge of, storm water runoff into the City's storm water system or who benefits from the City's storm water system as a special user. Any person occupying or having a right to occupy premises which are improved with impervious surfaces shall be presumed to be a user of storm water services. A person responsible for storm water charges under this Chapter may avoid incurring those charges by removing all impervious surfaces from any improved premises.~~

~~(Ord. 2000-10 § 1, 05/15/2000; Ord. 94-30 § 3, 1994; Ord. 91-20 § 3, 1991; Ord. 78-64 § 3, 1978)~~

~~Section 2.09.045 Liability for service charges.~~

~~Unless another person has agreed in writing to pay the storm water charge, the person(s)~~

~~responsible for paying the City's water utility charges for the site shall be liable for the storm water charge. If there is no water service to the site, or if water service is discontinued, the person(s) responsible for the sanitary sewer charge shall be liable for the storm water charge. If there is no sanitary sewer service to the site, the person(s) having the right to occupy the site shall be liable for the storm water charge.~~
~~(Ord. 2000-10 § 1, 05/15/2000; Ord. 94-30 § 4, 1994)~~

~~Section 2.09.050 Collection of charges.~~

~~Charges shall be collected with the monthly water bill of water users, billed with sanitary sewer for those connected to sewer alone, or billed alone as storm water charge for those users not connected to and/or not charged for City water and/or sanitary sewer. Should a monthly billing period contain less than 26 days or more than 34 days, a pro rata correction will be made. Prorated billings shall be computed by the following formula: (Normal charge divided by 30 times number of days service) = Charge.~~
~~(Ord. 2000-10 § 1, 05/15/2000; Ord. 94-30 § 5, 1994; Ord. 91-20 § 4, 1991; Ord. 89-42 § 9, 1989; Ord. 80-65 § 2, 1980; Ord. 78-64 § 4, 1978)~~

~~Section 2.09.060 Payment of charges; deposit; use of funds.~~

~~Such charges shall be paid monthly by those liable therefor and placed in a storm water fund into which all of charges so collected shall be deposited and kept as a fund to be used only for the purposes stated herein.~~
~~(Ord. 2000-10 § 1, 05/15/2000; Ord. 91-20 § 5, 1991; Ord. 89-42 § 10, 1989; Ord. 80-65 § 3, 1980; Ord. 78-64 § 5, 1978)~~

Section 2.09.070 Repealed (Ordinance 94-30) Premises not used for single-family dwelling purposes.
(Ord. 94-30 § 6, 1994; Ord. 91-20 § 6, 1991; Ord. 78-64 § 6, 1978)

~~Section 2.09.075 Special user unit permit.~~

~~Any person responsible for storm water charges under this section may apply for a permit designating property as a special user unit. In order to obtain a permit, the applicant must demonstrate that the storm water runoff from the property is discharged directly into the Willamette River via an approved system consisting entirely of non-public facilities. As a condition of granting a special user unit permit, the City shall require that the applicant comply with all applicable federal, State or local laws, ordinances, regulations or orders. The fee for a special user unit permit shall be as prescribed in Section 8.03.270 of this Code.~~
~~(Ord. 2000-10 § 1, 05/15/2000; Ord. 94-30 § 7, 1994)~~

~~Section 2.09.080 Rate schedule.~~

~~1) Effective for all storm drainage bills rendered on or after February 1, 2002, storm drainage service rates per month shall be as follows for all properties:~~
~~a) Single-Family Unit: $4.98;~~
~~b) Multiple-Family Unit (per ESU to the nearest 0.1 ESU): $4.98;~~
~~c) Commercial and Industrial (per ESU to the nearest 0.1 ESU): $4.98;~~
~~d) Improved Premises or Lots (per ESU to the nearest 0.1 ESU): $4.98;~~

~~e) Minimum Charge (per User): $4.98;~~
~~f) Oregon State University Campus: $4.98;~~
~~g) Special User Unit (per ESU to the nearest 0.1 ESU): $1.02.~~
~~2) All bills rendered prior to February 1, 2002, for storm drainage service shall be charged for and may be collected and enforced according to the rates and provisions of Chapter 2.09 as amended, immediately prior to the taking effect of this section.~~
~~(Ord. 2001-18, §1, 11/19/2001; Ord. 2000-33 §1, 11/20/2000; Ord. 2000-10 § 1, 05/15/2000; Ord. 99-19 § 1, 11/15/99; Ord. 97-25 § 1, 12/15/97; Ord. 97-02 § 5, 1997; Ord. 96-11 § 1, 1996; Ord. 94-30 § 8, 1994; Ord. 89-42 § 11, 1989; Ord. 88-24 § 3, 1988; Ord. 85-45, 1985; Ord. 84-65 § 4, 1984; Ord. 80-65 § 4, 1980; Ord. 78-64 § 7, 1978)~~
~~(99-19, Amended, 11/15/1999; 2.09.080 Monthly rates, Amended, 12/15/1997)~~

~~Section 2.09.085 Repealed (Ordinance 2000-10) Monthly Rates for 1999.~~

~~Section 2.09.090 Reduction of rates for approved runoff control measures.~~

~~The foregoing rates may be reduced for improved premises where approved runoff control measures have been taken; analysis shall be on a case by case basis. No such rate-reduction shall apply to improved premises where other financial incentives for runoff control have been given.~~
~~(Ord. 91-20 § 7, 1991; Ord. 80-65 § 5, 1980; Ord. 78-64 § 8, 1978)~~

~~Section 2.09.095 Reduction of rates for system failures; other agency is responsible for repairs.~~

~~The regular rates may be reduced to the Special User rates if a customer is able to document a system failure that causes his or her property to flood under normal conditions, the cause is in the storm water piping system, the cause is repairable, but an organization other than the City of Corvallis controls the repair of the storm water system, the organization has been notified of the problem, and does not act within 30 days. The Finance Director and Public Works Director will consult with each other on the evidence provided and make a determination of whether or not the system failure meets these criteria. If the failure meets the criteria, the customer's rate shall be reduced from the regular rate to the Special User Unit rate from the time that the system failure was identified until it is repaired. If the failure does not meet the criteria, the customer shall be notified in writing. The customer may appeal the decision of the Finance and Public Works Directors to the City Manager.~~

~~(Ord. 2002-52 § 1, 12/16/2002)~~

Section 2.09.100 Policies, standards and incentives.

The City shall develop and adopt policies, standards, and financial incentives to promote, regulate and administer the City's storm water management utility.
(Ord. 2000-10 § 1, 05/15/2000; Ord. 78-64 § 9, 1978)

Section 2.09.110 Regulation of runoff from developments.

The City shall adopt ordinances, policies and standards to regulate storm runoff from developments. Regulations shall provide for the following minimum requirements:

1) The reduction of peak runoff.

2) The establishment of a maximum discharge rate.

3) The control of the quality of water being discharged, both during and after construction.

4) The construction and maintenance of facilities necessary to accomplish the above requirements.

(Ord. 91-20 § 8, 1991: Ord. 78-64 § 10, 1978)

Section 2.09.120 Payment of charges by developer.

Every developer subject to a charge provided herein shall pay the same, when due, to the City. All bills are due and payable on presentation.

(Ord. 91-20 § 9, 1991; Ord. 80-65 § 7, 1980; Ord. 78-64 § 11, 1978)

~~**Section 2.09.130 Recovery of unpaid charges.**~~

~~Any charge due hereunder which shall not be paid when due may be recovered in an action at law by the City.~~

~~(Ord. 78-64 § 12, 1978)~~

~~**Section 2.09.140 Additional remedies.**~~

~~In addition to any other remedies or penalties provided herein or in any other Chapter of the Municipal Code or ordinances of the City, failure of any user of water service within the City to pay applicable storm water charges promptly when due shall subject the user to discontinuance of water service; and the City Manager of the City is hereby empowered and directed to enforce this provision as to any and all delinquent accounts, using the procedures provided in Section 3.01.060 as amended, concerning water service accounts. The employees of the City shall, at all reasonable times, have access to any premises served by the City for inspection, repair or the enforcement of the provisions herein.~~

~~(Ord. 2000-10 § 1, 05/15/2000; Ord. 94-30 § 9, 1994; Ord. 91-20 § 10, 1991; Ord. 89-42 § 12, 1989; Ord. 78-64 § 13, 1978)~~

Section 2.09.150 Repealed (Ordinance 94-30) Liability for charges; enforcement of delinquent charges; prorated billings.

(Ord. 94-30 § 10, 1994; Ord. 89-42 § 13, 1989; Ord. 88-17 § 13, 1988; Ord. 80-65 § 8, 1980; Ord. 78-64 § 15, 1978)

Chapter 3.01

Water Regulations

Sections:

3.01.005 Definitions.
3.01.010 Service area.
3.01.020 Description of service.
3.01.030 Application for service.
3.01.040 Water main extensions.
3.01.050 Service outside City limits.
3.01.060 Delinquent accounts.
3.01.070 Notices.
3.01.080 Service connections and meters.
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3.01.100 Multiple units.
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3.01.130 Rate schedule.
3.01.140 Bills and payment.
3.01.150 Meter error.
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3.01.280 Resale of water.
3.01.290 Validity.
3.01.300 Conflicts.
3.01.310 Penalty.

Section 3.01.005 Definitions.

1) Applicant - A person, corporation, association or agency applying for water service.

~~2) Base Rate - The monthly charge for access to the water system services whether or not there is water consumption. The base rate covers the costs associated with having water available and providing adequate water flow for fire protection.~~

~~3) Commercial service - Provision of water to premises which include mercantile establishments, stores, offices, public buildings, governmental agencies, public and private hospitals, schools, churches, and mercantile establishments combined with residences.~~

~~4) Consumption rate - As used herein, a charge placed on every hundred cubic feet (HCF) of~~

~~water as measured by the meter.~~

5) Cross connection - An interconnection between the utility water supply and any unapproved water supply, or a connection between a water distribution pipe and any fixture installed in such a manner that unsafe water, waste or sewage may be drawn into the utility water system. Cross connections may be divided into two classifications, as follows:

a) Connections in which pure and impure water are separated by gate valves, check valves, or both.

b) Connections which permit pollution to enter when the pressure in the utility water system falls below atmospheric pressure, thus creating a vacuum. This process of water pollution is known as back siphonage.

~~6) Customer - As used herein, a person who has applied for and who has agreed to be responsible for the water service account.~~

~~7) Domestic service - Provision of water for household residential purposes, including water for lawns, gardens, and shrubbery; watering livestock; washing vehicles; and other similar and customary purposes.~~

8) Fire protection service - Provision of water to premises for automatic fire protection.

~~9) High level service - Areas served by the utility that, in the opinion of the utility, require secondary pumping to provide adequate service.~~

~~10) Industrial service - Provision of water to a customer for use in manufacturing or processing activities.~~

11) Irrigation service - Provision of water to a customer only for outside watering of landscaping, plants, or lawns and where no water passing through the meter enters the wastewater system.

12) Main extensions - Extension of distribution pipelines, exclusive of service connections, beyond existing facilities.

13) Mains - Distribution pipelines located in streets, highways, public ways or private rights-of-way which are used to serve the general public.

~~14) Monthly - A term referring to frequency of billing indicating a period of 26 to 34 days.~~

15) Municipal or public use - As used herein, provision for supplying water to departments of the City of Corvallis.

16)Multi-family - ~~Provision of water to a dwelling that contains more than one residential unit.~~ *For City services billing purposes*, a multi-family unit shall include:

a) Any dormitory, boarding house, fraternity, sorority, "quad" or similar structure providing common sanitary and kitchen facilities;

b) Any structure served by one water meter constructed as, or used as, two or more dwelling units, regardless of building code classification; provided that the temporary vacancy of one or more of the dwelling units shall not alter the classification of such structure unless the owner shall have filed an affidavit attesting that such dwelling units have been removed from the rental market.

~~17) New account - The initial process of application for service, setting up of billing procedure, reading of the meter, and turning on the water or any part thereof and at a single location for a given customer.~~

18) Person - As used herein, any individual, firm, partnership, *agency, company, institution* unincorporated association, public or private corporation, government or government instrumentality.

19) Premises - As used herein, the integral property or area, including improvements thereon to which water service is or will be provided.

~~20) Rate schedules - The entire body of effective rates, rentals, charges, and regulations as set forth herein.~~

21) Service connection - The pipe, valves, and other facilities by means of which the utility conducts water from its distribution mains to and through the meter but does not include the piping from the meter to the property served.

22) Service renewal - The process for renewing service on delinquent accounts, and turning on

the water or any part thereof and at a single location for a given customer.

23) Temporary service - A service for circuses, bazaars, fairs, construction work, and similar uses that, because of their nature, will not be used steadily or permanently.

24) Utility - As used herein, the City of Corvallis, a municipal corporation of the State of Oregon (Public Works).

(Ord. 2000-10 § 2, 05/15/2000; Ord. 92-38 § 1, 1992; Ord. 92-35 § 1, 1992; Ord. 91-57 §§ 1 and 2, 1991; Ord. 91-44 § 1, 1991; Ord. 90-55 § 1, 1990; Ord. 89-42 §§ 1 and 2, 1989; Ord. 87-08 § 1, 1987; Ord. 85-25 §§ 1 and 2, 1985; Ord 80-64 § 1, 1980; Ord. 78-76 § 1, 1978; Ord. 58-65 § 1, 1958)

Section 3.01.010 Service area.

The area in which water service may be furnished at the utility's option, includes all that territory within the corporate limits of the City and certain areas adjacent or in reasonable proximity thereto.

(Ord. 58-65 § 2, 1958)

Section 3.01.020 Description of service.

1) Supply. The utility will exercise reasonable diligence and care to deliver a continuous and sufficient supply of water to the customer at a proper pressure, and to avoid any shortage or interruption in delivery.

2) Quality. The utility will exercise reasonable diligence to supply a safe and potable water at all times.

3) Classes of service. All services installed by the utility will be classified as follows:

a) Residential.

b) Multi-family/Fraternity/Sorority.

c) Commercial/School.

d) Irrigation.

e) Fire protection.

(Ord. 2000-10 § 2, 05/15/2000; Ord. 58-65 § 3, 1958)

~~**Section 3.01.030 Application for service.**~~

~~1) Application. Each applicant for water service shall be required to provide the following information:~~

~~a) Date of application.~~

~~b) Location of premises to be served.~~

~~c) Date on which applicant will be ready for service.~~

~~d) Address to which bills are to be mailed or delivered.~~

~~e) Whether the applicant is an owner, tenant of, or agent for, the premises.~~

~~f) Agreement to abide by all rules, regulations and ordinances of the utility, as now existing or as hereafter changed or amended.~~

~~g) Such other information as the utility may reasonably request.~~

~~2) Individual liability for joint service. Two or more parties who join to make application for service shall be jointly and individually liable and shall be sent a single periodic bill.~~

~~3) Changes in customer's equipment. Customers making any material change in the size, character or extent of the equipment or operation utilizing water service, or whose change in operation results in a large increase in the use of water, shall immediately give the utility written notice of the nature of the change and, if requested by the utility, amend their application.~~

~~4) Special contracts. Contracts, other than application, may be required prior to service where, in~~

~~the opinion of the utility, special circumstances warrant special consideration.~~

~~5) A new account fee of $25.00 will be collected for each new account application if the turn-on is during regular working hours. A new account fee of $60.00 will be collected for each new account requiring a turn-on other than during regular working hours. Working hours are defined as 8:00 am to 5:00 pm Monday through Friday excluding holidays.~~

~~6) Landlords and their agents may forego the $25 new account fee if the landlord or landlord's agent agrees in writing to have service put into the landlord's or landlord's agent's name when service for a tenant is discontinued by either the tenant, landlord, or landlord's agent. The landlord or landlord's agent will be billed for all services received until service for the landlord is stopped by the landlord or landlord's agent or service is started by a tenant in the tenant's name.~~

~~(Ord. 2000-10 § 2, 05/15/2000; Ord. 97-02 § 1, 1997; Ord. 95-09 § 1, 1995; Ord. 92-35 § 2, 1992; Ord. 90-55 § 1, 1990; Ord. 89-42 § 3, 1989; Ord. 74-73 § 3, 1974; Ord. 58-65 § 4, 1958)~~

Section 3.01.040 Water main extensions.

Water systems, including mains and all appurtenances, may be extended as provided by the Code and policies of the City.

(Ord. 65-87, 1965; Ord. 58-65 § 5, 1958)

Section 3.01.050 Service outside City limits.

1) Discontinuation of service. All water delivered outside the City limits shall be considered as a special service and not provided by the City as a common utility service. The quantity of water supplied by this service may be reduced or the service entirely discontinued at any time at the discretion of the utility and for any reason.

2) Guarantee of supply. Pressure and other conditions are to be at the risk of the customer without guarantee by the utility, and the utility shall have no liability in any way to customers for failure to provide service or for any failure of system.

3) Application and rates. The utility reserves the right to act on each application for outside-the-City service on its merits without regard to any other past or present application or service. If service is approved, the cost of service connections and meters will be listed in the applicable portion of Section 3.01.080 subsection 1). Water rates will be those in the applicable portion of the rate schedule.

4) Rules and regulations.

a) All customers outside the City receiving water from the utility shall comply with and be bound by the rules and regulations of the utility.

b) Individuals shall cooperate to a reasonable and practicable extent with other customers in the extension or enlargement of common facilities.

c) No customer shall interconnect between water furnished by the utility and water from another source.

(Ord. 58-65 § 6, 1958)

~~**Section 3.01.060 Delinquent accounts.**~~

~~1) Policy. To keep costs of water, wastewater, and storm water utility service operations as low as possible, the City's policy is to pursue collection of all accounts. Prompt payment is expected. The City will not carry delinquent accounts without charge.~~

~~2) Procedure.~~

~~a) Water, wastewater, and storm water accounts are due and payable on or before the 25th day following the date of billing on the account. A water, wastewater, or storm water utility account~~

~~shall be deemed a delinquent account if it is not paid on or before the 25th day following the date of the billing of the account. For purposes of this section, "paid" means received in the City Finance Department. Payments placed in the drop boxes provided by the City shall be deemed as received as of the next business day. A late charge of $1.00 plus .0075 of the delinquent balance will be assessed on the 26th day after the billing date.~~

~~b) The subsequent month's bill will serve as the first notice of delinquency and the second notice of when payment must be received in order to avoid turn-off.~~

~~c) The City shall serve notice of delinquency to both the tenant and the landlord when the person responsible for paying the bill is not the resident of the service address. Service to a tenant when the tenant is not responsible for payment will not be terminated for a period of six days after notice to discontinue service was served to the tenant and person responsible for payment.~~

~~d) The City will transfer any deliquent amount owed on a final account by a customer at a previous location to that customer's new address when payment is not received within 26 days of the final bill. Payments of the delinquent amount shall apply as set forth in subsections 2) a) and b) of this section.~~

~~e) Subject to the appeal procedure provided in subsection 2) f) of this Section, the City Manager is authorized to turn off water service at any location for which there exists a delinquent water, wastewater, or storm water utility account, no earlier than the 46th day after the date of billing on that account. Discontinuance of water service shall be in addition to any other remedies or penalties provided herein or any other ordinance of the City or by any other applicable law.~~

~~f) Upon written request by the customer, a hearing concerning computation of the amount owed and/or whether the service should be terminated shall be held before a hearings officer appointed by the City Manager. Service shall not be discontinued before the hearing has been conducted, unless service was disconnected before the hearing was requested. If the Hearings Officer finds that the computation was in error, the Hearings Officer shall adjust the amount of the service charge. If the Hearings Officer finds that the computation was correct, the Hearings Officer shall determine the service charges to be correct. If the Hearings Officer determines that the amount owed on the account has not been paid by the time set after the hearing, then the Hearings Officer shall determine when services shall be terminated. The decision of the Hearings Officer is final.~~

~~If the person requesting the hearing does not appear at the scheduled hearing, the Hearings Officer shall enter an order declaring the service charges to be correct and when the service will be terminated if unpaid.~~

~~g) The City Manager or authorized representative, in cases where the customer is unable to pay the bill because of short term problems or an emergency circumstance, shall have the discretion of renewing or continuing service to a delinquent account upon acceptance of an acceptable plan for the payment of past-due amounts in installments.~~

~~h) The City Manager is hereby empowered and directed to enforce these procedures as to any and all delinquent accounts and to establish appropriate procedures for provision of reasonable notice and the opportunity for a hearing. In addition, Council shall set and review annually cost recovery fees or charges for delinquent water, wastewater, or storm water accounts and for restoring water service after it has been turned off. The cost recovery fee shall be established at $1 plus 9% interest per annum and may be adjusted by Council by motion. The cost recovery fee will be applied to a customer's account no earlier than the 26th day following the billing date.~~

~~3) Application for service renewal due to delinquency turn-off. A service renewal fee of $35 will be charged for each service renewal application permitting the turnon during regular working hours and $100 for each service renewal requiring a turn-on other than during regular working hours. Regular working hours are defined as 8:00 am to 5:00 pm Monday through Friday excluding holidays.~~

~~(Ord. 2000-10 § 2, 05/15/2000; Ord. 95-29 § 1, 09/05/95; Ord. 95-09 § 2, 1995; Ord. 92-35 § 3, 1992; Ord. 91-44 § 1, 1991; Ord. 90-55 § 2, 1990; Ord. 89-42 § 4, 1989; Ord. 83-4, 1983; Ord. 75-29, 1975; Ord. 74-73, 1974; Ord. 68-14, 1968; Ord. 62-29, 1962; Ord. 58-65 § 7, 1958)~~

~~**Section 3.01.070 Notices.**~~

~~1) Notices to customers. The following notices are required to be given to customers: a) a first monthlly billing stating when billing becomes delinquent and the date the account is subject to shut-off; b) the second notice will be the subsequent billing for the month following the first billing. The second notice will include the due dates for the second month's services plus the date payment for the previous month's billing must be received to avoid turn-off.~~

~~2) Notice from customers. Notice from the customer other than request for hearing (3.01.060 subsection 2) f)) to the utility shall be given by the customer or the customer's authorized representative orally or in writing to the Finance Department or the City Manager.~~

~~(Ord. 2000-10 § 2, 05/15/2000; Ord. 95-09 § 3, 1995; Ord. 89-42 § 5, 1989; Ord 58-65 § 8, 1958)~~

Section 3.01.080 Service connections and meters.

1) Installation.

a) The utility may furnish and install a service of such size and at such location as the owner, owner's agent, or tenant requests; provided such requests are reasonable. The service will be installed from its water distribution main to the curb line or property line of the premises which may abut on the street, on other thoroughfares, or on the utility right-of-way or easement.

b) Charges for new services, 3/4 inch in size, shall be paid in advance and shall be $474 inside the City limits and twice that amount outside the City limits.

c) Charges for new services, 1 inch in size, shall be paid in advance and shall be $532 inside the City limits and twice that amount outside the City limits.

d) The installation of all service pipes and meters 1 1/2 inch in diameter or larger, extending from the main to a point adjacent to the property line, and including the construction of a suitable housing for the meter, shall be made by the utility. The charge, therefore, shall be the actual cost of labor and material furnished plus 15 percent for overhead expenses. Services outside the City limits shall be charged at two times the actual installation charge.

e) Where the basement extends to the curb line or under the sidewalk, the utility shall furnish, at the expense of the property owner, a steel cover for the meter chamber. The owner of the property shall install a suitable meter chamber so constructed that the meter can be read or removed from the sidewalk area.

f) An advance payment of the estimated cost of the work shall be made before installation of a service connection. When the estimated cost is not sufficient to cover the total charge, the deficit shall be charged to the owner, owner's agent, or tenant for which such installation was made. Any excess payment shall be refunded to the individual or corporation who applied for the installation.

g) When the owner or agent requests a firm price for an installation, the utility may quote such a price based on its estimated cost plus overhead, as provided in this Section. In no case after a firm price has been established shall refunds or additional charges for such installation be made by the utility.

2) Meters.

a) Three-inch meters or larger, furnished by the owner, must be delivered to the utility for approval and testing prior to the installation.

b) No rent or other charge will be paid by the utility for a meter or other facilities, including housing and connections, located on a customer's premises.

c) Meters shall be owned by the utility and will be maintained at its expense.

d) All meters shall be sealed by the utility at the time of installation, and no seal shall be altered or broken except by one of its authorized employees or agents.

3) Change in location of meters or services. Meters or services moved for the convenience of the customer will be relocated only at the customer's expense for a charge equal to the actual cost plus 15 percent.

4) Change in size of meter. If for any reason a change in size of a meter and service is required,

the installation will be accomplished on the basis of a new connection.

5) Ownership. The service connection, whether located on public or private property, is the property of the utility; and the utility reserves the right to repair, replace and maintain it, as well as to remove it upon discontinuance of service. Fire service water lines shall be owned by the utility up to the point of connection to the backflow prevention device in instances where the backflow prevention device is located outside of a building. In instances where the backflow prevention device is located inside of a building, the property owner shall own and maintain the fire service water line from the valve at the point of connection to the City's water main.

6) Charges for service pipes connected without permit. If premises are connected without the application prescribed in the preceding Section, such premises shall be immediately disconnected. Before a new connection is made, the applicant shall pay double the rate for the estimated quantity of water consumed. A new connection shall only be made upon compliance with provisions herein.

7) Abandoned and nonrevenue-producing services. Where a service connection to any premises has been abandoned or not used for a period of one year or longer, the utility may remove such service connection. New service shall be placed only upon the owner's making an application and paying for a new connection in the regular manner.

8) Leaking or unused services. Where there is a leak between the main and the meter, the utility shall make all repairs free of charge. When a service pipe at the proper grade is damaged or destroyed by contractors or others, or where service pipes are destroyed by electrolysis, the person, contractor or company responsible for such damage or destruction shall pay the utility for the cost of repairing or replacing such pipes on the basis of the cost to the City in labor and in material, plus 15 percent for overhead expenses.

(Ord. 2004-10 §1, 07/19/2004; Ord. 2000-10 §2, 05/15/2000; Ord. 94-15 §1, 06/06/94; Ord. 92-35 §4, 1992; Ord. 90-05, 1990; Ord. 77-17, 1977; Ord. 73-80, 1973; Ord. 70-95, 1970, 1970; Ord. 65-79, 1965; Ord. 62-73, 1962; Ord. 58-65 §9, 1958)

Section 3.01.090 Irrigation service connection and meters.

1) Notwithstanding any other provisions herein to the contrary, all persons who are customers may request a service connection for irrigation purposes on property owned or controlled by them and served by the City water system under the provisions of this Section.

2) For the customers identified in subsection 1) above, water service for irrigation purposes shall be made in accordance with the provisions of Section 3.01.080.

(Ord. 2000-10 § 2, 05/15/2000; Ord. 92-35 § 5, 1992; Ord. 85-25 § 3, 1985)

Section 3.01.100 Multiple units.

1) Number of services to separate premises. Separated premises under single control or management will each be supplied through individual service connections unless the utility elects otherwise.

2) Services to multiple units. Separate houses, buildings, living or business quarters on the same premises or on adjoining premises, under a single control or management, may be served at the option of the applicant by either of the following methods:

a) Through separate service connections to each or any unit if that pipeline system for each service is independent of the others and is not interconnected; or

b) Through a single service connection to the entire premises on which only one minimum charge will be applied.

3) The liability for payment of charges for all water furnished to combined units, supplied through a single service connection, of approved capacity, is that of the owner of the property.

(Ord. 68-14, 1968; Ord. 58-65 § 10, 1958)

Section 3.01.110 Repealed (Ordinance 2000-10) Rate schedule for 1998

Section 3.01.120 Repealed (Ordinance 2000-10) Implementing equity structure rate schedule for 1998

~~**Section 3.01.130 Rate schedule:**~~

~~Effective for all water bills rendered on or after February 1, 2006, water service rates shall be as follows:~~

~~1) Inside City: Base Rate Charge Single Family Residential~~

~~a) 5/8" - 3/4": $9.81~~
~~b) 1": $14.12~~
~~c) 1 1/2": $21.31~~
~~d) 2": $29.95~~
~~e) 3": $52.95~~
~~f) 4": $78.83~~
~~g) 6": $150.74~~
~~h) 8": $237.04~~
~~i) 10": $337.72~~

~~2) Inside City: Irrigation~~

~~a) 5/8" - 3/4": $9.49~~
~~b) 1": $14.14~~
~~c) 1 1/2": $21.88~~
~~d) 2": $31.16~~
~~e) 3": $55.95~~
~~f) 4": $83.80~~
~~g) 6": $161.24~~
~~h) 8": $254.15~~
~~i) 10": $362.56~~

~~3) Inside City: Commercial and All Other Classes~~

~~a) 5/8 - 3/4": $15.18~~
~~b) 1": $19.04~~
~~c) 1 1/2": $25.49~~
~~d) 2": $33.20~~
~~e) 3": $53.83~~
~~f) 4": $77.01~~
~~g) 6": $141.45~~
~~h) 8": $218.75~~
~~i) 10": $308.94~~
~~j) 12": $368.11~~

~~4) Consumption rate. Applies to all water units consumed:~~

~~a) Single Family Residential--for all meter sizes (0 - 7 hcf): $1.05; (8 - 13 hcf): $1.38; (> 13 hcf): $1.74;~~
~~b) Irrigation--for all meter sizes (0 - 7 hcf): $1.00; (8 - 13 hcf): $1.30; (>13 hcf): $1.74;~~
~~c) Multi-family/Fraternity/Sorority--for 3/4" meters (0 - 7 hcf): $1.25; (8 - 13 hcf): $1.30; (> 13 hcf): $1.49;~~

~~d) Multi-family/Fraternity/Sorority--for 1" meters (0 - 18 hcf): $1.25; (19 - 33 hcf): $1.30; (> 33 hcf): $1.49;~~

~~e) Multi-family/Fraternity/Sorority--for 1 1/2" meters (0 - 35 hcf): $1.25; (36 - 65 hcf): $1.30; (> 65 hcf): $1.49;~~

~~f) Multi-family/Fraternity/Sorority--for 2" meters (0 - 56 hcf): $1.25; (57 - 104 hcf): $1.30; (> 104 hcf): $1.49;~~

~~g)Multi-family/Fraternity/Sorority--for 3" meters (0 - 112 hcf): $1.25; (113 - 208 hcf): $1.30; (> 208 hcf): $1.49;~~

~~h) Multi-family/Fraternity/Sorority--for 4" meters (0 - 175 hcf): $1.25; (176 - 325 hcf): $1.30; (> 325 hcf): $1.49;~~

~~i) Multi-family/Fraternity/Sorority--for 6" meters (0 - 350 hcf): $1.25 (351 - 650 hcf): $1.30; (> 650 hcf): $1.49;~~

~~j) Multi-family/Fraternity/Sorority--for 8" meters (0 - 560 hcf): $1.25; (561 - 1040 hcf): $1.30; (> 1040 hcf): $1.49;~~

~~k) Multi-family/Fraternity/Sorority--for 10" meters (0 - 805 hcf): $1.25; (806 - 1495 hcf): $1.30; (> 1495 hcf): $1.49;~~

~~l) Commercial and all other customers--for 3/4" meters (0 - 14 hcf) $1.25; (> 14 hcf): $1.55;~~

~~m) Commercial and all other customers--for 1" meters (0 - 43 hcf) $1.25; (> 43 hcf): $1.55;~~

~~n) Commercial and all other customers--for 1 1/2" meters (0 - 67 hcf) $1.25; (> 67 hcf): $1.55;~~

~~o) Commercial and all other customers--for 2" meters (0 - 179 hcf) $1.25; (> 179 hcf): $1.55;~~

~~p) Commercial and all other customers--for 3" meters (0 - 208 hcf) $1.25; (> 208 hcf): $1.55;~~

~~q) Commercial and all other customers--for 4" meters (0 - 341 hcf) $1.25; (> 341 hcf): $1.55;~~

~~r) Commercial and all other customers--for 6" meters (0 - 1000 hcf) $1.25; (> 1000 hcf): $1.55;~~

~~s) Commercial and all other customers--for 8" meters (0 - 1040 hcf) $1.25; (> 1040 hcf): $1.55;~~

~~t) Commercial and all other customers--for 10" meters (0 - 23,207 hcf) $1.25; (> 23,207 hcf): $1.55;~~

~~u) Commercial and all other customers--for 12" meters (0 - 23,207 hcf) $1.25; (> 23,207 hcf): $1.55.~~

~~5) High level surcharge~~

~~a) Second level - additional $0.22 per unit of consumption.~~

~~b) Third level - additional $0.27 per unit of consumption.~~

~~c) 1.5 inch and larger meters subject to individual review.~~

~~d) Surcharges shall be determined by reference to the official water map on file at the offices of the Department of Public Works.~~

~~6) Outside City. Rates for water service rendered outside the City shall be double the rates provided above for service inside the City.~~

~~7) Detector Meters. The rate for water service delivered through detector meters for fire protection service shall be the rates as determined from time to time by motion of Council and are not covered by the foregoing rate schedule.~~

~~8) Notes.~~

~~a) A factor of 2.0 is applied to water rates for all service provided outside the City limits except high-level surcharge. The high-level surcharge shall be applied uniformly inside and outside the~~

~~City.~~

~~b) The foregoing water rate schedule shall be available to the public.~~

~~9) All bills rendered prior to February 1, 2006, for water service shall be charged for and may be collected and enforced according to the rates and provisions of Chapter 3.01 as amended, immediately prior to the taking effect of this section.~~

~~(Ord. 2006-03 §1, 01/03/2006; Ord. 2004-28 §1, 12/06/2004; Ord. 2003-43 §1, 12/01/2003; Ord. 2002-42 §1, 12/02/2002; Ord. 2001-15 §1, 09/17/2001; Ord. 2000-33 §2, 11/20/2000; Ord. 2000-10 §2, 05/15/2000; Ord. 98-47 §2, 12/07/1998; Ord. 97-02 §4, 1997; Ord. 96-41 §2, 1996; Ord. 94-09 §1, 03/21/94; Ord. 94-05 §1, 01/18/94; Ord. 92-35 §7, 1992; Ord. 91-57 §5, 1991)~~

~~Section 3.01.140 Bills and payment.~~

~~1) Rendering of bills.~~

~~a) Meter readings.~~

~~1] Meters will be read at regular intervals for the preparation of bills and as required for the preparation of opening, closing, and special bills.~~

~~2] It may not always be possible to read meters on the same day of each period. Should a monthly billing period contain less than 26 days or more than 34 days, a pro rata correction will be made.~~

~~b) Bills for water service will be rendered monthly.~~

~~c) Prorated billings shall be computed by the following formula:~~

~~1] Consumption x the current consumption rate = Consumption Charge.~~

~~2] Consumption x the current applicable high-level surcharge, if any = High Level Surcharge.~~

~~3] Base Rate ÷ 30 x number of days service = Prorated Base Rate Charge.~~

~~4] Consumption Charge + High-Level Surcharge + Prorated Base Rate Charge = Total Charge.~~

~~2) Payment of bills.~~

~~a) All bills are due and payable on or before the 25th day following the billing date. Payment may be made at the utility's office.~~

~~b) Final bills will be processed at the time of discontinuance of service.~~

~~c) When bills are delinquent, the utility will follow the procedures as outlined in Section 3.01.060.~~

~~3) Billings of separate meters not combined. Each meter on customer's premises will be considered separately, and the readings of two or more meters will not be combined unless specifically provided for in the rate schedule, or unless the utility's operating convenience required the use of more than one meter or of a battery of meters. The minimum monthly charge for such combined meters will be based on the diameter of the total combined discharge areas of the meters.~~

~~(Ord. 2000-10 § 2, 05/15/2000; Ord. 91-57 § 6, 1991; Ord. 89-42 § 7, 1989; Ord. 88-24 § 2, 1988; Ord. 84-65 § 2, 1984; Ord. 81-57 § 2, 1981; Ord. 80-64 § 3, 1980; Ord. 68-14, 1968; Ord. 58-65 § 12, 1958)~~

~~Section 3.01.150 Meter error.~~

~~1) Meter test.~~

~~a) Prior to installation, each meter will be tested and no meter found to register more than 3 percent fast or slow under conditions of normal operation will be placed in service.~~

~~b) On customer request.~~

~~1] A customer may, giving not less than one week's notice, request the utility to test the meter serving her or his premises.~~

~~2] For each additional test after the first performed in a calendar year, the utility~~

~~may charge the customer an amount to cover the reasonable cost of test, as follows:~~

~~a] 3/4": $25.00~~

~~b] 1" - 1.5": $50.00~~

~~c] Larger than 1.5": Estimated cost.~~

~~3] The charge will be refunded if the meter is found to register more than 3 percent fast. The customer will be notified not less than five days in advance of the time and place of the test.~~

~~4] A customer or representative shall have the right to be present when the test is made.~~

~~5] A written report giving the results of the test shall be available to the customer within 10 days after completion of the test.~~

~~2) Adjustment of bills for meter error.~~

~~a) Fast meters. When, upon test, a meter is found to be registering more than 3 percent fast, under conditions of normal operation, the utility will refund to the customer the full amount of the overcharge based on corrected meter readings for a period not exceeding three months that the meter was in use.~~

~~b) Slow meters.~~

~~1] When, upon test, a meter used for domestic or residential service is found to be registering more than 25 percent slow, the utility may bill the customer for the amount of the undercharge, based upon corrected meter readings for a period not exceeding three months, that the meter was in use.~~

~~2] When, upon test, a meter used for other than domestic or residential service is found to be registering more than 5 percent slow, the utility may bill the customer for the amount of the undercharge, based upon correct meter readings for a period not exceeding six months, that the meter was in use.~~

~~c) Nonregistering meters. The utility may bill the customer for water consumed while the meter was not registering. The bill will be at the minimum monthly meter rate, or will be computed upon an estimate of consumption based either upon the customer's prior use during the same season of the year or upon a reasonable comparison with the use of other customers receiving the same class of service during the same period and under similar circumstances and conditions. The bill will be for the period of time that the meter was not registering.~~

~~d) Adjustments due to underground leaks. Where a leak exists underground between the meter and the building or where the leak is otherwise undetectable and the same is repaired within a reasonable time after the owner, agent or occupant of the premises has been notified of such leakage, the utility may allow an adjustment of 50 percent of the estimated excess water consumption for a period not exceeding two months that the meter was in use. When the nature of the leak is such that the leak drained into the wastewater system, then the wastewater charges may be adjusted for 50 percent of the estimated excess wastewater consumption for a period not exceeding two months that the meter was in use. When the leak does not drain into the wastewater system, then 100 percent of the estimated excess wastewater consumption may be adjusted for a period not exceeding two months.~~

~~(Ord. 2000-10 § 2, 05/15/2000; Ord. 95-09 § 4, 1995; Ord. 92-35 § 8, 1992; Ord. 58-65 § 13, 1958)~~

~~Section 3.01.160 Discontinuance of service.~~

~~1) Nonpayment of bills. A customer's water service may be discontinued if the water bill is not paid in accordance with the procedures as listed in Section 3.01.060 herein.~~

2) Unsafe apparatus.

a) The utility may refuse to furnish water and may discontinue service to any premises where apparatus, appliances or equipment using water is dangerous, unsafe or is being used in violation of laws, this Code, or legal regulations.

b) The utility does not assume liability for inspecting apparatus on the customer's property. The utility does reserve the right of inspection, however, if there is reason to believe that an unsafe or illegal apparatus is in use.

3) Service detrimental to others. The utility may refuse to furnish water and may discontinue service to any premises where excessive demands by one customer will result in inadequate service to others.

4) Fraud and abuse. The utility shall have the right to refuse or to discontinue water service to any premises to protect itself against fraud or abuse.

5) Noncompliance. The utility may, unless otherwise provided, discontinue water service to a customer for noncompliance with any of these regulations if the customer fails to comply within five days after receiving written notice of the utility's intention to discontinue service. If such noncompliance affects matters of health or safety or other conditions that warrant such action, the utility may discontinue water service immediately.

6) Failure to comply with zoning, building, mechanical, fire or plumbing codes. If the Building Official determines that new development, construction and/or remodeling is not in compliance with any portion of the building, zoning, mechanical, fire or plumbing codes, the utility may discontinue water service to that customer within five days after receiving written notice of the utility's intention to discontinue service.

7) Customer request for service discontinuance.

a) A customer may have water service discontinued during normal business hours by notifying the utility reasonably well in advance of the desired date of discontinuance. The customer will be required to pay all water charges until the date of such discontinuance.

b) If notice is not given, the customer will be required to pay for the water service until the date the utility has learned that the customer has vacated the premises or otherwise has discontinued service.

8) Restoration; reconnection charge. The utility shall charge, as designated in 3.01.060, for restoring water service which has been discontinued because of noncompliance with these rules.

9) Penalty for turning on water without authority. Should the water be turned on by any water consumer or other person without authority from the utility, the water may then be shut off at the main or the meter removed. The charge for shutting water off at the main shall be the actual cost, plus 15 percent overhead and a $100 penalty. The charge for removing and replacing the meter shall be actual cost plus 15 percent overhead and a $50 penalty. All such charges shall be chargeable to the offending customer where the water is supplied, and water shall not again be furnished to such premises until such charges are paid.

(Ord. 2000-10 § 2, 05/15/2000; Ord. 92-35 § 9, 1992; Ord. 78-99, 1978; Ord. 74-73 § 4, 1973; Ord. 58-65 § 14, 1958)

Section 3.01.170 Fire protection service.

Fire protection connections will be allowed inside and outside of buildings under the following conditions:

1) The utility shall require a service meter of approved pattern to be furnished and maintained by the owner of any service system or combination hose and sprinkler system. The connection with the City main and the setting of the meter and the construction of a suitable meter chamber shall be made by the utility upon the payment of the charges prescribed in Section 3.01.080 herein.

2) When the owner of a building desires, or when the Building Code calls for a certain size pipe to supply water to a wet or dry sprinkler system without hose connections, such pipe or pipes may be covered by an approved proportional meter or a detector check. The owner or agent of such building shall agree in writing that water supplied through this service will not be used for any purpose except for extinguishing a fire. If at any time it is found that hose connections have been added to the system, or

that registration is recorded on the meter or detector check, the immediate installation of an approved meter, as mentioned in Section 3.01.080, or the removal of the service, may be required by the utility. Water use so registered shall be charged for at double the regular meter rates.

~~3) No charge shall be made for water used in the extinguishing of fires.~~

~~4) Standby (minimum) charges for automatic fire service. Charges are based on wet or dry sprinkling systems without hose or other connections; combined systems will pay the regular service meter minimums and the regular meter rates:~~

~~a) 2": $2.00 per month~~

~~b) 3": $3.00 per month~~

~~c) 4": $4.00 per month~~

~~d) 6": $6.00 per month~~

~~e) 8": $8.00 per month~~

5) Water for fire storage tanks. Water may be obtained from a fire service for filling a tank connected with the fire service, but only if written permission is secured from the utility in advance and an approved means of measurement is available. The rates for general use will apply.

6) In instances where the backflow prevention device is located outside the building, the utility will own and maintain the fire service water line up to the point of the backflow prevention device. In instances where the backflow prevention device is located within a building, the property owner will own and be responsible for the maintenance and repair of the fire service water line from the valve at the point of connection to the City's water main.

7) Pressure and supply. The utility assumes no responsibility for loss or damage because of lack of water or pressure, and merely agrees to furnish such quantities and pressures as are available in its general distribution system. The service is subject to shutdowns and variations required by the operation of the system.

(Ord. 2004-03 §1, 04/05/2004; Ord. 95-09 §5, 1995; Ord. 58-65 §15, 1958)

Section 3.01.180 Temporary service.

1) Time limit. Temporary service connections shall be disconnected and terminated within six months after installation unless an extension of time is granted, in writing, by the utility.

2) Charge for water served. Charges for water furnished through a temporary service connection shall be at the established rates for other customers.

3) Installation charge and deposits. The applicant for temporary service will be required to:

a) To pay the utility, in advance, the estimated cost of installing and removing all facilities necessary to furnish such service; or, at the utility's option, if service is supplied through a fire hydrant, the applicant will be charged in accordance with the following rate schedule:

1] Flat charge per connection for installation and removal of service facilities, including the meter: $70.00;

2] Each additional move of facilities to another location: $50.00.

b) Deposit an amount sufficient to cover bills for water during the entire period such temporary service may be used, or to establish credit approved by the utility.

c) Deposit with the utility an amount equal to the value of any equipment loaned by the utility to such applicant for use on temporary service. This deposit is refundable under terms of Subsection 4) below.

4) Responsibility for meters and installation. The customer shall use all possible care to prevent damage to the meter or to any other loaned facilities of the utility which are involved in furnishing the temporary service from the time they are installed until they are removed, or until 48 hours' notice in writing has been given to the utility that the contractor or other person is through with the meter or meters and the installation. If the meter or other facilities are damaged, the cost of making repairs shall be paid by the customer.

(Ord. 92-35 §10, 1992; Ord. 58-65 § 16, 1958)

Section 3.01.190 Pools and tanks.

1) When an abnormally large quantity of water is desired for filling a swimming pool, log pond, or for other purposes, arrangements must be made with the utility prior to taking such water.

2) Permission to take water in unusual quantities will be given only if it can be safely delivered through the utility's facilities and if other consumers are not inconvenienced.
(Ord. 58-65 § 17, 1958)

Section 3.01.200 Fire hydrants.

1) Use of and damage of fire hydrants. No person or persons, other than those designated and authorized by the proper authority, or by the utility, shall open any fire hydrant, attempt to draw water from it or in any manner damage or tamper with it. Any violation of this regulation will be prosecuted (punishable as in Section 3.01.310).

2) Moving of fire hydrants. When a fire hydrant has been installed in the location specified by the proper authority, the utility has fulfilled its obligation. Any property owner or other party desiring a change in the size, type or location of the hydrant shall bear all costs of such changes. Any change in the location of a fire hydrant must be approved by the utility.
(Ord. 2000-10 § 2, 05/15/2000; Ord. 95-09 § 6, 1995; Ord. 58-65 § 18, 1958)

Section 3.01.210 Responsibility for equipment.

The customer shall, at her or his own risk and expense, furnish, install and keep in good and safe condition all equipment that may be required for receiving, controlling, applying and utilizing water. The utility shall not be responsible for any loss or damage caused by the improper installation of such water equipment, or the negligence, want of proper care or wrongful act of the customer or any of her or his tenants or agents in installing, maintaining, using, operating or interfering with such equipment. The utility shall not be responsible for damage to property caused by spigots, faucets, valves and other equipment that are open when water is turned on at the meter, either when the water is turned on originally or when turned on after a temporary shutdown.
(Ord. 58-65 § 19, 1958)

Section 3.01.220 Damage to utility's property.

The customer shall be liable for any damage to a meter or other equipment or property owned by the utility which is caused by an act of the customer, or her or his tenants or agents. Such damage shall include the breaking or destruction of locks by the customer or others, on or near a meter, and any damage to a meter that may result from hot water or steam from a boiler or heater on the customer's premises. The utility shall be reimbursed by the customer for any such damage promptly on presentation of a bill.
(Ord. 58-65 § 20, 1958)

Section 3.01.230 Control valves.

1) The customer shall install a suitable valve, as close to the meter location as practicable, the operation of which will control the entire water supply from the service.

2) The operation by the customer of the curb stop in the meter box is not permitted.

(Ord. 58-65 § 21, 1958)

Section 3.01.240 Cross connections.

1) Health regulations. Unprotected cross connections between the public water supply and any unapproved source of water are prohibited.

2) Use of private water and City water. Customers desiring to use both a utility water supply and a supply of water other than that furnished by the utility may obtain water at meter rates upon the following conditions and not otherwise. Under no circumstances shall a physical connection, direct or indirect, exist or be made in any manner, even temporarily, between the utility water supply and that of a private water supply. Where such a connection is found to exist, or where provision is made to connect the two systems by means of a spacer or otherwise, the utility water supply shall be shut off from the premises without notice. In case of such discontinuance, service shall not be re-established until satisfactory proof is furnished that the cross connection has been completely and permanently severed.
(Ord. 58-65 § 22, 1958)

Section 3.01.250 Water waste.

Where water is wastefully or negligently used on a customer's premises, the utility may discontinue the service if such conditions are not corrected within five days after giving the customer written notice.
(Ord. 2000-10 § 2, 05/15/2000; Ord. 58-65 § 23, 1958)

Section 3.01.251 Declaration of water emergency; order.

The utility may, by written order of the Public Works Director, declare a water emergency and impose such limits on water use or consumption as it deems necessary under the circumstances. The utility shall provide as much notice to the public of the order and limits imposed as is practicable under the circumstances. Any deficiency in the notice given shall not affect the validity of the order.
(Ord. 94-17 § 1, 06/06/94)

Section 3.01.252 Water use contrary to emergency order prohibited.

Use of water by any person contrary to the limits imposed by any water emergency order is prohibited. Each such use shall be considered a separate violation, punishable as described in section 3.01.310.
(Ord. 2000-10 § 2, 05/15/2000; Ord. 94-17 § 1, 06/06/94)

Section 3.01.260 Access to premises.

1) The utility or its duly authorized agents shall at all reasonable times have the right to enter or leave the customer's premises for any purpose properly connected with the service of water to the premises.

2) Any inspection or recommendation made by the utility or its agents on plumbing or appliances or use of water on the customer's premises, either as the result of a complaint or otherwise, will be made or offered without charge.
(Ord. 58-65 § 25, 1958)

Section 3.01.270 Interruption in service.

The utility shall not be liable for damage resulting from an interruption in service. Temporary shutdowns may be resorted to by the utility for improvements and repairs. Whenever possible, and as time permits, all customers affected will be notified prior to such shutdowns. In addition, the utility will not be liable for interruption, shortage or insufficiency of supply, or for any loss or damage occasioned thereby, if caused by accident, act of God, fire, strikes, riots, war or any other cause not within its control.
(Ord. 2000-10 § 2, 05/15/2000; Ord. 58-65 § 25, 1958)

Section 3.01.280 Resale of water.

Except by special agreement with the utility, no customer shall resell any of the water received by her or him from the utility, nor shall water be delivered to premises other than those specified in the application for service.
(Ord. 58-65 § 26, 1958)

Section 3.01.290 Validity.

The invalidity of any Section, clause, sentence, or provision herein shall not affect the validity of any other parts herein which can be given effect without such invalid part or parts.
(Ord. 2000-10 § 2, 05/15/2000)

Section 3.01.300 Conflicts.

All other ordinances and parts of other ordinances inconsistent or conflicting with any part of this ordinance are hereby repealed to the extent of the inconsistency or conflict.
(Ord. 2000-10 § 2, 05/15/2000)

Section 3.01.310 Penalty.

Any person violating any of the provisions of this Code shall, upon conviction thereof, be punished by a fine not exceeding $500, or by imprisonment in the County jail for a period not exceeding six months, or by both such fine and imprisonment. Each day on which a violation occurs or continues shall be deemed a separate and distinct offense.
(Ord. 2000-10 § 2, 05/15/2000; Ord. 58-65 § 27, 1958)

Chapter 4.03

Sewer Regulations ~~and Charges~~

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Section 4.03.010 Article 4.03.010 General

Section 4.03.010.010 General.

Pursuant to the general laws of the State of Oregon and the powers granted in the Charter of the City of Corvallis, Council does hereby declare its intention to acquire, own, construct, equip, operate, and maintain within and without the City limits of the City of Corvallis, Oregon, a wastewater treatment plant or plants, sewers, equipment, and appurtenances necessary, useful, or convenient for the collection, treatment, and disposal of sewage.
(Ord. 83-3, 1983)

Section 4.03.010.020 Definitions.

1) Act - The Federal Water Pollution Control Act, also known as the Clean Water Act (CWA), as amended, 33 U.S.C. 1251 et seq., 86 Stat. 816, Pub. L. 92-500.

2) Additional loading - An increased demand for wastewater treatment resulting from replacement of an existing structure or facility, addition to an existing facility, or a change in the use of an existing facility.

3) Applicable discharge standard - For any specified pollutant, it is the City's prohibitive discharge standards, the City's specific standard limitations on discharge, or the National Categorical Pretreatment Standards, whichever is most stringent.

~~4) Basic minimum - The monthly charge for a single-family or multiple dwelling unit which includes 4 hundred cubic feet (hcf) permissible use.~~

5) Best management practices (BMPs) - Best management practices are inherently pollution prevention practices. Best management practices include, but are not limited to: good housekeeping measures; good management techniques intended to avoid contact between pollutants and water media as

a result of leaks, spills, and improper waste disposal; production modifications; operational changes; materials substitution; and materials and water conservation.

6) Biochemical oxygen demand (BOD) - The quantity of oxygen, expressed in milligrams per liter, utilized in the biochemical oxidation of organic matter under standard laboratory procedure for five (5) days at a temperature of 20 degrees Centigrade.

7) Building sewer - A sewer conveying wastewater from a building to the wastewater treatment system or to a private sewage disposal system.

8) Combined sewer - A sewer receiving both surface runoff and sewage.

9) Commercial unit - Any building or facility used other than as a dwelling unit or for industrial purposes.

10) Compatible pollutant - BOD, total suspended solids,and such additional pollutants as are now or may be in the future specified and controlled in the City's National Pollutant Discharge Elimination System (NPDES) permit for its wastewater treatment system where said system has been designed and used to reduce or remove such pollutants.

11) Connection - The point at which a building sewer is joined to a public sewer or a building sewer that is joined to a public sewer.

12) Consumptive rate - The charge per hcf for consumption of 5 hcf and above.

13) Cooling water - The water discharged from any use such as air conditioning, cooling, or refrigeration, to which the only pollutant added to the water is heat.

~~14) Day(s) - is calendar day(s).~~

15) Discharge - The term discharge or indirect discharge means the introduction of pollutants into the Publicly Owned Treatment Works (POTW) from any non-domestic source.

16) Discharger - Any user that discharges pollutants into the POTW from any non-domestic source.

17) Domestic waste - Water-carried waste from the noncommercial preparation, cooking, and handling of food or containing human excrement and similar matter from the sanitary conveniences of dwellings, commercial buildings, industrial facilities, and institutions.

18) Dwelling unit - One or more rooms, with access limited by a locking door, including at least one sanitary facility and one kitchen facility designed for occupancy by one or more individuals.

19) Environmental Protection Agency (EPA) - The US Environmental Protection Agency, or where appropriate the term may also be used as a designation for the Administrator or other duly authorized official of said agency.

~~20) Equivalent dwelling unit (EDU) - A residential or nonresidential living configuration estimated to place approximately equal demand on the City's wastewater treatment system as a single family dwelling unit. Guidelines for determining equivalent dwelling units per class of service shall be established by Council policy.~~

21) Garbage - Solid wastes from the preparation, cooking, or dispensing of food, and from the handling, storage, and sale of produce.

22) Hundred cubic feet (hcf) - *the units used to measure water consumption. One hundred cubic feet equals one unit of water measured by the water meter and also equals 748 gallons of water.*

23) Improperly shredded garbage - The wastes from the preparation, cooking, and dispensing of food that have not been shredded to such degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with particles greater than ½ inch in any dimension.

24) Incompatible pollutant - Any pollutant which is not a "compatible pollutant."

25) Industrial user (IU) - All users who discharge industrial wastes into the City's wastewater treatment system (POTW).

26) Industrial waste - Any solid, liquid, or gaseous waste resulting from any industrial, manufacturing, trade, health service, educational institution, business, laboratory, research establishments or facility, or from the development, recovery, or processing of natural resources, excluding domestic waste; any non-domestic waste.

27) Industrial wastewater discharge permit (IWDP) - The permit issued to a significant industrial user containing applicable discharge standards and requirements.

28) Industry specific limits - Discharge limits for pollutants, applied on a case-by-case basis, for which local limits, as described in Section 4.03.030.120, have not been developed.

29) Interference - A discharge which, alone or in conjunction with a discharge or discharges from other sources, both: 1) inhibits or disrupts the POTW, its treatment processes or operations, or its sludge processes, use or disposal; and 2) therefore is a cause of a violation of any requirements of the POTW's NPDES permit (including an increase in the magnitude or duration of a violation) or of the prevention of sewage sludge use or disposal in compliance with the following statutory provisions and regulations or permits issued thereunder (or more Stringent State of Oregon or local regulations): Section 405 of the CWA, the Solid Waste Disposal Act (including Title II, more commonly referred to as the Resource Conservation and Recovery Act (RCRA), including any State regulations contained in the State of Oregon sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act, and the Marine Protection, Research and Sanctuaries Act.

30) Lower explosive limit (LEL) - Minimum concentration of a vapor-air mixture, which if ignited propagates flame independent of an external source of heat.

31) Metered volume – is water consumed measured in hcf, or it may be the metered water and waste discharged to a sanitary sewer or combined sewer.

~~31) Multi-Family - A multi-family unit shall include:~~

~~a) Any structure classified R-1 under the Building Code;~~

~~b) Any trailer court or manufactured home park;~~

~~c) Any dormitory, boarding house, fraternity, sorority, "quad" or similar structure providing common sanitary and kitchen facilities;~~

~~d) Any structure served by one water meter constructed as, or used as, two or more dwelling units, regardless of building code classification; provided that the temporary vacancy of one or more of the dwelling units shall not alter the classification of such structure unless the owner shall have filed an affidavit attesting that such dwelling units have been removed from the rental market.~~

32) National Categorical Pretreatment Standards (Categorical Pretreatment Standards or Categorical Standards) - National pretreatment standards specifying quantities or concentrations of pollutants or pollutant properties which may be discharged or introduced into a POTW by specific industrial dischargers pursuant to 40 CFR chapter I, subchapter N.

33) National Pollutant Discharge Elimination System (NPDES) - The program for issuing, conditioning, and denying permits for the discharge of pollutants from source points into waters of the United States pursuant to Section 402 of the Federal Water Pollution Control Act.

34) Natural outlet - Any outlet into a watercourse, pond, ditch, lake, or other body of surface or groundwater.

35) New source - Any building, structure, facility, or installation from which there is or may be a discharge of pollutants, the construction of which commenced after the publication of proposed Pretreatment Standards under Section 307 (c) of the Act which will be applicable to such source if such standards are thereafter promulgated in accordance with that section. (Criteria for determining a new source can be found in 40 CFR 403.3.)

36) Nonsignificant Industrial User (non-SIU) - An industrial user that does not meet any of the conditions described in the definition of a Significant Industrial User (SIU).

37) Pass through - A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the POTW's NPDES permit (including an increase in the magnitude or duration of a violation).

38) Person - As used herein, any individual, firm, company, partnership, municipal or private corporation, association, group, society, institution, enterprise, agency, district, commission, and political

subdivisions created by or pursuant to State law and includes the State of Oregon.

39) pH - The logarithm (base 10) of the reciprocal of the concentration of hydrogen ions. pH is an expression of the intensity of the alkaline or acid condition of a liquid. The pH may range from 0 to 14, where 0 is most acid, 14 most alkaline, and 7 neutral.

40) Pollutant - The term pollutant means dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, and industrial, municipal and agricultural waste discharged into water.

41) Pollution - The human-made or human-induced alteration of the chemical, physical, biological, and/or radiological integrity of water.

42) Pollution prevention - Pollution prevention is any method, action or activity that eliminates or reduces pollution prior to its creation. Pollution prevention involves the practice of source reduction. Source reduction is any practice which eliminates or reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment prior to recycling, treatment, or disposal.

43) POTW - The term Publicly Owned Treatment Works or POTW means a treatment works as defined by section 212 of the Act, which is owned by a State or municipality (as defined by section 502(4) of the Act). This definition includes any devices and systems used in the storage, treatment, recycling and reclamation of municipal sewage or industrial wastes of a liquid nature. It also includes sewers, pipes and other conveyances only if they convey wastewater to a POTW treatment plant. The term also means the municipality as defined in section 502(4) of the Act, which has jurisdiction over the indirect discharges to and the discharges from such a treatment works.

44) Pretreatment - The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to or in lieu of discharging or otherwise introducing such pollutants into a POTW.

45) Pretreatment requirement - Any substantive or procedural pretreatment requirement, other than a national pretreatment standard, applicable to industrial users.

46) Pretreatment standards - All applicable federal rules and regulations implementing Section 307 of the Federal Water Pollution Control Act as well as any nonconflicting State or local standards. In cases of conflicting standards or regulations, the more stringent thereof shall be applied.

47) Public sewer - A sewer provided by or subject to the jurisdiction of the City of Corvallis. It shall also include sewers inside or outside the City boundaries that ultimately discharge into the City sanitary or combined sewer system.

48) Sanitary sewer - A sewer which carries domestic and industrial waste and to which storm, surface, and ground waters are not intentionally admitted.

49) Septage - Sludge and debris produced in individual on-site wastewater disposal systems, including, but not limited to, septic tanks, cesspools, and chemical toilets.

50) Sewage - The water-carried human, animal, industrial, or household wastes that may include ground water infiltration and surface drainage.

51) Sewer - Any pipe or conduit used to collect and transport sewage or any other wastewater including storm, surface, and ground water drainage.

52) Single-family unit (SFU) - One or more rooms with bathroom and kitchen facilities designed for occupancy by one family such as detached houses, townhouses, condominiums, zero lot line houses, etc., where the units are sold and deeded as single-family units and have individual water meters.

53) Significant industrial user (SIU) - Any Industrial User of the City's wastewater treatment system who:

a) has an industrial waste discharge of 25,000 gallons or more per average work day (excluding sanitary, noncontact cooling and boiler blowdown wastewater), or

b) discharges wastes containing toxic pollutants as defined pursuant to Section 307 and Section 502 of the Federal Water Pollution Control Act or Oregon Statues and rules, or

c) is found by the City, or the Oregon Department of Environmental Quality (DEQ) to have reasonable potential for adversely affecting, either singly or in combination with other contributing industries, the wastewater treatment system, the quality of sludge, the system's effluent quality, or air emissions generated by the system, or

d) is subject to Categorical Pretreatment Standards in Sections 307 (b) and (c) of the Federal Water Pollution Control Act, or

e) is found by the City or DEQ to have reasonable potential for violating any pretreatment standard or requirement, or

f) discharges to the POTW, industrial waste containing significant amounts (as determined by the City) of pollutants monitored by the City for mass loading to the POTW, or

g) discharges an industrial waste equal to or greater than five percent (5%) of the average daily dry weather hydraulic, total suspended solids (TSS), or organic (BOD) capacity of the POTW wastewater treatment system.

54) Significant noncompliance (SNC) - An industrial user is in significant noncompliance if its violation meets one or more of the following criteria:

a) Chronic Violations - Violations of wastewater discharge limits in which sixty-six percent or more of all measurements taken during any six-month period exceed (by any magnitude) the daily maximum limit or the average limit for the same pollutant parameter;

b) Technical Review Criteria Violations (TRC) - TRC violations are those in which thirty-three percent or more of all measurements for each pollutant parameter taken during any six-month period equal or exceed the product of the daily maximum or the average limit multiplied by 1.4 for BOD, TSS, fats, oil and grease, and 1.2 for all other pollutants except pH;

c) Any other violation of an effluent limit (average or daily maximum, including industrial user sampling and any sampling done by the City) that the City determines has caused, alone or in combination with other discharges, interference or pass through including endangering the health of City personnel or the general public;

d) Any discharge of a pollutant that has caused imminent danger to human health, welfare or to the environment or has resulted in the City exercising its emergency authority to halt or prevent such a discharge;

e) Failure to meet, within 90 days after the schedule date, a compliance schedule milestone contained in the IWDP or enforcement order for starting construction, completing construction, or attaining final compliance;

f) Failure to provide, within 30 days after the due date, required reports such as baseline monitoring reports, 90-day compliance reports, self-monitoring reports, and reports on compliance with compliance schedules;

g) Failure to accurately report noncompliance;

h) Any other violation or group of violations which the City determines will adversely affect the operation or implementation of the City's pretreatment program.

55) Sludge - Residual solids resulting from the treatment of wastewater.

56) Slug load - Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge.

57) Standard construction specifications - The standards and specifications adopted by the City for all work done through city construction contract or permit.

58) Storm sewer - A sewer that carries storm, surface, and ground water drainage but excludes domestic and industrial wastes.

59) Stormwater runoff - That portion of the natural precipitation that is drained into the sewer.

60) Subsequent minimum - The monthly minimum charge for each EDU other than the first EDU.

61) Total suspended solids (TSS) - The total matter in water; or wastewater which is retained on a filter in accordance with an EPA method approved for the NPDES program.

62) User - Any person who discharges, causes, or permits the discharge of wastewater into the City's POTW.

~~63) User charge - The fee levied on users of the wastewater treatment system for their proportionate share of the costs of operation, maintenance, replacement, and capital facilities of the system.~~

64) Waste - See pollutant.

65) Wastewater - Industrial waste, or sewage or any other waste including that which may be combined with any ground water, surface water or storm water, that may be discharged to the POTW.

66) Wastewater system - Any device, facility, structure, equipment or works owned or used by the City for the purpose of transmission, storage treatment, recycling, disposal; and reclamation of wastewater, including but not limited to, intercepting sewers, outfall sewers, sewage collection systems, pumping, power and other equipment, and their appurtenances; extensions improvements, remodeling, additions, and alterations thereof; and any works, including land that will be an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment.

67) Wastewater treatment system (WWTS) - Any device, facility, structure, equipment, or works owned or used by the City for the purpose of the transmission, storage, treatment, recycling, disposal, and reclamation of wastewater, including, but not limited to, intercepting sewers, outfall sewers, sewage collection systems, pumping, power, and other equipment, and their appurtenances; extensions, improvements, remodeling, additions, and alterations thereof; and any works, including land that will be an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment.

(Ord. 2000-10 § 3, 05/15/2000; Ord. 97-24 § 1, 12/1/97; Ord. 95-10 § 1, 1995; Ord. 92-35 § 11, 1992; Ord. 90-23 § 1, 1990; Ord. 90-03 § 1, 1990; Ord. 83-3 § 1, 1983)

Section 4.03.010.030 Promulgation of rules and regulations.

The City Manager may promulgate rules and regulations to carry out the provisions herein.

(Ord. 83-3 § 2, 1983)

Section 4.03.020 Article 4.03.020 Sewer use.

Section 4.03.020.010 Use of public sewers required.

1) No person shall place, deposit, or permit to be deposited upon public or private property within the City, or in any area under the jurisdiction of said City, any human or animal excretion or garbage.

2) No person shall discharge to any natural outlet or onto property within the City or upon any property under the jurisdiction of the City any sewage, industrial waste, or other polluted water, except where treatment is provided in accordance with provisions herein.

3) Except as hereinafter provided, no person shall construct or maintain any privy, septic tank, cesspool, or other facility intended or used for the disposal of sewage.

4) No person shall cause or permit any sewage or industrial waste generated, resulting, or occurring from any activity or industry located outside the City of Corvallis, to flow or be discharged inside the City of Corvallis except flow or discharge into a public sewer as approved by the utility.

5) The user of any house, building, or property capable of human occupancy, employment, recreation, or other purpose, situated within the City, and abutting on any street, alley, or right-of-way in which there is now located or may in the future be located a sanitary or combined sewer of the City is hereby required at user's expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper sewer in accordance with the provisions herein, within 90 days after date of

official notice to do so, provided that the sewer is within 150 feet of the property. A user can avoid incurring the charges provided herein by discontinuing the generation or discharge of any waste from the site and capping the wastewater connection. The capping of the wastewater connection must pass City inspection.

6) Stormwater and all other unpolluted discharge waters shall be discharged to combined sewers or storm sewers, or to a natural outlet subject to review and approval of the City Engineer.
(Ord. 2000-10 § 3, 05/15/2000; Ord. 91-19 § 1, 1991; Ord. 83-3 § 3, 1983)

Section 4.03.020.020 Private sewage disposal.

1) Where a sanitary sewer or combined sewer is not available under the provisions of Section 4.03.020.010, the building sewer shall be connected to a private sewage disposal system complying with the provisions of this Section and at no expense to the City.

2) Before commencement of construction of a private sewage disposal system, the user shall first obtain a written permit from the City Engineer. The application for such permit shall be made in writing and supplemented by any plans, specifications, and other information as are deemed necessary by the City Engineer. A permit fee as provided in the Fees Chapter shall be paid to the City Engineer at the time the application is filed.

3) An agent of the City shall be allowed to inspect the construction, and no underground portions shall be covered until such inspection has been completed.

4) The type, capacities, location, and the layout of a private sewage disposal system shall comply with all requirements of the Oregon Department of Environmental Quality.

5) No private sewage disposal system shall be permitted to discharge to any public sewer or natural outlet.

6) A permit for private sewage disposal system shall be revoked if the installation is not completed to the satisfaction of the City Engineer and the building shall not be connected to the private sewage disposal system.

7) The user shall operate and maintain the private sewage disposal facilities in conformance with the rules and regulations of the Oregon Department of Environmental Quality at all times, at no expense to the City.

8) Within 90 days after a sanitary sewer or combined sewer becomes available to a property served by a private sewage disposal system, a direct connection shall be made to the sanitary or combined sewer in compliance with this chapter; and any private sewage disposal facilities shall be abandoned and filled with suitable material.

9) No statement contained in this Section shall be construed to interfere with any additional requirements that may be imposed by the Oregon Department of Environmental Quality.
(Ord. 97-24 § 2, 12/1/97; Ord. 91-19 § 2, 1991; Ord. 83-3 § 4, 1983)

Section 4.03.020.030 Building sewers and connections.

1) No person shall uncover, make any connections to or opening into, use, alter, or disturb any public sewer or appurtenance without first obtaining a wastewater connection permit from the City Engineer. This Section shall not apply to duly authorized City employees acting in the performance of their duties or persons participating in City approved activities.

2) Any user of the building sewer or his/her agent shall make application on a form furnished by the City Engineer. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the City Engineer. A permit fee as provided in the Fees Chapter shall be paid to the City Engineer at the time the application is filed.

3) All costs and expenses incident to the wastewater connection shall be borne by the user. The

user shall indemnify the City from any loss or damage that may directly or indirectly be caused by the wastewater connection.

4) A separate wastewater connection shall be provided for every building, except where one building stands at the rear of another on an interior lot.

5) Old sewers may be used in connection with new buildings only when they are found, on examination and test, to meet all requirements herein.

6) The size and slope of the wastewater connection shall be subject to the approval of the City Engineer.

7) The wastewater connection shall be laid at uniform grade and in straight alignment insofar as possible and a minimum of 3 feet from any bearing wall, which might thereby be weakened. Changes in direction shall be made only in accordance with the City's Standard Construction Specifications.

8) All excavations for wastewater connections shall be open trench unless approved by the City Engineer, and no backfill shall be placed until the work has been inspected by the City Engineer.

9) The wastewater connection shall be made in conformance with the rules and regulations of the Oregon Department of Environmental Quality and the City's Standard Construction Specifications. Wastewater connections to public sewers must be done by either a licensed sewer contractor or by the City at the user's expense.

10) The applicant for the wastewater connection permit shall notify the City Engineer when the sewer is ready for inspection. The connection shall be made under the supervision of the City Engineer.

11) All excavations for sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the City.

(Ord. 2000-10 § 3, 05/15/2000; Ord. 97-24 § 2, 12/1/97; Ord. 91-19 § 3, 1991; Ord. 83-3 § 5, 1983)

Section 4.03.020.040 Prohibited discharges.

1) General Limitations on Wastewater Discharges. No person shall discharge or convey, or permit or allow to be discharged or conveyed, to a public sewer any wastewater containing pollutants of such character or quantity that will:

a) Disrupt the normal operation, process or efficiency of the wastewater treatment system;

b) Constitute a hazard to human or animal life or to the stream or watercourse receiving the wastewater treatment system effluent;

c) Violate National Categorical Pretreatment Standards, State of Oregon or City of Corvallis Pretreatment Standards and Procedures;

d) Cause interference or pass through; or

e) Have an adverse effect on sludge management and disposal.

2) No person shall discharge or cause to be discharged any storm water, surface water, ground water, roof runoff, or other unpolluted discharge to any sanitary sewer.

(3) No person shall discharge or cause or allow to be discharged any of the following to any public sewer:

a) Any liquid or vapor having a temperature higher than 150 F or containing heat in quantities to cause the wastewater entering the wastewater treatment plant to exceed 104 F.

b) Any explosive mixtures, liquids, solids, or gases, which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the wastewater treatment system or to the operation of the system. At no time shall two successive readings on an explosion hazard meter, at the point of discharge into the system, be more than five (5) percent nor any single reading over ten (10) percent of the Lower Explosive Limit (LEL) of the meter. Prohibited materials include, but are not limited to gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates,

perchlorates, bromates, carbides, hydrides, and sulfides.

c) Any solid or viscous wastes which will or may cause an obstruction to the flow in a sewer or wastewater treatment system. Prohibited materials include, but are not limited to, grease, improperly shredded garbage, animal guts or tissues, paunch manure, bones, hair, hides, or fleshings, entrails, lime, stone, or marble dust, metal, glass, straw, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastics, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud, or similar substances.

d) 1] Any corrosive wastes which will cause corrosion or deterioration of the wastewater treatment system. All wastes discharged to the public sewer system must have a ~~P~~pH value in the range of 6.0 to 9.5 standard units. Discharges with a pH greater than 9.5 may be allowed on a case by case permitted basis for discharges that are not corrosive. Prohibited materials include, but are not limited to, acids, sulfides, concentrated chloride and fluoride compounds, and substances which will react with water to form acidic products.

2] When pH is continuously monitored, a violation day will have occurred when:

a] The total cumulative time outside the range of 6.0 to 9.5 exceeds ninety (90) minutes during a calendar day; or

b] The exceedence results in a pH less than 5.0 standard units for any length of time during a calendar day.

3] When pH is not continuously monitored, a violation will have occurred when the results of any single discrete (grab) sample exceeds the range of 6.0 to 9.5 for any length of time.

4] Under no circumstances may samples for pH be composited, nor may any results of pH analyses be averaged.

e) Any toxic substances in amounts exceeding standards promulgated by the United States Environmental Protection Agency pursuant to Section 307(a) of the Act.

f) Any noxious or malodorous solids, liquids, or gases, which, either singly or by interaction with other wastes, are capable of creating a public nuisance or hazard to life, or are or may be sufficient to prevent entry into a sewer for its maintenance and repair.

g) Any radioactive wastes or isotopes of such half-life, mass, or concentration as may exceed limits established by the City in compliance with applicable state or federal regulations.

h) Any pollutant, including oxygen demanding pollutants (BOD, etc.) released in a discharge at a flow rate and/or pollutant concentration which will cause interference, pass through, or subsequent loss of treatment efficiency.

i) Any wastes with color not removable by the treatment process, such as, but not limited to, dye wastes and tanning solutions.

j) Pollutants which create a fire or explosion hazard in the POTW, including but not limited to, waste streams with a closed cup flash point of less than 140 degrees Fahrenheit or 60 degrees Centigrade using the test methods specification 40 CFR 261.21.

k) Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause interference or pass through.

l) Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.

m) Any trucked or hauled pollutants, except at discharge points designated by the POTW.

n) Wastewater from dry cleaning machines after June 30, 1998. This prohibition applies to wastewater that is contaminated with any detectable amount of dry cleaning solvent.

o) Any organic compounds, including but not limited to aromatic and aliphatic hydrocarbons, esters, ethers, ketones, amines, and nitrated and chlorinated hydrocarbons, of such mass or concentration as may exceed limits established by the City.

(Ord. 97-24 § 2, 12/1/97; Ord. 92-04 § 1, 1992; Ord. 83-3 § 6, 1983)

Section 4.03.020.050 Control of prohibited wastes.

1) If wastewater containing any substance described in Section 4.03.020.040 of this Chapter are discharged or proposed to be discharged into the wastewater treatment system of the City or to any sewer system tributary, the City may take any action necessary to:

a) Prohibit the discharge of such wastewater.

b) Require a discharger to demonstrate that in-plant modifications will reduce or eliminate the discharge of such substances in conformity with this Chapter. Requirements may include, but are not limited to, best management practices (BMPs) and pollution prevention practices.

c) Require pretreatment, including storage facilities, or flow equalization necessary to reduce or eliminate the objectionable characteristics or substances so that the discharge will not violate these rules and regulations.

d) Require the person making, causing, or allowing the discharge which causes an obstruction, damage, or other impairment to the POTW or its operation, to pay all costs or expenses incurred by the City for the work required to clean or repair the wastewater treatment system and correct the treatment process.

e) Require dischargers of fats, oils, or grease, causing the City to exercise its authority in Section 4.03.020.050 1) d) of this Chapter, to complete for the City's review and approval, a fats, oils, and grease management plan.

f) Take such other action as may be deemed to be desirable or necessary to achieve the purpose of this Chapter.

2) Interceptors.

a) Grease, oil, and sand interceptors shall be provided when, in the opinion of the utility, they are necessary for the handling of such wastes; except that such interceptors shall not be required for private living quarters. All interceptors shall be of a type and a capacity approved by the utility, and shall be located so as to be easily cleaned and inspected.

b) All grease, oil, and sand interceptors shall be installed by the owner, at the owner's expense, and maintained in continuously efficient operation by the owner, at owner's expense.
(Ord. 2000-10 § 3, 05/15/2000; Ord. 97-24 § 2, 12/1/97; Ord. 83-3 § 2, 1983)

Section 4.03.020.051 High strength wastes.

The discharge of non-domestic wastewater with compatible pollutants shall be subject to the review and approval of the City Engineer. If the City Engineer determines that the mass loading and/or volume of flow is excessive, and the wastewater will not cause interference, pass through, or reduce the efficiency of the wastewater treatment system, the wastewater may be allowed subject to additional charges. These additional charges will be based on the average treatment cost of the pollutant and flow. The additional charge shall be applied to the total load and flow discharged.
(Ord. 2005-04 §1, 2005; Ord. 2000-10 §3, 05/15/2000; Ord. 98-44 §1, 11/16/1998; Ord 97-24 §2, 12/1/97)

Section 4.03.020.060 National categorical pretreatment standards.

Compliance by existing sources with categorical pretreatment standards shall be within 3 years of the date the standard is effective unless a shorter compliance time is specified in the appropriate subpart of 40 CFR chapter I, subchapter N. Existing sources which become industrial users subsequent to promulgation of an applicable categorical pretreatment standard shall be considered existing industrial users except where such sources meet the definition of a new source. New sources shall install and have in operating condition, and shall "start-up" all pollution control equipment required to meet applicable pretreatment standards before beginning to discharge. Within the shortest feasible time (not to exceed 90

days), new sources must meet all applicable pretreatment standards. When the City's discharge standards or limitations are more stringent than categorical pretreatment standards, categorical users shall comply with the more stringent City standards or limitations at the commencement of discharge. The City shall notify all affected users of the applicable reporting requirements under 40 CFR, Section 403.12.
(Ord. 97-24 § 2, 12/1/97; Ord. 90-03 § 2, 1990)

Section 4.03.020.061 Compliance schedule for meeting categorical pretreatment standards.

Not later than 14 days following each date in the compliance schedule and the final date for compliance, the industrial user shall submit a progress report to the City including, at a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for delay, and the steps being taken by the industrial user to return the construction to the schedule established. In no event shall more than 9 months elapse between such progress reports to the City.
(Ord. 97-24 § 2, 12/1/97)

Section 4.03.020.070 Reporting of accidental discharge or slug load.

If, for any reason, an industrial user does not comply with or will be unable to comply with any prohibition or limitations herein, the facility responsible for such discharge shall immediately notify the City so that the corrective action may be taken to protect the treatment system. In addition, a written report addressed to the City detailing the date, time, and cause of the accidental discharge or slug load, the quantity and characteristics of the discharge; and corrective action taken to prevent future discharges shall be filed by the responsible facility within five (5) days of the occurrence of the noncomplying discharge.
(Ord. 97-24 § 2, 12/1/97; Ord. 90-03 § 3, 1990; Ord. 83-3 § 8, 1983)

Section 4.03.020.080 Protection from accidental discharge or slug load.

1) Each industrial user shall provide protection from accidental discharge or slug load of prohibited materials or other wastes regulated hereby. Facilities to prevent accidental-discharge or slug load of prohibited materials shall be provided and maintained at the owner or operator's own cost and expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the utility.

2) A notice shall be permanently posted by industrial users in a prominent place, advising employees when to call in the event of an accidental discharge or slug load. Employers shall advise employees, who may cause accidental discharges or slug loads, of the notification procedure.
(Ord. 2000-10 § 3, 05/15/2000; Ord. 97-24 § 2, 12/1/97; Ord. 90-03 § 4, 1990; Ord. 83-3 § 9, 1983)

Section 4.03.020.081 Reporting of changes in wastewater characteristics.

All industrial users shall promptly notify the City in advance of any substantial change in the volume or character of pollutants in their discharge, including the listed or characteristic hazardous wastes for which the industrial user has submitted initial notification under section 4.03.020.082. Formal written notification shall be made at least 30 days prior to such introduction and the industrial user shall obtain approval from the City to do so.
(Ord. 97-24 § 2, 12/1/97)

Section 4.03.020.082 Notification of the discharge of hazardous wastes.

1) The industrial user shall notify the City, the EPA Regional Waste Management Division Director, and the Oregon Department of Environmental Quality hazardous waste authorities in writing of any discharge into the POTW of a substance, which, if otherwise disposed of, would be a hazardous waste. Such notification shall include the name of the hazardous waste as set forth in 40 CFR part 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other). The notification shall also contain the following information: identification of the hazardous constituents contained in the waste, an estimation of the mass and concentration of such constituents, and an estimation of the mass of constituents expected to be discharged during the next twelve months. All notifications shall take place within 180 days after the effective date of this chapter. Industrial users who begin discharging after the effective date of this chapter shall provide the notification no later than 180 days after the discharge of the listed or characteristic hazardous waste. Any notification under this section need be submitted only once for each hazardous waste discharged. (However, notifications of changed discharges must be submitted under section 4.03.020.081.) The notification requirement in this section does not apply to pollutants already reported under self-monitoring requirements of sections 4.03.030.030, 4.03.030.070, and 4.03.030.080.

2) Industrial users who discharge no more than 15 kilograms of non-acute hazardous wastes in a calendar month are not required to notify EPA or the Oregon Department of Environmental Quality. Industrial users who discharge any amount of non-acute hazardous wastes are required to notify the City. Industrial users who discharge any amount of acute hazardous wastes are required to notify the City, EPA, and the Oregon Department of Environmental Quality.

3) In the case of EPA listing any additional characteristics of hazardous waste or listing a new substance as a hazardous waste, the industrial user shall notify the City, the EPA, and the Oregon Department of Environmental Quality of the discharge of such substance within 90 days of the effective date of such listing.

4) In the case of any notification made under this section, the industrial user shall certify that it has a program in place to reduce the volume and toxicity of hazardous waste generated to the degree it has determined to be economically practical.
Ord. 97-24 § 2, 12/1/97)

Section 4.03.020.090 Licensing of sewer and septic tank workers.

No person shall construct or attempt to construct a wastewater connection within the City of Corvallis until she or he has first obtained a license pursuant to the requirements of ORS Chapter 701 as amended. No person shall engage in septic tank cleaning, construction, or repair within the City of Corvallis until she or he has first obtained a license as a septic tank worker as required by ORS Chapter 701 as amended.
(Ord. 2000-10 § 3, 05/15/2000; Ord. 83-3 § 11, 1983)

Section 4.03.030 Article 4.03.030 Industrial sewer use

Section 4.03.030.010 General provisions.

1) This part of the Chapter provides for regulation of industrial users of the wastewater system. Certain industrial users will be issued discharge permits authorizing monitoring and enforcement activities, user reporting, and establishing required limitations on pollutant discharge to the City wastewater system, pursuant to this chapter.

2) The City Manager shall prepare a document entitled, "City of Corvallis Pretreatment Program Implementation Manual." This document shall implement the City's pretreatment program, in accordance

with the Act and Federal Regulations promulgated thereunder.
(Ord. 2000-10 § 3, 05/15/2000; Ord. 97-24 § 3, 12/1/97; Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.020 Fees.

The City Manager may adopt fees for reimbursement of the costs related to the pretreatment program, monitoring, inspections, processing permit applications, and other fees as the City Manager judges necessary to implement requirements contained herein.
(Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.030 Permits.

All significant industrial users proposing to connect to or discharge into the City's wastewater system, shall obtain an industrial wastewater discharge permit prior to connecting to or discharging into the City's wastewater system. All existing significant users connected to or discharging into the City's wastewater system shall obtain an industrial wastewater discharge permit within 180 days after the effective date of this chapter.
(Ord. 2000-10 § 3, 05/15/2000; Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.040 Permit application.

Users required to obtain an industrial wastewater discharge permit shall complete and file with the city an application and fee of two hundred dollars ($200.00). Application shall be made on forms provided by the city. Existing sources shall apply for an industrial wastewater discharge permit within 30 days after the effective date of this chapter. Proposed new sources shall apply at least 90 days prior to proposed connecting to or contributing to the POTW. The City will evaluate the data furnished by the user and may require additional information. After review and approval of the data furnished, the City shall issue an industrial wastewater discharge permit in accordance with the provisions herein.
(Ord. 97-24 § 3, 12/1/97; Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.050 Permit conditions.

Industrial wastewater discharge permits shall be expressly subject to all provisions herein and all other applicable regulations, user charges and fees established by the City. Permits may contain the following:

1) Limits on the wastewater constituents and/or characteristics;

2) Limits on discharge flow rates, time of discharge, or requirements for flow equalization or other flow regulations;

3) Requirements for implementing pollution prevention and/or best management practices;

4) Requirements for installation and maintenance of inspection and sampling facilities;

5) Specifications for monitoring programs including, but not limited to, sampling locations, frequency of sampling, number, types and standards for testing of samples, and reporting requirements and schedules;

6) Compliance schedules;

7) Requirements for maintaining and retaining plant records relating to the wastewater discharge and allowance for the access to plant records by the City;

8) Requirements for notification of the City of any new wastewater constituent or change in volume or character of the wastewater being discharged or change in production.

9) Requirements for notification of the City of slug loads and accidental discharges.

10) Requirements for requesting amendments to the permit for an increase or change in contribution to the wastewater system.

11) Conditions for notification to the City upon violation of the permit.

12) Other conditions as the City requires to ensure compliance herein.

(Ord. 2000-10 § 3, 05/15/2000; Ord. 97-24 § 3, 12/1/97; Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.051 Permit appeal process.

1) The industrial user may petition to appeal the terms of the permit within 30 days of issuance of the final permit. The petition must be submitted in writing to the City. Failure to submit a petition for review shall be deemed to be a waiver of the appeal. The petition must indicate the permit provisions objected to, the reasons for the objection, and the alternative condition, if any, to be placed in the permit.

2) The effectiveness of the permit shall not be stayed pending reconsideration by the City. After considering the petition and any arguments put forth by the permit writer, the City will determine if the permit should be modified. If reconsideration is denied, the original permit shall remain in effect. If modifications to the permit are warranted, the permit will be reissued.

3) The City's decision not to reconsider the final permit shall be considered final administrative action for purposes of judicial review. The industrial user seeking judicial review must do so by filing a petition with the Court of Appeals for the State of Oregon within 60 days. Failure to submit a petition for judicial review shall be deemed to be a waiver of the appeal.

(Ord. 97-24 § 3, 12/1/97)

Section 4.03.030.060 Permit duration.

1) Permits will be issued for a specified time period (in no case more than five years). The user shall apply for reissuance of the permit a minimum of 180 days prior to the expiration of the existing permit. The terms and conditions of the permit may be modified by the City during the term of the permit if just cause exists, and shall include a reasonable time schedule for compliance.

2) Industrial wastewater discharge permits are not transferrable or saleable to new users or new operation without the prior written approval of the City and provision of a copy of the existing permit to the new owner or operator.

(Ord. 97-24 § 3, 12/1/97; Ord. 91-19 § 4, 1991; Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.070 Reporting requirements; compliance date.

Users with permits containing compliance schedules shall submit a compliance report to the City within 90 days after the date for compliance. New sources shall submit a report to the City indicating the nature, concentration, and flow rates of regulated pollutants following commencement of discharge to the wastewater system. Compliance reports shall state whether the limits or requirements are being met and, if not, what is necessary to bring the user into compliance. The report shall be signed by an authorized representative of the user.

(Ord. 2000-10 § 3, 05/15/2000; Ord. 97-24 § 3, 12/1/97; Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.080 Operational reports.

Users required by permit to sample and/or monitor discharge, shall submit to the City each June and December, or as required by permit, a report indicating the nature and amount of pollutants in the discharge to the wastewater system. The report shall include results of all required monitoring and sampling during the reporting period.

(Ord. 2000-10 § 3, 05/15/2000; Ord. 97-24 § 3, 12/1/97; Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.090 Monitoring facilities.

Significant industrial users shall provide, operate, and maintain, at the user's expense, monitoring facilities to allow inspection, sampling, and flow measurement of the building sewer and/or internal drainage systems. The monitoring facilities shall be large enough to allow accurate sampling and preparation of samples for analysis. All monitoring facilities shall be maintained at all times in a safe and operating condition, at the expense of the user. Complete plans on all phases of the proposed installation, including all equipment proposed for use, shall be submitted to the City for approval prior to construction. Construction of monitoring facilities shall be completed within 90 days following written notice by the City.
(Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.100 Inspection and sampling.

The City may inspect the facilities of any user to determine if the requirements herein are being met. The City shall be allowed ready access, at all reasonable times, to all parts of the premises for the purposes of inspection, sampling, inspection and copying of records, or for performance of other duties as provided herein. The City shall have the right to set up on the user's property such devices as are necessary to conduct sampling, inspection, compliance monitoring and/or metering operations. Users having security measures in force which require proper identification and clearance before entry into their premises shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from the City will be allowed undelayed entrance for the purposes of performing their responsibilities.
(Ord. 97-24 § 3, 12/1/97; Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.110 Pretreatment.

1) Users shall provide necessary wastewater treatment as required to comply with this chapter. Any treatment facilities required shall be provided, operated, and maintained at the user's expense. Complete detailed plans and specifications for treatment facilities shall be submitted to the City for review and acceptance prior to construction. Acceptance of the facility by the City does not relieve the user's responsibility to modify the facilities in order to achieve compliance with provisions herein. Modifications to facility or method of operation shall be reported to, and be acceptable to, the City prior to the user making the change. Users may be required by the City to maintain records of production and related factors, effluent flows, and pollutant amounts or concentrations.

2) All records relating to compliance with this Chapter shall be made available to the City upon request.
(Ord. 97-24 § 3, 12/1/97; Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.120 Local limits.

The City has calculated local limits for various pollutants which may be discharged to the POTW. The limits have been calculated based on total mass loads which can be accepted by the POTW from all sources. The document specifying the local limits and methodology entitled, City of Corvallis Local Limits and Methodology, will be used by the City to establish specific discharge limits from each significant industrial user.

(Ord. 97-24 § 3, 12/1/97; Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.121 Industry specific limits.

The City may establish industry specific limits for pollutants for which the City has not developed local limits.
(Ord. 97-24 § 3, 12/1/97)

Section 4.03.030.130 Confidential information.

1) Information and data concerning a user obtained from reports, questionnaires, permit applications, permits, monitoring programs, and inspections shall be available to the public without restriction unless the user specifically requests and is able to demonstrate to the satisfaction of the City that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets of the user.

2) When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public. However, such portions of a report shall be available for use by any Federal, State or local governmental agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information.

3) Information accepted by the City as confidential shall not be transmitted to the general public. However, EPA and the Oregon Department of Environmental Quality shall have immediate and unlimited access to all information collected by the City under the pretreatment program.
(Ord. 97-24 § 3, 12/1/97; Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.131 Public notification of industrial users in significant noncompliance.

The City shall publish at least annually, in the largest daily newspaper located in the City, a list of all industrial users that were in significant noncompliance with pretreatment standards and requirements during the previous twelve months.
(Ord. 97-24 § 3, 12/1/97)

Section 4.03.030.140 Harmful discharges enforcement.

1) The City may suspend the wastewater treatment service and/or an industrial wastewater discharge permit when such suspension is necessary, in the opinion of the city manager, in order to stop an actual or threatened discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons or to the environment, causes or may cause interference to the POTW, or causes or may cause the City to violate any condition of its NPDES Permit.

2) Any person notified of a suspension of wastewater treatment service and/or the industrial wastewater discharge permit shall immediately stop or eliminate the discharge. In the event of a failure of the person to comply voluntarily with the suspension order, the City shall take such steps as deemed necessary including severance of the wastewater connection. The City will usually allow a minimum of 48 hours before a severance or restriction is effective; however, the City may immediately effect a severance or restriction to prevent or minimize damage to the POTW system or endangerment to any individuals. The City shall reinstate the industrial wastewater discharge permit and/or the wastewater treatment service upon proof of the elimination of the noncomplying discharge. The users shall submit a detailed written statement describing the causes of the harmful contribution and the measures taken to

prevent any future occurrence within 15 days of the date of occurrence.
(Ord. 2000-10 § 3, 05/15/2000; Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.150 Revocation of permit.

The permit of any user who commits any of the following actions is subject to permit revocation in accordance with the procedures herein:

1) Failure of a user to factually report the wastewater constituents and characteristics of user's discharge;

2) Failure of the user to report significant changes in operations, or wastewater constituents and characteristics;

3) Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring; or

4) Violation of any condition of the permit.

(Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.160 Notification of violation.

Whenever the City finds that any user has violated or is violating this Chapter, industrial wastewater discharge permit, or any prohibition or limitation of requirements contained herein, the City may, by mail, serve upon such person a written notice stating the nature of the violation. Within 30 days of the date of the notice, a plan for the satisfactory correction thereof shall be submitted to the City by the user.
(Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.170 Show cause hearing.

1) Whenever the City finds that any user fails to reply to a notification of violation, or fails to implement a plan as provided in Section 4.03.030.160 above, the City may serve, upon such a person, a written notice specifying the time and place of a hearing to be held by the City regarding the violation, the reasons why the action is to be taken, the proposed enforcement action, and directing the user to show cause why the proposed enforcement action should not be taken. The notice of the hearing shall be served personally or by registered or certified mail (return receipt requested) at least ten (10) days before the hearing. Service may be made on any agent or officer of a corporation.

2) Further orders and directives as are necessary and appropriate may be issued.

(Ord. 90-03 § 6 (part), 1990)

Section 4.03.030.171 Compliance order.

The City may issue a compliance order to direct any user to achieve or restore compliance by a date specified in the order. A compliance order is issued unilaterally and the terms of the order need not be discussed with the user in advance.
(Ord. 97-24 § 3, 12/1/97)

Section 4.03.030.172 Consent order.

The City may issue a consent order when any user assumes responsibility for their noncompliance and is willing (in good faith) to correct the cause(s) of the noncompliance. A consent order is a negotiated settlement between the City and the user.

(Ord. 97-24 § 3, 12/1/97)

Section 4.03.030.173 Verbal warning.

The City may issue a verbal warning in response to isolated or infrequent occurrences of noncompliance by any user.
(Ord. 97-24 § 3, 12/1/97)

Section 4.03.030.180 Legal action.

If any user discharges sewage, industrial wastes or other wastes into the City's wastewater treatment system contrary to the provisions of this chapter, Federal or State of Oregon Pretreatment Requirements, or any order of the City, the City may commence court action for appropriate legal and/or equitable relief, including the recovery of costs and expenses incurred by the City arising from the user's violation.
(Ord. 97-24 § 3, 12/1/97; Ord. 90-03 § 6 (part), 1990)

Section 4.03.040 Article 4.03.040 *Septage* User charges.

~~**Section 4.03.040.010 Imposition of charge.**~~

~~There is hereby levied and imposed upon all users inside or outside the City served by public sewer just and equitable charges for wastewater service to recover the cost of maintenance, operation, replacement, and extension of the City's wastewater treatment system; and there is hereby established a Wastewater Fund for the foregoing purposes.~~
~~(Ord. 2000-10 § 3, 05/15/2000; Ord. 91-19 § 5, 1991; Ord. 83-3 § 40, 1983)~~

~~**Section 4.03.040.015 Sewer Rate Classification System.**~~

~~The discharge of non-domestic wastewater shall be subject to additional charges. Wastewater of higher strength than domestic requires more treatment, which results in higher costs to the City. These additional charges will be based on the average treatment cost related to treating biochemical oxygen demand (BOD) and suspended solids (SS). These costs will be recovered from customers who are designated as having either Medium, High, or Very High strength wastewater. Refer to Article 4.03.040 for the rate structure.~~

~~1) Strength Categories. Four strength categories were created with the adoption of an equity rate structure in June 1998 and are based on the levels of BOD and total suspended solids in the wastewater.~~

~~Strength Category~~	~~Strength Range of BOD and/or TSS~~
~~Domestic~~	~~< 200 mg/l~~
~~Medium~~	~~201 - 500 mg/l~~
~~High~~	~~501 - 1000 mg/l~~
~~Very High~~	~~> 1000 mg/l~~

~~2) Assignment of Strength Category. To be assigned to a strength category, the commercial or industrial wastewater discharger must indicate their North American Industry Classification System (NAICS) code. This code identifies the type of business to be conducted at the site. The NAICS code is then applied to the national survey data to determine the industry-standard wastewater effluent strength for this business type. (The 1995-96 national survey was conducted in 29 cities in the United States and consisted of analyzing effluent samples from over 570 different business types. From this survey, average BOD and TSS levels were determined for each NAICS code.) The industry standard data is compared to the chart above and a strength category is assigned.~~

~~3) Appeal of Assignment. If a commercial or industrial wastewater discharger disputes the assignment made, they can pursue an appeal process described by a Public Works Department administrative procedure.~~

~~4) New Business or Change in Business Type. New businesses will be assigned a strength category during the permit process or when they establish a new utility billing account. Businesses operating within the City that change the type of business conducted at a site will be assigned a strength category during the "Change of Occupancy" process.~~

~~(Ord. 2005-04 §1, 2005)~~

~~Section 4.03.040.020 Collection of user charge.~~

~~The wastewater service charges shall be collected with the water bill of water users or billed separately for those connected only to the wastewater system. The charges for wastewater services initiates on the date service is requested. For new construction, charges for wastewater service initiates when the building sewer inspection passes. Charges are incurred on unmetered wastewater accounts until being certified by the City that such service has been disconnected and capped from the wastewater system, unless the City Manager or the City Manager's designee determines the conditions warrant otherwise.~~

~~(Ord. 2000-10 § 3, 05/15/2000; Ord. 83-3 § 41, 1983)~~

~~Section 4.03.040.030 Liability for and deposition of user charge.~~

~~Incurred charges shall be paid by those who apply for the service. All charges so collected shall be deposited and kept in a separate fund to be used only for the purposes mentioned above.~~

~~(Ord. 2000-10 § 3, 05/15/2000; Ord. 91-19 § 6, 1991; Ord. 83-3 § 42, 1983)~~

~~Section 4.03.040.040 Payment of user charge.~~

~~Every person subject to a user charge provided herein shall pay the same, when due, to the City Manager.~~

~~(Ord. 83-3 § 43, 1983)~~

~~Section 4.03.040.050 Discontinuance of service.~~

~~In addition to any other remedies or penalties provided hereby or any other laws of the City, failure of any user of water or wastewater service inside or outside the City to pay said charges promptly when due shall subject such user to discontinuance of either or both such services; and the City Manager is hereby empowered and directed to enforce this provision as to any and all delinquent users.~~

~~(Ord. 2000-10 § 3, 05/15/2000; Ord. 83-3 § 44, 1983)~~

~~**Section 4.03.040.060 Delinquent accounts.**~~

~~In addition to any other remedies or penalties provided hereby or any ordinance of the City or by any other applicable law, failure of any user of wastewater service within the City to pay any charges promptly when due shall subject the user to discontinuance of water service and/or wastewater service; and the City Manager of the City is hereby empowered and directed to enforce this provision as to all delinquent accounts, using the procedures provided in Section 3.01.060, as amended, concerning water service accounts. The employees of the City shall at all reasonable times have access to any premises served by the City for inspection, repair or the enforcement of the provisions herein.~~
~~(Ord. 2000-10 § 3, 05/15/2000; Ord. 89-42 § 14, 1989)~~

~~**Section 4.03.040.070 Restoration of service.**~~

~~1) Water or wastewater service shall not be restored until all charges, including the expense of removal, closing, and restoration shall have been paid.~~

~~2) The City Manager or her/his agent, in cases of extreme hardship, shall have the discretion of renewing service to a delinquent account upon acceptance of a valid plan for the payment of past-due amounts in installments.~~
~~(Ord. 2000-10 § 3, 05/15/2000; Ord. 83-3 § 46, 1983)~~

~~**Section 4.03.040.080 Collection.**~~

~~1) As provided in ORS 454.225, when wastewater charges are not paid when due, the amounts thereof, together with interest at the statutory rate and penalties from the due date, may be recovered using the procedures provided in Section 3.01.060, in an action at law brought by the City, or certified and presented to the County Assessor.~~

~~2) The liability for all accounts billed for wastewater only shall be that of whom applied for service.~~

~~3) The City shall recover its costs and any reasonable attorney's fees in any action to recover charges pursuant to this Section.~~
~~(Ord. 2000-10 § 3, 05/15/2000; Ord. 91-19 § 7, 1991; Ord. 83-3 § 47, 1983)~~

Section 4.03.040.090 Repealed (Ordinance 2000-10) Rates.

~~**Section 4.03.040.095 Rate schedule.**~~

~~1) Rate schedule. Effective for all sewer bills rendered on or after February 1, 2006, sewer service rates shall be as follows:~~

~~a) Basic minimum per month - $8.89~~

~~b) Consumptive rate per hcf - :~~

~~Domestic Strength Class - $2.64~~

~~Medium Strength Class - $3.08~~

~~High Strength Class - $4.22~~

~~Very High Strength Class - $5.70~~

~~c) Single-family, unmetered, per month - $27.37~~

~~d) Subsequent minimum, per month - $18.48~~

~~2) The charge for 25 days or less (monthly) will be calculated as follows:~~

~~a) The Basic Minimum will be divided by 30 (monthly) then multiplied by the number of days' service;~~

~~b) The Consumptive Rate will be as shown above;~~

~~c) The Single-Family, unmetered, will be divided by 30 (monthly) then multiplied by the number of days service;~~

~~d) The Multi-Family and commercial unmetered rates will be the same as single-family.~~

~~3) Single-family units will be charged the basic minimum and the consumptive rate for any consumption on bills rendered December through April. For bills rendered May through November, the monthly billing will be computed upon the average metered water consumption for the preceding months of December through April or computed upon the actual consumption whichever is less.~~

~~4) Multi-family units and 509J classroom facilities will be billed the basic minimum and the consumptive rate for any consumption rendered December through April. For bills rendered May through November, billing will be computed upon the average metered water consumption for the preceding months of December through April or computed upon the actual consumption, whichever is less.~~

~~5) Where by reason of new construction, a single-family or multi-family unit was not connected to water and sewer service on February 1 of a year, such unit shall be billed, for the period May through November next following construction, on the basis of actual consumption.~~

~~6) Commercial customers (all other customers not described in the above categories) will be billed the basic minimum and the appropriate consumptive rate for all consumption based on their wastewater strength designation. There will be no seasonal exceptions made except for measured amounts proven not to be discharged to the sanitary or storm sewer.~~

~~7) Annual rate review. Rates will be reviewed annually and revised periodically to reflect actual operation and maintenance costs, including replacement of the wastewater treatment system.~~

~~8) All bills rendered prior to February 1, 2006 for sewer service shall be charged for and may be collected and enforced according to the rates and provisions of Chapter 4.03, as amended, immediately prior to the taking effect of this section.~~

~~(Ord. 2006-01 §2, 01/03/2006; Ord. 2004-28 §2, 12/06/2004; Ord. 2003-43 §2, 12/01/2003; Ord. 2002-42 §2, 12/02/2002; Ord. 2001-18, §2, 11/19/2001; Ord. 2000-33 §3, 11/20/2000; Ord. 2000-10 §3, 05/15/2000; Ord. 99-19 §1, 11/15/1999; Ord. 98-10 §1, 05/04/98; Ord. 97-02 §8, 1997; Ord. 96-41 §3, 1996; Ord. 95-10 §3, 1995; Ord. 95-07 §1, 1995)~~

~~(99-19, Amended, 11/15/1999; Amend 4.03 for 1998, Amended, 05/04/1998)~~

Section 4.03.040.100 Repealed (Ordinance 95-10) Rates in special service areas.

Section 4.03.040.110 Septage rates.

The rate for typical septage discharged into the City's Wastewater Treatment System shall be $0.07 per gallon. Other hauled waste will be evaluated and charged a per gallon rate as appropriate.
(Ord. 96-16 § 2, 1996; Ord. 90-23 § 92, 1990)

~~Section 4.03.040.120 Determining amount of water used.~~

~~1) Where all water used is derived from the Corvallis water system, the metered amount of water delivered to the unit from the Corvallis water system for each month shall be the amount of water used.~~

~~2) Where part of the water used is derived from the Corvallis water system and part of the water used is derived from other sources, the amount of water used shall be the combination of the amounts determined under subsections 1) and 3) of this Section.~~

~~3) Where all water used is derived from sources other than Corvallis' water system and the unit is other than a single family or multi-family served by the Corvallis wastewater treatment system, the amount of water used shall be determined by the City Manager using records and data furnished to her or~~

~~him by the sewer user or gathered from the City Manager's own investigation, or both, at the discretion of the City Manager. In lieu of such determination by the City Manager of the amount of water used, a sewer user may be required to provide, install, and maintain a meter to measure the amount of water used at the sewer user's expense; and the City Manager may accept the measurement of water used as determined by such meter if the City Manager is reasonably satisfied as to the accuracy of such measurement.~~

~~4) Where all water used is derived from sources other than Corvallis' water system and the unit is a single family or multi-family unit served by the Corvallis wastewater system, the charge shall be a flat rate.~~

~~5) Exceptions.~~

~~a) Water customers who can demonstrate that the water used is for irrigation purposes only and not directed to the wastewater treatment system shall not be charged a wastewater service charge for that water consumption.~~

~~b) In those cases where customers can demonstrate that water used is in a product line and is not directly returned to the wastewater treatment system, an adjustment shall be made on the consumption charged proportionate to the nonreturned usage.~~

~~(Ord. 2000-10 § 3, 05/15/2000; Ord. 83-3 § 49, 1983)~~

Section 4.03.040.130 Repealed (Ordinance 2000-10) Annual notice.

Section 4.03.050 Article 4.03.050 Treatment expansion connection charge.

Section 4.03.060 Article 4.03.060 Miscellaneous

Section 4.03.060.010 Recovery of unpaid charges.

Any charge due hereunder which is not paid when due may be recovered in an action at law by the City.

(Ord. 2000-10 § 3, 05/15/2000; Ord. 83-3 § 70, 1983)

Section 4.03.060.020 Powers and authority of City employees.

The City Manager and other duly authorized employees of the City shall be permitted to enter upon all properties for the purposes of inspection, observation, copying of records, measurement, sampling, testing, repair, or the enforcement of this chapter, in accordance with the provisions herein.

(Ord. 97-24 § 4, 12/1/97; Ord. 90-03 § 7, 1990; Ord. 83-3 § 71, 1983)

Section 4.03.060.030 Validity.

The invalidity of any Section, clause, sentence, or provision herein shall not affect the validity of any other parts herein which can be given effect without such invalid part or parts.

(Ord. 83-3 § 72, 1983)

Section 4.03.060.035 Conflicts.

All other ordinances and parts of other ordinances inconsistent or conflicting with any part of this

ordinance are hereby repealed to the extent of the inconsistency or conflict.
(Ord. 97-24 § 4, 12/1/97)

Section 4.03.060.040 Penalties.

1) Any user who is found to have violated an order of the City or who willfully or negligently failed to comply with any provision herein, and the orders, rules, regulations and permits issued hereunder, shall be fined not less than one hundred dollars ($100) nor more than twenty thousand dollars ($20,000) for each offense. Each day on which a violation occurs or continues shall be deemed a separate and distinct offense.

2) Any person who knowingly makes any false statement, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this chapter, or industrial wastewater discharge permit, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required hereunder shall, upon conviction, be punished by a fine of not more than twenty thousand dollars ($20,000) or by imprisonment for not more than six (6) months, or by both.
(Ord. 97-24 § 4, 12/1/97; Ord. 90-03 § 8, 1990; Ord. 83-3 § 73, 1983)

Section 4.03.060.045 Reenactment.

The City Council shall annually reenact the following Sections: 4.03.010.020; 4.03.020.040 1) c); 4.03.020.040 3) e); 4.03.020.040 3) j); and 4.03.020.060, unless there are no known changes in the state or federal regulations.
(Ord. 2004-07 §1, 06/21/2004; Ord. 97-24 §4, 12/1/97)

City of Corvallis
Utility Billing Customer Service
500 SW Madison Ave
PO Box 3015
Corvallis, OR 97339-3015
(541) 766-6949 Office or (541) 754-1729 Fax
On the web at: c2g.ci.corvallis.or.us

City Services Bill

Account Information

Account Number	12345-67890
Service Address	123 Anywhere Ave
Customer Class	Single Family Residential
Number of units	1
Billing Date	3/25/06
Bill Due Upon Receipt	
Bill becomes delinquent on	4/19/06

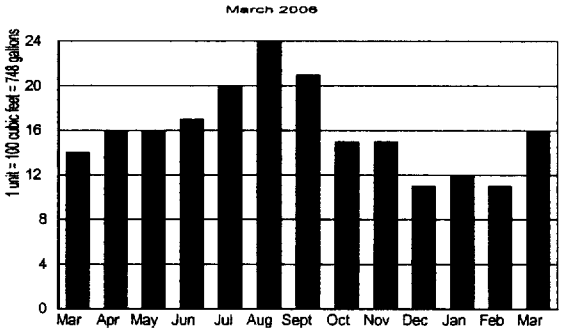
Jane Customer
123 Anywhere Ave
Corvallis, OR 97330

Meter Activity

Service from 2/22/06 to 3/21/06

Meter Number	Days	Current Reading	Previous Reading	HCF * Usage
00227755	30	123	107	16

Your Monthly Usage



Previous Activity

	Date	Amount
Beginning Balance	2/22/06	51.23
Payment	3/08/06	45.23
Adjustment	3/10/06	6.00
Balance Forward	3/24/06	0.00

Special Message

Print a special message to all customers here . . . . .

Current Charges

Water	$_____
Wastewater	_____
Storm Water	_____
Transportation Maintenance Fee	_____
Other (Description)	_____
Donation	_____
Total Current Charges	$_____
Total Amount Due	$_____

PAYMENT COUPON

Please return this portion with your payment.
Make checks payable to the **City of Corvallis.**
Please do not staple!

Current bill delinquent date:	4/19/06
Due Date:	Due upon receipt
Account #	12345-67890
Service Address:	123 Anywhere Ave

Jane Customer
123 Anywhere Ave
Corvallis OR 97330

AMOUNT ENCLOSED

TOTAL AMOUNT DUE:	**$**_____
Voluntary Park Donation	**$**_____
Total Remittance	**$**_____

CITY OF CORVALLIS
UTILITY BILLING
500 SW MADISON
PO BOX 3015
CORVALLIS, OR 97339-3015

CITY OF CORVALLIS
Utility Billing Customer Service
500 SW Madison Ave
PO Box 3015
Corvallis, OR 97339-3015
(541) 766-6949 (541) 754-1729 FAX
On the web at: c2g.ci.corvallis.or.us

Business Hours: 8:00 AM to 5:00 PM Monday - Friday
Closed: Saturday, Sunday, and Holidays observed by the City.

PAYMENT
This bill is due upon receipt. Total payment must be received in the Utility Billing Office by 5:00 PM on the date indicated on the reverse side of this bill to avoid becoming delinquent.

CUSTOMER RIGHTS
You have the right to a hearing if you think your bill is incorrect. To request a hearing, you must notify Utility Billing Customer Service in writing at either 500 SW Madison (in-person) of via US Mail at PO Box 3015, Corvallis, OR 97339-3105 within 45 days of your bill, prior to disconnection for non-payment. A hearing will be held and if an error is found, your bill will be adjusted. If you do not give written notice, you may waive or lose your right to a hearing.

DUE DATES AND DELINQUENT ACCOUNTS
Payment for current charges, which are for services already rendered, are due upon receipt of the bill. The bill is considered to be delinquent 25 days after the bill date written on the reverse side of this bill. If you have not paid your bill by the dated noted on the reverse, your next month's bill will be issued with a balance forward. A reminder notice will be mailed to you around 40 calendar days after this bill date. Service will be disconnected for non-payment on the 46th day after the original bill date noted on the reverse side of this bill. If the 46th day falls on a non-business day, service will be disconnected on the next business day.

Accounts which are terminated for non-payment are required to bring the account to a $0 balance, in addition to paying a $35 reconnection fee during business hours and $100 for service reconnection after hours.

SERVICE FEES
An account set-up fee of $25 will be charged for service requested during regular business hours (8:00 AM to 5:00 PM weekdays). The new service connection fee is $60 for after hours and holiday service connections.

USE OF DROP BOXES
Payments left in drop boxes are picked-up every business day. Payments left in a drop box does not constitute payment to the City. Use of a drop box is at your own risk.

VOLUNTARY PARK DONATION
Customers may donate monies when they pay bills for the Youth Park Corps employment program. The YPC program hires teens to work for short period to give them an opportunity to obtain some job training and provide community service through a variety of parks projects. Participants are paid the minimum wage for work hours.

EXPLANATION OF CHARGES
WATER charges include a base rate that varies with the size of the meter, if applicable an uphill pumping station surcharge, plus a rate for each unit of water consumed. Usage is measured and billed in units where 1 unit = 100 cubic feet = 748 gallons of water. WASTEWATER is based on a minimum flat rate plus a consumption rate per unit of water used. Summer wastewater average rates are in effect May 1 through November 30 where wastewater bills are based on the prior month's average water consumption or actual consumption, whichever is less. Summer wastewater averaging applies to single- and multi-family and school accounts. All other accounts are billed on actual consumption through the year. STORM WATER is a fixed fee according to the amount of impervious surface area serviced (i.e., roof, drives) and demand placed on the storm water system. OTHER CHARGES may appear on your bill for initial service fees, special calls, lock fees, returned checks or similar service fees.

30% Post Consumer Recycled Content

Memorandum

To: Mayor and City Council

From: Ken Gibb, Community Development Director

Date: March 28, 2006

Subject: Oregon Special Assessment of Historic Properties Program

Since 1975, the State of Oregon has implemented a Special Assessment of Historic Properties Program (Program). This Program, administered by the State Historic Preservation Office (SHPO), "freezes" a qualified historic property's assessed value for 15 years as a financial incentive for owners to make significant, but historically appropriate, renovations to their properties based on an approved preservation plan. At a minimum, a historic resource is listed on the National Register of Historic Places (National Register), and if in a National Register of Historic Places Historic District, the property must be classified as a Historic Contributing resource. While in the Program, property owners continue to pay property taxes, but based on the assessed value of the property at the time of enrollment in the Program. At the end of the 15-year period, the owners begin paying taxes based on the assessed value of the subject property at that time.

On December 5, 2005, James M. Hamrick, Jr., Assistant Director for Heritage Conservation, issued a memorandum to Certified Local Governments announcing changes to the Program made during the 2005 Oregon legislative session. Changes to the Program would allow residential property owners to apply for a second 15-year period with the Program (**Attachment C - E**). Currently the option to participate in the Program for a second 15-year term is only available to owners of commercial property on the National Register.

There are several components that must fall in place for a residential owner to apply for a second term on the Program. These components and application "steps" are outlined below.

1. The local jurisdiction must pass a resolution or ordinance adopting statutory language provided in Oregon State House Bill 2776 (**Attachments C - E**). A draft resolution to adopt the statutory language is included with this memo as **Attachment J**.

   This draft resolution was created by the SHPO. On February 13, 2006, the Corvallis HPAB made minor changes to the resolution before unanimously recommending that the City Council pass this resolution allowing residential historic property owners to apply for a second period in the Special Assessment Program.

2. The owner must reapply to the Program. To reapply the owner must provide the SHPO (**Attachment F, G**):

- A Preservation Plan describing work to be undertaken to rehabilitate or preserve the historic resource;
- An application fee equal to one-third of one percent (.0033) of the Real Market Value of the property;
- The County Assessor's tax statement listing the property's current assessed and real market value;
- A site plan and floor plan sketch; and
- Colored, labeled photographs of the historic resource.

To be clear, owners of residential property on the National Register, and/or in a National Register Historic District are currently allowed to apply for one 15-year term on the Program. If the City Council passes a resolution similar to the one attached, owners of residential properties on the National Register could apply for a second term. The second application would be a completely new application, approved or denied based on its merits, and independent of any previous participation in the Special Assessment Program. Participation in the Program for a second term would "freeze" the assessed property value of the resource at the time of acceptance into the second term, not based on the assessed value of the first term on the Program. An owner with a qualified property could participate in the Program at any time after completion of the first term, i.e. the owner need not reapply immediately at the close of the first term.

Currently there are approximately 457 properties in Corvallis eligible to apply to the Program. This includes 26 properties that are individually listed on the National Register, and 431 Historic Contributing resources located in the City's two National Register Historic Districts (**Attachment H**). Of the 457 eligible properties, 3 residential properties are currently in the Program. Since the Program began in 1975, a total of 13 residential properties have been in the Program, including the 3 currently active (**Attachment I**).

Financial Implications

The intent of the Special Assessment Program is to provide financial incentives to owners of historic resources to preserve or rehabilitate the historic resources under their stewardship. This program affects the amount of local tax revenues generated by properties on the Program, and the timing of when those revenues are received. This is so because improvements to participating historic properties do not increase the assessed value of the property, and are not subject to additional taxes during the fifteen years while in the Program. However, once the 15-year term concludes, owner's pay taxes based on the assessed value of the property at that time, including improvements made during participation in the Program.

The tax revenue implications in Corvallis associated with allowing the extension of the Special Assessment program are hard to project. In summary:

- Only 13 residential properties in Corvallis have participated in the Program, so only these 13 are currently eligible to re-apply for a second term. There are six properties currently in the program (three residential; three commercial); one commercial property is in the pending phase of application. Two of the three residential properties' original 15 year terms are set to expire in 2006 (**Attachment I**). In future years, other eligible property owners could apply for the first 15-year term, and then apply for a second term if the City Council approved the resolution authorizing it.

- Should these property owners apply for a second term, they would pay local taxes based on the assessed value of the property at the time of re-application. One could assume that the assessed value of the home would be greater at the time of re-application due to improvements made to the property during the first 15-year term. If this assumption is correct, the local tax revenues per property would likely increase in proportion to the greater assessed property value in the year of re-application, then be frozen for 15 years.

- The properties, like all others, are still subject to Measure 50 compression, so that if the property's real market value dropped to below the frozen value, the assessed value would also decrease. In future years, when the real market value increased again, the assessed value would also increase, but would stop at the frozen value.

- As of 1995, to participate in the Program, the SHPO must approve the property owner's preservation plan. These plans detail the work, both interior and exterior, that will be done on the property over the 15-year period. Any property coming off the Program this year would not have had a SHPO approved preservation plan. Although there is an expanded number of eligible properties in Corvallis as a result of the establishment of the two National Register Historic Districts (Avery-Helm established in 2000, and College Hill-West in 2002), it is not likely that a large number of property owner's are willing to commit to creating and following preservation plans regulated by the SHPO. This is primarily due to the application requirements, including approval of a preservation plan, that could be more restrictive than local regulations (e.g. local regulations do not govern interior work).

As a result of this information, the Finance Director cannot reasonably project a revenue loss figure. Critical data necessary to calculate the revenue loss is difficult to obtain (i.e., what the assessed value would be without the Special Assessment program; the values that would be frozen for the properties that could apply). It is also difficult to ascertain how much of, or whether, investment in the historic properties is dependent on the incentive of the Special Assessment Program. Theoretically, the program attracts investment (and assessed value / future tax revenues) that otherwise would not happen. However, by way of example, the Finance Director provided the following estimate for lost property tax revenue based on one **commercial** property, the Willamette Valley and Coast Railroad Depot:

- This property, placed in the current assessment program in 1997 has a frozen assessed value of $129,000. The parcel sold in 1995 for $367,000. Without the frozen value, the property's likely assessed value would be closer to $300,000 (about 82% of the real market value). At a tax rate of $5.1067 per $1,000 of assessed value, the lost revenue to the City is around $875 per year. Additional revenues are lost by the school district, Benton County, and the Benton County Library Service District.

Policy Considerations

There are a number of Comprehensive Plan policies, and one Statewide Planning Goal that encourage the protection of Historic and Cultural resources. There are two Comprehensive Plan polices that directly relate to the goals of the Special Assessment Program.

Policy 5.4.2

> **The City shall encourage property owners to preserve historic structures in a state as close to their original construction as possible while allowing the structure to be used in an economically viable manner.**

The Special Assessment Program provides an incentive for owner's of historic resources to preserve those resources so that they can continue as viable structures. Passing the resolution (**Attachment J**) to allow residential property owners the ability to take advantage of economic incentive for a second 15-year term would be in compliance with Policy 5.4.2.

Policy 5.4.6

> **An ongoing program shall be maintained to increase public awareness of the City's historic structures and the financial incentives available to the owners of these structures.**

Policy 5.4.6 contemplates a program to increase public awareness of historic structures and available financial incentives. The Planning Division currently manages a Historic Preservation program through staffing of the Corvallis HPAB, and awareness-raising activities undertaken by the HPAB. This policy also contemplates financial incentives. Currently the only historic preservation related financial incentives occur through the Special Assessment Program. Taking steps to allow residential property owners to participate in the Program for a second term would comply with Policy 5.4.6.

Statewide Planning Goal 5

Oregon's Statewide Planning Goal, number 5 requires local jurisdictions to protect natural resources and conserve historic areas and open spaces. The programs currently administered by the City fulfill the requirements of Goal 5. Allowing residential property owners to participate in the Program for a second term would support the City's current efforts to conserve historic areas.

Additional Information

Several documents from the SHPO are attached to this memorandum (**Attachments A - G**) to further explain how the Special Assessment Program operates, and to provide its legislative background. Many of the documents from the SHPO were taken from its website:

http://egov.oregon.gov/OPRD/HCD/SHPO/tax.shtml

The following items are attached to this memorandum:

Attachments

A. Special Assessment Program Fact Sheet
B. Special Assessment Program Handbook
C. Memorandum from James M. Hamrick, SHPO
D. House Bill 2776
E. Relevant Oregon Administrative Rules
F. Special Assessment Program Application/Re-application Checklist
G. Example Application for Residential Property
H. Type and Number of Resources in Corvallis' National Register Historic Districts
I. List of Corvallis properties previously or currently participating in the Special Assessment Program
J. Resolution recommended by the HPAB

Requested Action

The City Council is requested to review this information, and if in concurrence with the recommendation of the Historic Preservation Advisory Board, approve the resolution contained in **Attachment J**, as read by the City Attorney.

Review and Concur

Nancy Brewer, Finance Director	Jon S. Nelson, City Manager	Scott Fewel, City Attorney
3/28/06	3/30/06	3/29/06
Date	Date	Date

SPECIAL ASSESSMENT OF HISTORIC PROPERTY PROGRAM
Fact Sheet
(Revised 7/27/05)

The Special Assessment Program is a state-sponsored incentive program instituted in 1975 to encourage the preservation and appropriate rehabilitation of properties listed on the National Register of Historic Places.

Under this program a property's assessed value is frozen for a period of 15 years. This allows the owner to restore or improve the condition of the property and not pay additional taxes on the resulting increase in the property's value until the fifteen-year benefit period has expired.

What kinds of properties are eligible for this benefit?

The tax benefit is applicable to a property listed, or soon to be listed, on the National Register of Historic Places. NOTE: Properties within National Register-listed districts must be considered contributing to the district in order to be eligible.

Is the benefit automatic once my property is listed on the National Register?

No. To receive the special assessment benefit, an owner must make a separate application through the State Historic Preservation Office (SHPO).

What is the deadline for applying?

Applications are accepted year-round. The tax benefit will always begin on July 1 of the year following the year in which the application was made.

Does it cost anything to apply?

Yes. There is a filing fee, which is 1/3 of 1% of the RMV of the property (Value x .0033). Example: $75,000 x .0033 = $247.50. The fee helps offset the cost of administering the program.

What does an application consist of?

The application consists of the form itself, a Preservation Plan, property tax statement, filing fee, floor and site plans, and photographs.

Do I have to pay back the taxes at the end of the benefit?

No. Tax savings accumulated during the fifteen-year period do not have to be paid back, unless the benefit is removed early.

Can I get off the tax benefit?

Yes, with consequences. An owner may request removal of the tax benefit at any time during the benefit period. Early removal requires repayment of any taxes saved, plus interest, during the period the property has been under the benefit. If a property is removed from the benefit administratively by the SHPO for non-compliance, the removal requires repayment of taxes saved, plus interest and penalties.

Attachment
A

What part of the property does the benefit cover?

The special assessment applies to the entire property (interior and exterior), including any outbuildings that are considered historically contributing, as well as specified parcels of land under and around buildings. New construction is excluded from the benefit, whether existing or proposed.

Can I apply for the benefit more than once?

Legislation passed in 2005, becoming effective January 1, 2006, will allow for a second benefit period for owners of residential property, if there is consent in the form of a resolution or ordinance from the local government where the property is located.

Owners of commercial property are already eligible to reapply for a second benefit period. However, in addition to a Preservation Plan, a reapplication for a commercial property must include a Renovation Plan, which is defined as a proposal detailing measures to be taken for purposes of either American with Disabilities Act compliance, seismic improvements, or energy conservation.

Do my projects have to be approved by anyone else besides the SHPO?

Sometimes. Properties on the National Register may also be subject to local design review and approval processes as outlined in one's city or county preservation ordinances.

Can I have other property tax exemptions if I am under Special Assessment?

Yes. A property utilizing this benefit is also entitled to any other exemption or special assessment provided by law.

Are there any additional requirements? Yes.

- An owner is required to hold an annual open house for the public, for a minimum of 4 consecutive hours. Notification requirements are outlined in the administrative rules.
- An owner is required to purchase an identification plaque for the property. Particulars for ordering a plaque are provided through the SHPO upon approval of an application.
- Owners are required to go through prior review and approval by the SHPO for all rehabilitation work. This includes work outlined in the Preservation/Renovation Plan, as well as work outside the scope of the Plan.
- Owners are required to notify the SHPO if the property is sold anytime during the 15-year property tax benefit period.

For complete details on the program call us, e-mail us, or visit our website at www.hcd.state.or.us or, contact:

Susan Haylock
Phone: 503-986-0672
E-mail: Susan.Haylock@state.or.us

Joy Sears
Phone: 503-986-0688
E-mail: Joy.Sears@state.or.us

Special Assessment Of Historic Property Program Handbook

(Revised 1/31/06)

Introduction

In 1975, the Oregon Legislative Assembly created the nation's first state-level historic preservation tax incentive, the Special Assessment of Historic Property program, to be administered by the State Historic Preservation Office.

Under this program, a property's assessed value is frozen for a period of 15 years. When used as envisioned, the Special Assessment program provides a valuable tool that can help to make the rehabilitation of historic buildings economically feasible. By "freezing" the assessed value at a low level, the program allows the owner to avoid the steep increase in property tax that a significant investment normally triggers. If the improvements are made early in the fifteen year term, the owner then has a long window in which to recoup the investment.

The Program in a Nutshell

Special Assessment is a State of Oregon tax incentive program under which the owners of historic property listed in the National Register of Historic Places may opt to "freeze" the assessed value of their property for fifteen years. In return for this benefit owners agree to rehabilitate and maintain their property. Properties that have completed fifteen years of special assessment are eligible for a second fifteen year "freeze", at an adjusted value.

The principal benefit of the Special Assessment program is a fifteen-year window within which an owner can make a significant investment in a historic property without an increase in the assessed value of the property. The earlier this investment is made and the larger the resulting increase in market value, the greater the benefit to the owner.

In certain circumstances the Special Assessment incentive can also be combined with other public and private programs to further improve profitability. The incentive most commonly used in association with Special Assessment is the federal Historic Rehabilitation Tax Credit. Information about other incentives is available from the State Historic Preservation Office (SHPO), or through its website at www.hcd.state.or.us.

Eligibility

To qualify for Special Assessment the property must be listed in the National Register and be in need of some rehabilitation. A property within the boundaries of a National Register Historic District that is deemed to contribute to the area's character satisfies the latter requirement, with the understanding that the final determination of contributing status will be made by the SHPO. Where an owner proposes the restoration of obscured or missing historic character, a property ranked as historic non-contributing within a historic district can be considered for participation in the program on a case-by-

case basis. It is the owner's responsibility to demonstrate that the potential is there, and once again, the SHPO makes the final determination of eligibility.

To find out if a particular property is listed in the National Register or contributes to the character of a National Register Historic District contact the SHPO.

NOTE: Historic designation at the local level does not substitute for National Register listing.

Pre-application Conferences and Site Visits

Participation in the Special Assessment program can be straightforward or quite complex. In order to assist owners in making viable applications, the SHPO offers the opportunity for a preapplication conference at the owner's request. This is a meeting, organized by the proponents, at which options for the treatment of a property are presented and discussed at the schematic level. Depending on the complexity of the project, it is often helpful to have architects, engineers, accountants, and/or other professionals present in addition to the owner and the SHPO representative.

In some cases it may also be important for the SHPO staff to visit a property prior to receiving an application or reapplication. This is especially true for historic non-contributing properties in historic districts where the question of eligibility is unresolved, and for properties that are also applying for the federal Historic Rehabilitation Tax Credit. Site visits must generally be arranged at least two weeks in advance. In addition to these services, the SHPO also has considerable expertise in and access to technical information about historic preservation, and the staff is available to field questions by telephone and e-mail.

Application Requirements

Applications are accepted on a year-round basis. The SHPO staff will review submitted applications for completeness. Preliminary, or draft applications, will be held pending receipt of all required items (see list below). The SHPO must receive ALL of the listed items before an application can continue to be processed, sent out for comment, and formally certified. Once the SHPO has formally accepted an application or reapplication the accompanying fee is no longer refundable.

- a completed and signed application/reapplication form;
- a completed Preservation Plan (and in addition, for a reapplication, a Renovation Plan);
- a non-refundable filing fee equaling one-third of one percent (.0033) of the real market value. Cashier's check or money order should be made out to "Oregon Parks and Recreation Department";
- official documentation of the property's current assessed and real market values from the county assessor;
- site plan and floor plan sketch (all building levels);

- color photos illustrating building elevations and significant historic features of the property, including building interior spaces, outbuildings, and landscape, and;
- historic photo if available.

For income-producing properties, a Part 2 application for the federal Historic Rehabilitation Tax Credit may be substituted for the Preservation Plan.

Fully editable electronic forms, instructions, and examples of Preservation and Renovation plans are available online. Paper versions are also available by mail.

Preservation Plan

The Preservation Plan is an outline of proposed rehabilitation and maintenance work to be performed during the 15-year benefit period. The purpose of the Plan is to describe the current condition, identify proposed work, and provide a timeline for completion of projects. All work must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Formal design review and approval by the SHPO is required prior to starting any work items outlined in the Preservation Plan. (See Design Review Section for details)

Renovation Plan

A Renovation Plan deals with non-historic factors, and is meant to show how an owner will make a significant investment in the property's seismic, energy, and/or accessibility performance. There are provisions in building and specialty codes that allow special consideration of historic character in meeting requirements.

Application Review Process

Once the SHPO has accepted an application, its review process begins. Copies of the application are sent to the appropriate county assessor, the local governing body, and the local landmark commission if there is one, for their review. Any comments received from these bodies are taken into account by the SHPO in assessing the application. At the same time the staff examines the proposal in detail to answer three questions.

- Does the work proposed in the plan(s) meet the Secretary of the Interior's Standards for the Treatment of Historic Properties?
- Will the combined preservation, rehabilitation, and maintenance proposed in the plan(s) result in a property that substantially conveys its historic character?
- Will the combined preservation, rehabilitation, and maintenance proposed in the plan(s) be carried out in a timely manner?

If the proposal meets the criteria, the SHPO will approve the application. If the proposal needs adjustment in order to meet the criteria, the SHPO will add conditions to its approval. If the proposal does not meet the criteria, the SHPO will deny it. The SHPO

staff may contact the applicant during the review process to clarify the proposal or discuss possible solutions to problems.

Re-application Requirements and Review Process

Properties that have completed an initial term of special assessment may be eligible for a second fifteen years of "freeze", at a readjusted value. All requirements and review process apply as for the first term. NOTE: For income-producing properties there is an additional component known as the Renovation Plan. This is a plan that proposes significant improvements to the property's energy, seismic, and/or accessibility performance.

Project Design Review Process

All changes, alterations, or new construction proposals, whether outlined in the Preservation Plan or outside the scope of the Plan (including those to the interior and the landscape), are subject to prior design review and approval by the SHPO.

Compatible alterations of previously altered or non-significant elements and spaces are routinely approved. In order to allow alterations, the SHPO must find that the proposal alteration meets the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties. [Rehabilitation is defined as "the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values."]

In order to get an opinion about the feasibility of a proposal, you can contact the SHPO staff with questions, or arrange for a preapplication conference. Approvals are made only in response to written submissions, and in writing only. To initiate the process an owner should send:

- a completed design review form,
- enough drawings and/or photos to make the proposal and the current configuration of the property clear to the SHPO reviewer.

Participant Requirements

The property must be maintained in good condition.
An owner must carry out an agreed program of rehabilitation and maintenance (the Preservation Plan).
An owner must seek SHPO design review and approval prior to initiating individual projects.
A four-hour open house must be held annually.
An interpretive plaque for the property must be purchased through the SHPO.
Owner must keep the SHPO informed of current contact information, or sale of property.
Preservation Plan Amendments

In order to make major amendments to an approved Preservation or Renovation Plan, an owner must show that any treatments proposed for elimination are not critical to the property's portrayal of its historic character or to the significance of the investment in seismic, energy, or accessibility upgrades. The same criteria used to judge the Plan in the first instance apply to approval of amendments.

Withdrawal and Removal of Special Assessment

Participation in the Special Assessment program is voluntary, and an owner may withdraw at any time by sending a letter to the applicable County Assessor requesting removal and forwarding a copy to the SHPO. The County Assessor will then bill the owner for the accrued amount of the benefit, plus interest. Properties can also be removed from participation administratively, by the SHPO, for non-compliance with the rules. In this instance the owner is liable for a 15% penalty in addition to the accrued benefit and interest. Whenever a property is removed from Special Assessment it remains eligible for participation, assuming that it continues to retain and exhibit sufficient historic character.

Monitoring

The SHPO has a statutory responsibility to monitor participating properties for compliance with the program requirements. This monitoring takes a number of forms. Staff members often inspect properties from the outside when they happen to be in the vicinity, and they also attend open houses randomly to insure that they are occurring as advertised.

More thorough inspections of a property may be conducted, typically at the request of the owner or at the request of the SHPO on the basis of a complaint.

The SHPO will request updates on the Preservation Plan during the 5th, 10th, and 14th years of a property's 15-year participation.

Appeals and the Historic Assessment Review Committee

Although at times it is delegated, the authority to make decisions on Special Assessment rests ultimately with the State Historic Preservation Officer. However, as with most decisions made by public bodies, there is a process for appealing those decisions, known as a contested case hearing. In the case of decisions made by the State Historic Preservation Officer regarding Special Assessment, a special three-member panel, the Historic Assessment Review Committee, reviews and approves the final orders developed by the hearings officer. The members of this committee are appointed by the Governor to represent the interests of Local Governments, County Tax Assessors, and the State Historic Preservation Office.

Oregon
Theodore R. Kulongoski, Governor

Parks and Recreation Department
State Historic Preservation Office
725 Summer St. NE, Suite C
Salem, OR 97301-1271
(503) 986-0707
FAX (503) 986-0793
www.hcd.state.or.us

5 December, 2005

MEMORANDUM

TO: Local Government Officials, County Assessors, Owners of Specially-Assessed property, Cultural Resource Consultants

FROM: James M. Hamrick, Jr.
Assistant Director for Heritage Conservation
Deputy State Historic Preservation Officer

RE: Changes to the Special Assessment program made during the 2005-2007 Legislative Session

The Special Assessment program has served Oregonians well since 1975. Thirty years later, new changes in the law will provide residential property owners with a possible new incentive to protect and preserve historic homes while improving neighborhood livability.

Attached please find a fact sheet that outlines changes to the Special Assessment of Historic Property that were made during the 2005-2007 Legislative Session.

Essentially, owners of historic residential property can apply for a second period of special assessment after 6 January, 2006, if the local jurisdiction has adopted an ordinance or resolution adopting the statutory language.

The Department is amending its administrative rule to accommodate the legislative changes. The draft is available on the Department's website http://egov.oregon.gov/OPRD/RULES/notices.shtml. Hard copies can be received by contacting Susan Haylock at 503-986-0672 or Kim Garner at 503-986-0681. Comments on the draft will be accepted through 30 December, 2005, with adoption by the State Historic Preservation Officer scheduled for early January.

Questions can be directed to Susan Haylock at 503-986-0672.

Cc: Tim Wood, Director
Rep. Tom Butler

73410-0807

Attachment
C

OREGON'S SPECIAL ASSESSMENT OF HISTORIC PROPERTIES PROGRAM

~ Basic Information and Important New Changes ~

Financial incentives are important tools in encouraging the preservation of historic buildings. Oregon's Special Assessment of Historic Property Program, administered by the State Historic Preservation Office (SHPO), "freezes" a qualified historic property's assessed value for 15 years.

Special Assessment program highlights

- The building must be listed in the National Register of Historic Places, either individually or as a contributing building in a historic district.
- A preservation plan must be prepared that outlines substantial rehabilitation work the building will undergo during the 15-year period.
- There is an application fee equal to 1/3 of 1% of the property's real market value.
- A four-hour annual public open house is required.
- An approved plaque must be installed on the building.
- SHPO approval is needed for exterior and interior work of any substance.

Program changes made during the 2005 Oregon legislative session

- Residential property is now eligible for a second 15-year period, provided the local government adopts a resolution authorizing a second term on a *jurisdictional* basis, not on a building-by-building basis. [Note: Previously, second terms were allowed only for commercial buildings; they are still allowed.]
- Residential property will be automatically withdrawn from the program upon the sale of the property *unless* the new owner "expressly assents to the preservation plan in effect for the property and continues to implement the preservation plan." The new owner is liable for any back taxes and penalties in the event of a failure to continue with the program.

The SHPO is currently revising the administrative rule in light of the changes mentioned above. These rule revisions will be adopted in January 2006. Local governments and county assessors will be notified of the statutory changes. The SHPO is also developing a model resolution or ordinance that local governments can adopt to allow residential historic properties in their jurisdictions to apply for a second 15-year period of special assessment.

Certified Local Governments and local historic preservation commissions will be asked to take the lead locally in educating elected officials on the changes to the statute and in ensuring that the authorizing resolution or ordinance is introduced. The SHPO can provide technical assistance.

More information about the Special Assessment Program for Historic Properties is available on the web at www.hcd.state.or.us. Select "SHPO" from the left Menu and then click on "Tax Incentives," or call 503-986-0672.

A-Engrossed
House Bill 2776

Ordered by the House May 9
Including House Amendments dated May 9

Sponsored by Representative BUTLER; Representatives ANDERSON, BERGER, BOONE, BOQUIST, BROWN, DALTO, ESQUIVEL, GARRARD, GILMAN, HANNA, HUNT, JENSON, KITTS, KRIEGER, LIM, MORGAN, OLSON, G SMITH, WHISNANT, Senators BEYER, FERRIOLI, GEORGE, JOHNSON, KRUSE, MONNES ANDERSON, NELSON, SCHRADER, VERGER, WALKER, WESTLUND (at the request of Rebecca Purvine Sterup, James Sterup)

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure.

[*Eliminates sunset date on historic property special assessment program.*] Expands types of property for which owner may reapply for second 15-year period of historic property special assessment. **Establishes conditions for residential property to qualify for second term of classification and special assessment. Provides that new owner of historic property must expressly assent to preservation plan to qualify for special assessment.**

A BILL FOR AN ACT

Relating to historic property; creating new provisions; and amending ORS 358.515 and 358.540.

Be It Enacted by the People of the State of Oregon:

SECTION 1. ORS 358.540 is amended to read:

358.540. (1) Property classified as historic property under ORS 358.480 to 358.545 is entitled to any other exemption or special assessment provided by law.

(2) Property that has received special assessment under ORS 358.480 to 358.545 for 15 years, at the completion of the 15-year term, is disqualified from historic property special assessment [*and is not again eligible for special assessment under ORS 358.480 to 358.545*].

(3)(a) Notwithstanding subsection (2) of this section, following completion of the initial 15-year period of historic property classification and disqualification under subsection (2) of this section, the owner of [*commercial*] property classified as historic property may reapply under ORS 358.487 for one additional 15-year period of special assessment under ORS 358.480 to 358.545. Following completion of the second 15-year term of special assessment, the historic [*commercial*] property shall be disqualified from historic property special assessment and is not again eligible for special assessment under ORS 358.480 to 358.545.

(b) **For commercial property,** a reapplication filed under this subsection, in addition to containing all of the information required of an application filed under ORS 358.487, shall be accompanied by a renovation plan detailing measures to be taken for purposes of Americans with Disabilities Act compliance, seismic improvement measures or energy conservation measures, the costs associated with the measures and a schedule of the dates on which work on the measures will be begun and completed.

(c) **For commercial property,** a reapplication filed under this subsection that in other respects is in compliance with the application requirements of ORS 358.487 may be approved only upon a

NOTE: Matter in boldfaced type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted. New sections are in boldfaced type.

Attachment D

finding by the State Historic Preservation Officer that the renovation plan submitted with the reapplication will, if implemented, result in a significant investment in the historic property that promotes compliance with Americans with Disabilities Act requirements or that results in seismic improvements or energy conservation improvements to the property. If approved, the renovation plan shall be considered an amendment to and part of the preservation plan filed with the reapplication and in effect for the property.

(d) For residential property, a reapplication filed under this subsection that in other respects is in compliance with the application requirements of ORS 358.487 may be approved only if a second term of historic property classification and special assessment for residential property is authorized under section 2 of this 2005 Act.

[*(d)*] (e) The State Historic Preservation Officer may adopt rules under this subsection, including rules that provide:

(A) The minimum amount of investment that must be made in order for the investment to be considered a significant investment.

(B) The minimum amount of seismic improvement to the property that must be contemplated in the renovation plan in order for the plan to be approved.

(C) The minimum level of energy conservation improvements that must be contemplated in the renovation plan in order for the plan to be approved.

(D) The maximum amount of time between the date of filing of the reapplication and the date of completion of the measures described in the renovation plan in order for the renovation plan to be approved.

SECTION 2. (1) Residential property may not qualify for a second term of classification and special assessment as historic property under this section unless:

(a) If the property is located within a city, the governing body of the city has adopted a resolution or ordinance authorizing a second term of historic property classification and special assessment for residential property; or

(b) If the property is located within unincorporated territory of a county, the governing body of the county has adopted a resolution or ordinance authorizing a second term of historic property classification and special assessment for residential property.

(2) The city or county authorizing a second term of historic property classification and special assessment for residential property shall send a copy of the authorizing resolution or ordinance to the State Historic Preservation Officer.

SECTION 3. ORS 358.515 is amended to read:

358.515. (1) When property has once been classified and assessed as historic property pursuant to application filed under ORS 358.480 to 358.545, it shall remain so classified and be granted the special assessment provided by ORS 358.505 until the property becomes disqualified for such classification and assessment by:

(a) Written notice by the taxpayer to the assessor to remove the special assessment.

(b) Sale or transfer to an ownership making it exempt from property taxation.

(c) Removal of the special assessment by the assessor upon discovery that the property no longer qualifies as historic property because it is not in compliance with the preservation plan applicable to the property or for other reason.

(d) Any other sale or transfer of the property.

(2)(a) The sale or transfer to a new owner or transfer by reason of death of a former owner to a new owner does not operate to disqualify the property from the special assessment provided by

1 ORS 358.505 so long as the property continues to qualify as historic property **and the new owner**
2 **expressly assents to the preservation plan in effect for the property and continues to imple-**
3 **ment the preservation plan.**
4 (b) The new owner shall notify the State Historic Preservation Officer of the sale or transfer
5 of ownership within 60 days after the date that the documents described in ORS 93.040 are recorded.
6 (3) When, for any reason, the property or any portion thereof ceases to qualify as historic
7 property, the owner at the time of change shall notify the assessor and the State Historic Preser-
8 vation Officer of the change prior to the next January 1 assessment date.
9

RULE AMENDMENT DRAFT, DECEMBER 2005
Deleted language in ~~strikethrough~~
New language in underlined

Special Assessment of Historic Property
736-050-0100
Special Assessment of Historic Property
OAR 736-050-0100 through 736-050-0150 establish:
(1) The eligibility and submission requirements for special assessment applications and reapplications;
(2) The procedures and criteria the State Historic Preservation Officer shall use when approving applications and reapplications for special assessment as historic property;
(3) The owner's responsibilities under the Special Assessment program;
(4) The procedures and criteria the State Historic Preservation Officer shall use when approving changes, alterations and new construction on specially assessed properties;
(5) The procedures and criteria the State Historic Preservation Officer shall use when removing the special assessment;
(6) The procedures for appeal of SHPO decisions regarding special assessment; and
(7) The requirements for Preservation and Renovation Plans.
Stat. Auth.: ORS 358
Stats. Implemented: ORS 358.545Hist.: PR 7-1984, f. & ef. 12-6-84; PR 11-1995, f. & cert. ef. 12-21-95; PRD 4-2002, f. & cert. ef. 4-10-02

736-050-0105
Definitions
As used in OAR 736-050-0100 through 736-050-0150, unless the context requires otherwise:
(1) "Advisory Committee" means the State Advisory Committee on Historic Preservation appointed by the Governor pursuant to ORS 358.~~565~~ 622.
(2) "Alteration" means the act of changing, making different, or removing the elements of a building, structure, landscape, or outbuilding, and can include but is not limited to elements or features such as: Barns, sheds, garages, porches, additions (historic and non-historic), windows, storm windows (interior or exterior), roofs, dormers, siding, foundations, doors, ornament and trim elements in any material, floors, light fixtures, bathrooms, kitchens, bedrooms, walls, ceilings, stairs and railings, beamed or coffered ceilings, fireplaces, built-in cabinetry, wainscoting, paneling, moldings, brackets, as well as the finishes and materials of which these features or elements are

made. Exterior paint colors are included. For site or landscape alteration, features or elements include, but are not limited to: Site relationships of buildings and structures, including orientation; character-defining landscape features such as views and topography; original landscape material such as trees, shrubs, water features, fountains, paving, trellises, arbors, gazebos, greenhouses, rockwork, retaining walls, paths, stairways, gates, and fences.

(3) "Governing Body" means the legislative body of the city within which an historic property is located, or the legislative body of the county if the property is not located within a city.

(4) "Historic District" means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of historic sites, buildings, structures or objects unified by past events or aesthetically by plan or physical development. A district may also comprise individual noncontiguous elements separated geographically, but linked by association or history.

(5) "Historic Property" means real property that:

(a) Is individually listed in the National Register of Historic Places; or

(b) Has been individually recommended for nomination to the National Register of Historic Places by the State Advisory Committee on Historic Preservation; or

(c) Is within the boundaries of and contributes to the historical character of an historic district that is listed in the National Register, or an historic district that has been recommended by the Advisory Committee for nomination to the National Register; or

(d) Is within the boundaries of, and has the potential to contribute to the historical character of, an historic district that is listed in the National Register, or an historic district that has been recommended by the Advisory Committee for nomination to the National Register. The burden of proof is on the applicant. The SHPO shall make the final determination of a property's potential to contribute to historic district character.

(6) "Landmarks Commission" means an entity that has been formally designated by a governing body to consider matters pertaining to historic property and cultural resources within the jurisdiction of the governing body.

(7) "SHPO" means either the State Historic Preservation Officer appointed by the Governor pursuant to ORS 358.565 or the State Historic Preservation Office, depending on the context.

(8) "National Register" means the National Register of Historic Places maintained by the United States Department of the Interior.

(9) "New construction" includes, but is not limited to:

(a) An additional new building, structure, or other physical improvement separate from the existing building mass, including

but not limited to a parking area to be used or in use for commercial purposes;
(b) An enlargement of the exterior mass or envelope of an existing building, structure, or physical improvement;
(c) Any story or stories added to an existing building, structure, or physical improvement.
(10) "Owner" means one or more who own a majority interest in real property, including a purchaser under recorded instrument of sale.
(11) "DSHPO" means the Deputy State Historic Preservation Officer, who is manager of the State Historic Preservation Office.
(12) "Americans with Disabilities Act" means the Americans with Disabilities Act of 1990 (P.L. 100-336), as amended as it pertains to removal of architectural barriers under Title III of the Act.
(13) "Commercial Property" means depreciable real property used in trade or business or held for the production of income, including multi-family residential rental property, that is depreciated for federal income tax purposes and is not used as a personal residence of the owner.
(14) "Energy Conservation Measures" means those work items which improve the overall energy efficiency of a building.
(15) "Historic Assessment Review Committee" (HARC) means the three-member committee appointed by the Governor to review and develop final orders in contested case hearings with regard to the special assessment program.
(16) "Preservation Plan" means a written preservation, rehabilitation, and maintenance proposal submitted by the owner with a special assessment application or reapplication and approved by, and from time to time be amended in consultation with, the SHPO.
(17) "The Secretary of the Interior's Standards for the Treatment of Historic Properties" is a document published by the National Park Service that includes standards for the Preservation, Rehabilitation, Restoration, or Reconstruction of historic properties. Any of the standards may be proposed in a Preservation Plan. Only the Rehabilitation standards are used to judge the appropriateness of proposed alterations and additions to historic property under section 736-050-0130 of this rule.
(18) "Rehabilitation" means the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.
(19) "Renovation Plan" means a written proposal submitted by an owner of commercial property in connection with a reapplication for special assessment which details measures to be taken for purposes of either Americans with Disabilities Act compliance, seismic improvement, or energy conservation.

(20) "Seismic Improvement" means construction or other measures that improve the seismic performance or structural stability of a property, or that reduce the potential for heavy structural damage to a property in the event of an earthquake.
(21) "Significant Investment" means, relating to reapplications of commercial property only, an investment that maintains or returns a property to a high level of architectural, landscape or structural integrity based on the historic record or professional analysis and which promotes compliance with the requirements of the Americans with Disabilities Act (ADA) or results in seismic or energy conservation improvements.
(22) "Maintenance" means the process of mitigating the wear and deterioration of a property without altering the historic character of the property, including action taken to protect and repair the condition of the property with the least possible impact on the historic character of the property.
(23) "Preservation" means:
(a) The process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property, including but not limited the ongoing maintenance and repair of historic materials but;
(b) Not including the extensive replacement of historic materials or new construction.
(24) "Restoration" means the process of accurately depicting the forms, features and character of a property as it appeared at a particular period of time, by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.
(25) "Reconstruction" means the process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.
(26) "Real Market Value" has the meaning given in ORS 308.205.
(27) "Tax Year" means a period of 12 months beginning on July 1 (ORS 308.007(1)(c)).
(28) "Net Rentable Area" means the square footage of floor space within a building available to rent. It excludes, common areas, service areas, mechanical rooms, storage rooms, and chases.
(29) "Residential Property" means real property that is used as a personal residence of the owner and is not depreciable for federal income tax purposes.
Stat. Auth.: ORS 358.545
Stats. Implemented: ORS 358.545Hist.: PR 7-1984, f. & ef. 12-6-84; PR 2-1992, f. & cert. ef. 5-1-92; PR 11-1995, f. & cert. ef. 12-21-95; PRD 4-2002, f. & cert. ef. 4-10-02

736-050-0110

Application and Reapplication for Special Assessment

(1) An owner who desires a first term of Special Assessment shall submit a complete application on forms supplied by the State Historic Preservation Office (SHPO). An owner ~~of fully depreciable commercial property~~ who desires an additional term of Special Assessment shall submit a complete reapplication on forms supplied by the SHPO. The application or reapplication must:

(a) Be received and acknowledged in writing as complete by the SHPO during the calendar year preceding the first tax year for which classification and special assessment as historic property is desired. Applications and reapplications are accepted and acknowledged in writing only.

(b) Include documentation from the applicable County Assessor of the subject property's current assessed and real market values. If an application is for only part of a property listed in the assessor's rolls, or if a total property value is to be divided upon approval of an application, an owner must request the county assessor to provide the assessed value of that part of the property that is subject to the application. In this case the assessor must initial the statement of assessed value on the application/affidavit form, or provide a letter that states the assessed value of the property that is subject to the application. In any case, an application must contain or be accompanied by written information or other documents that enable an owner, the assessor, the HARC and the SHPO to clearly understand the extent and current assessed value of the property that is subject to the application;

(c) Include an application fee of one-third of one percent (.0033) of the real market value of the property that is the subject to of the application. The value to be used when computing the fee is the current real market value of land and improvements combined, as determined by the County Assessor.

EXAMPLE: The fee for a property with a real market value of $30,000 ~~$12,470~~ for land and $70,000 ~~$41,380~~ for improvements would be: $100,000 X .0033 = $333.00 ~~$177.70~~. The fee must be paid by certified check or money order made payable to the Oregon ~~State~~ Parks and Recreation Department;

(d) Include a reasonably accurate plan drawing of all floors, and labeled, archivally stable color print images (no Polaroid photographs) of each building or landscape that is a subject of the application. The images must clearly show the physical condition of each exterior elevation, and complete views of each historically significant interior spaces, rooms or features of each building or landscape that is a subject of the application. The SHPO shall make the final determination of a property's historic significance. If an owner has questions about historic

significance, the SHPO should be consulted prior to application or reapplication.

(e) Include a Preservation Plan as described in OAR 736-050-0150 of these rules; Forms and instructions for completing Preservation Plans, and completed examples, are available from the SHPO or online at: www.hcd.state.or.us.

(f) For a reapplication of a commercial property, include a Renovation Plan as described under ~~Section~~ OAR 736-050-0150 ~~of these rules~~. Instructions for completing Renovation Plans and a completed example are available from the SHPO or online at: www.hcd.state.or.us.

(g) Include an affidavit on a form provided by the SHPO to be read and signed by the applicant testifying to the fact that applicant has read and understands the responsibilities and requirements of participation in the program, and consents to providing access to and viewing of the property, interior and exterior, by the SHPO or SHPO staff.

(h) If a reapplication for residential property, provide evidence that the local jurisdiction has adopted an ordinance or resolution supporting an additional period of special assessment for same within the jurisdiction.

(2) The special assessment applies to all of the property that is described in an application, including all significant historic buildings, landscape features, and outbuildings. The SHPO shall make the final determination of a property's historic significance. If an owner desires part of a property not to be designated historic and specially assessed, the owner must so state in the application. If approved by the SHPO, this consideration will be reflected in the county assessor's appraisal of the property.

(3) An owner whose property is not yet listed in the National Register but that has been recommended for listing by the State Advisory Committee on Historic Preservation may make an application for special assessment in the calendar year preceding the tax year the owner wishes the special assessment to begin. If the property is not listed in the National Register by September 15 of the year for which special assessment is first desired, the application shall be considered an application submitted and acknowledged for the tax year next beginning after the date the property is actually listed.

(4) An application or reapplication not denied on or before September 15 of the year for which special assessment is first desired shall be deemed approved, and the property that is the subject of the application shall be considered to be historic property that qualifies under ORS 358.480 to 358.545.

Stat. Auth.: ORS 358.485 Stats. Implemented: ORS 358.545

Hist.: PR 7-1984, f. & ef. 12-6-84; PR 2-1992, f. & cert. ef. 5-1-92; PR 11-1995, f. & cert. ef. 12-21-95; PRD 4-2002, f. & cert. ef. 4-10-02 736-050-0115

Acceptance and Review of Special Assessment Applications and Reapplications

(1) Within 15 working days of receipt of an application or reapplication for special assessment, the SHPO shall determine if the subject property qualifies as "historic property" as described in OAR 736-050-0105(5) and if the application is complete. The SHPO staff shall return applications, including fees, for properties that do not qualify as historic property. The SHPO staff shall return incomplete or inaccurate applications, including fees, or may request additional or corrected information if the application is substantially accurate and complete. Upon determination that the subject property qualifies as historic property, and that the application is complete, the SHPO shall acknowledge its acceptance to the applicant in writing, and forward copies of the application to the applicable county assessor and governing body. The date of the SHPO acceptance letter shall be deemed the date of the application for purposes of this rule. No fees shall be returned once an application has been accepted by the SHPO.

(2) The SHPO shall consider recommendations of the county assessor relating to accuracy and completeness of property description and other matters within the county assessor's expertise in determining whether a property qualifies for special assessment.

(3) The SHPO shall consider the governing body's recommendations relating to public benefit when determining whether a property qualifies for special assessment. "Public benefit" recommendations should relate to the historic preservation element, if any, of the governing body's Comprehensive Plan and to the policy statement found in ORS 358.475.

(4) Following acceptance of an application in writing, the SHPO staff shall review it to determine whether it meets the criteria for approval in ~~sub~~section (9) of this ~~section~~ rule.

(5) If the SHPO does not receive a recommendation from the county assessor, or the governing body by the end of the business day on the 30th calendar day after the date of the SHPO's cover letter forwarding an application to them, the application shall be considered recommended for approval by those entities.

(6) Properties within the boundaries of an historic district may or may not have the potential to contribute to the historical character of the district. For example, "contributing" properties, as designated in the original nomination document, may have been so altered prior to an application for special assessment as to no longer convey historic character and with "non-contributing"

rankings may nonetheless possesses the potential to contribute to the district's historic character. Therefore, before accepting an application for a property located in an historic district, the SHPO shall determine whether or not the property contributes, or has the potential to contribute, to the character of the district. The burden of proof is on the applicant. Recommendations from the applicable Landmarks Commission, if one exists in the local jurisdiction, shall be requested and considered before a this determination is made. Properties that have been determined by the SHPO not to contribute, or that lack the potential to contribute to the historical character of an historic district, shall not be eligible for special assessment.

(7) The SHPO may approve all or only part of a property described in an application for special assessment. In an application an owner must identify the specific parcel of land to be certified for special assessment by plot number, assessor's tax lot number, a dimensioned plot plan, a metes and bounds description, or other accurate means of description. In rural areas, the SHPO may approve about one acre per building. (For example, a farmhouse, barn, and smoke-house listed in the National Register might receive special assessment for a three-acre parcel on which these buildings are located.) Exceptions to this policy will be made by the SHPO only when a larger parcel is needed to contain significant historic buildings and landscapes, or if exceptional circumstances are demonstrated.

(8) An owner of historic property applying for special assessment is entitled to any other exemption or special assessment provided by law. If the property has an existing exemption(s) or multiple exemptions are being considered at time of application, an owner shall consult with the county assessor's office to establish the historic property's assessed value and/or boundaries for purposes of determining an application value pursuant to OAR 736-050-0110(1)(b).

(9) In order to approve an application, the SHPO must find that:

(a) The treatment proposed in the Preservation and/or Renovation Plan(s) meets t he applicable Secretary of the Interior's Standards for the Treatment of Historic Property;

(b) The combined rehabilitation, maintenance, and preservation proposed will result in a property that substantially conveys its historic character; and, for a Commercial Property reapplication, that the proposal constitutes a significant investment that promotes compliance with ADA requirements, seismic improvements, or energy conservation improvements to ~~in~~ the property;

(c) The combined rehabilitation, maintenance, and preservation work items proposed will be completed in a timely manner.

(10) The SHPO may impose conditions and timelines on the approval of an application in order to bring it into conformance with the criteria listed in ~~sub~~section (9) of this ~~section~~ rule.
(11) The SHPO may deny an application or reapplication that does not meet the criteria listed in ~~sub~~section (9) of this ~~section~~ rule.
(12) The applicant may appeal any matter relating to an application for special assessment under the terms established in OAR 736-050-0140.
Stat. Auth.: ORS 358.545 Stats. Implemented: ORS 358.490 & ORS 358.495Hist.: PR 7-1984, f. & ef. 12-6-84; PR 2-1992, f. & cert. ef. 5-1-92; PR 11-1995, f. & cert. ef. 12-21-95; PRD 4-2002, f. & cert. ef. 4-10-02

736-050-0120
Owner and SHPO Responsibilities
(1) An owner of specially assessed property is responsible for maintaining the property in good condition. Noticeable deterioration of a property, or a failure to complete rehabilitation required in a Preservation and/or Renovation Plan during the time period designated, unless otherwise amended, may be sufficient cause for the SHPO to seek mandatory remedial action and/or to initiate removal of the property's special assessment pursuant to OAR 736-050-0135.
(2) Pursuant to subsections (a) through (h) of this s~~S~~ection, an owner must provide a reasonable opportunity for members of the public to visit the property at least one day a year, except national holidays. Failure to comply with these requirements may be sufficient cause for the SHPO to seek mandatory remedial action and/or to initiate removal of property's special assessment pursuant to OAR 736-050-0135;
(a) On forms provided by the SHPO, or the equivalent, an owner shall notify the SHPO in writing of the open house visitation date no later than the tenth day of the month prior to the month in which the chosen date occurs. The property must be open to the public for four consecutive hours between 9 a.m. and 9 p.m.
(b) Within 14 calendar days after an open house is held, an owner shall return the completed and signed open house affidavit/guest list form provided by the SHPO, or an equivalent substitute, confirming that the open house was held on the date and time specified. The affidavit/guest or a substitute form must be made available to be signed by those attending the open house.
(c) The SHPO may approve a request for waiver of the open house requirement under the following circumstances:
(A) A waiver may be granted if significant interior or exterior rehabilitation is underway and will not be completed by December 31 of the calendar year, or if the SHPO believes that requiring

the property to be open would endanger the public. If the rehabilitation is completed and the premises certified occupiable by the applicable local building official during the calendar year, the owner must hold an open house, and must notify the SHPO as outlined in subsection (a) of this section. A waiver form will be provided by the SHPO upon request of the property owner;

(B) A waiver may be requested and granted in the case of hardship or unexpected circumstances that make it impossible for the owner to hold an open house within a calendar year. Request for a waiver must be in writing and must explain the extenuating circumstances.

(d) During a waiver period granted under subsection (c) of this section, the SHPO may require an interpretive display to be placed on the property or its grounds by the owner, in an area visible to the public, but which will not present a danger to the public or interfere with construction activity. The display shall contain at a minimum: historic name of property as indicated on National Register nomination form (if known); date of construction; and other interpretive information regarding the property's historic or architectural significance;

(e) An owner of a property, parts of which are routinely open to the public without charge, must nonetheless make provision for the public to view all significant parts of the building, including those areas not normally available for public viewing. Owners of properties that are routinely open to the public for a fee, such as theaters or privately-operated house museums, must make provision for free public visitation one day a year;

(f) Open houses that are held as a part of community-sponsored events, or as fund raising events for nonprofit organizations will satisfy the mandatory open house requirement provided that:

(A) The event is open to the public; and

(B) The property owner receives no fee that is charged to enter the specially assessed property.

(g) Owners of apartment buildings, condominiums, or other multi-family unit buildings that are under special assessment must make provision for viewing by the public of public areas and at least one representative unit of the apartment, condominium, or multi-family dwelling;

(h) Owners of ~~noncommercial~~ residential property may restrict interior areas open to the public to spaces or rooms such as living rooms, parlors, dining rooms, hallways, stair halls, or other areas not normally deemed as "private." "Private" means rooms such as bedrooms, closets, bathrooms, or dressing rooms, unless the owner wishes to open these areas for public viewing. The public must have physical access throughout the areas that are open for public viewing.

(3) An owner of specially assessed property certified after July 1, 1996 shall install a SHPO approved plaque on the property in a

location that is readable from the public right-of-way. The plaque shall include the historic name of the property as indicated in the National Register nomination, the date of construction, and the following language "This property has been placed on the National Register of Historic Places by the United States Department of the Interior National Park Service and is subject to the provisions of the Oregon Special Assessment Program ORS 358.475-.545 ~~565~~." Plaques meeting these requirements will be offered for purchase from the SHPO at the time the property is certified for Special Assessment. Failure to comply with this requirement may be sufficient cause for the SHPO to seek mandatory remedial action and/or to initiate removal of the property's special assessment pursuant to OAR 736-050-0135.

(4) An owner of specially assessed property is responsible for providing the SHPO with a current mailing address and other contact information.

(5) The SHPO shall monitor owner compliance with program requirements by <u>one or more of the following</u>:

(a) Requesting access to inspect a property and determine its condition. An owner shall allow SHPO staff access with reasonable notice and at reasonable times. If an owner does not allow access, the SHPO may seek mandatory remedial action and/or initiate removal of the property's special assessment pursuant to OAR 736-050-0135; ~~and/or~~

(b) Requesting such information from owners as is directly related to matters set forth in ORS 358.475 to 358.545 or in these rules. If an owner does not respond to the request by providing the required information within the specified time, the SHPO may seek mandatory remedial action and/or initiate removal of the property's special assessment pursuant to OAR 736-050-0135; ~~and/or~~

(c) Attending random open house events. If an open house is not held at the time specified, the SHPO may seek mandatory remedial action and/or initiate removal of the property's special assessment pursuant to OAR 736-050-0135.

(6) Once a month the SHPO shall issue a general press release announcing the dates, times, and locations of those specially-assessed properties which will be open to the public in the following month, and including other particulars about the special assessment program.

Stat. Auth.: ORS 358.545

Stats. Implemented: ORS 358.575, ORS 358.480, ORS 358.535 & ORS 358.545(1) Hist.: PR 7-1984, f. & ef. 12-6-84; PR 2-1992, f. & cert. ef. 5-1-92; PR 11-1995, f. & cert. ef. 12-21-95; PRD 4-2002, f. & cert. ef. 4-10-02

736-050-0125

Changes and Alterations to Properties Approved for Special Assessment

(1) Pursuant to ORS 358.565, the SHPO delegates special assessment application and design review approval authority to the Deputy State Historic Preservation Officer (DSHPO). The DSHPO shall rely on the expertise of qualified staff in making program decisions.

(2) Owners shall apply in writing on forms provided by the SHPO for review, and receive written approval before undertaking any alteration of, or new construction on specially-assessed property. Definitions for "Alteration" and "New Construction" are found in OAR 736-050-0105. Previously altered spaces, rooms or features, such as kitchens and bathrooms, are exempt from the provisions of this section, unless the owner proposes to demolish or relocate historic features such as walls, windows, or detailing as a part of the proposal, or is proposing to alter the plan configuration to accommodate additions or other new construction.

(3) Portions of a specially-assessed property that are leased or rented by an owner ~~is~~ are also subject to the design review requirements of this rule. Owners are responsible for any action that lessees or renters take that may affect the historic character of the property.

(4) At a minimum, applications shall include:

(a) Sufficient current, archivally stable, color print images of each building, structure, or landscape that is a subject of the application, to convey the existing condition of the property;

(b) Written narrative that describes the proposal and explains what effects it will have on the historic character of the property; and

(c) Sufficient plan, elevation, section, and/or detail drawings to accurately convey the effect the proposal will have on the historic character of the property.

(5) In order to approve applications for the alteration of, or new construction on specially assessed property, the SHPO staff must find that the proposal meets the Secretary of the Interior's Standards for Rehabilitation ~~of Historic Property~~. These standards are:

(a) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment;

(b) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided;

(c) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or

architectural elements from other buildings, shall not be undertaken;
(d) Most properties change over time; those changes that have acquired historical significance in their own right shall be retained and preserved;
(e) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved;
(f) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence;
(g) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible;
(h) Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken;
(i) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize a property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment;
(j) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
(6) Changes and alterations to a property that do not conform with all of these standards, or that are undertaken without prior SHPO approval may be sufficient cause for the SHPO to seek mandatory remedial action and/or to initiate removal of the property's special assessment pursuant to OAR 736-050-0135.
(7) A change or alteration permissible in one circumstance does not necessarily constitute justification or a precedent for a similar change or alteration in another circumstance. The SHPO shall evaluate proposed changes and alterations on a case-by-case basis.
[Publications: Publications referenced are available from the agency.]
Stat. Auth.: ORS 358.545 Stats. Implemented: ORS 358.545(2)
Hist.: PR 7-1984, f. & ef. 12-6-84; PR 2-1992, f. & cert. ef. 5-1-92; PR 11-1995, f. & cert. ef. 12-21-95; PRD 4-2002, f. & cert. ef. 4-10-02

736-050-0130
New Construction
(1) Additions to specially-assessed property, otherwise meeting the definition of "new construction" in OAR 736-050-0105(9), may be determined not to be new construction for purpose of special assessment by the SHPO pursuant to ~~S~~section (2) of this ~~section~~ rule.
(2) In order to determine new construction eligible for Special Assessment the SHPO must find:
(a) That the new construction accurately meets the definition(s) of restoration ~~and/or~~ reconstruction, or both in OAR 736-050-0105(23) and (24) respectively; ~~or~~
(b) That the new construction is required by the fire marshal or building official, to meet fire, life, safety, ~~and/or~~ accessibility code requirements, or any combination thereof, and that the requirement cannot reasonably be accommodated within the existing structure; ~~or~~
(c) That the new construction meets the Standards in OAR 736-050-0125(5), and is used primarily for residential purposes (ORS 358.543(4)(a)(A)); or
(d) That the new construction meets the Standards in OAR 736-050-0125(5), and is used primarily for nonresidential purposes, and that when added to the total net rentable area of the existing historic property, is less than or equal to the total net rentable area of the property that existed prior to the new construction.
(3) New construction that does not conform to all of the Standards, or that is undertaken without prior SHPO approval may be sufficient cause for the SHPO to seek mandatory remedial action; ~~and/or~~ to initiate removal of the property's special assessment pursuant to OAR 736-050-0135; or both.
Stat. Auth.: ORS 358.545
Stats. Implemented: ORS 358.543
Hist.: PR 7-1984, f. & ef. 12-6-84; PR 2-1992, f. & cert. ef. 5-1-92; PR 11-1995, f. & cert. ef. 12-21-95; PRD 4-2002, f. & cert. ef. 4-10-02

736-050-0135
Removal of Special Assessments
(1) A property's special assessment may be removed at an owner's request or administratively by the SHPO.
(a) When a property is removed at an owner's request, the owner shall be liable for repayment of taxes and interest as described in ORS 358.525(1).
(b) Notwithstanding subsection (a) of this section, when a property is removed at an owner's request, the owner shall not be

held liable for repayment of interest as described in ORS 358.525(1) if within two years of the removal,

(A) The property has been accepted into the special assessment program, and

(B) The property owner has spent an amount implementing an approved preservation plan for the property that equals or exceeds five times the amount of interest that would otherwise be payable under ORS 358.525(1).

(c) When a property is removed administratively, the owner shall be liable for repayment of taxes, interest, and a penalty as described in ORS 358.525(2).

(d) No repayment or penalty is required if the property is transferred to an ownership making it exempt from property taxation or is destroyed by accidental fire, vandalism or Act of God.

(e) If a property removed from special assessment continues to meet the definition of historic property in OAR 736-050-0105, a new application may be made for special assessment under OAR 736-050-0110. The county assessor will establish a revised assessed value.

(f) Upon sale or transfer of residential property to a new owner, the property is disqualified for special assessment unless:

(A) for properties with Preservation Plans, the new owner assents to the SHPO in writing to continue to implement the Preservation Plan;

(B) for properties without mandatory Preservation Plans (prior to 1995), the new owner assents to the SHPO in writing that they will notify the SHPO of any planned alterations/changes to the property, and receive approval from the SHPO for those alterations/changes.

(2) The SHPO may determine a questionable property's continued qualification for special assessment on its own initiative, or at the request of a landmarks commission, governing body, or a county assessor. In order to initiate administrative removal of special assessment, the SHPO must find that:

(a) Some or any of the "Owner's Responsibilities" described in OAR 736-050-0120 have not been met; ~~or~~

(b) Inappropriate changes or alterations have been made to the property; ~~or~~

(c) The property includes new construction that is not compatible with its historic character; ~~or~~

(d) Some or all features that define the historic character of the property have been removed or allowed to deteriorate beyond repair; ~~or~~

(e) A procedural error was made in approving the property for special assessment; or

(f) Repairs, improvements, maintenance, or other components of a Preservation Plan or a ~~and/or~~ Renovation Plan have not been carried out in a timely manner.
(3) A request for the SHPO to determine if a property continues to qualify for special assessment shall be in writing, and shall contain the address of the subject property, and the name and current mailing address of the property's owner. It must also state the reason or reasons why the complainant believes that the property no longer qualifies for special assessment. Upon receipt of such a request, the SHPO shall investigate the complaint. As part of the investigation, the SHPO may inspect the property and may request a report from the owner pursuant to ORS 358.535. The SHPO shall make a determination on the property's continuing qualification within 60 days of receipt of the request.
(4) Upon receipt of a request to determine if a property continues to qualify, the SHPO or a designated representative shall deliver a notice to the owner in person or by registered letter. The notice shall:
(a) Identify the property by historic name, street address, and assessor's tax number;
(b) State the reason why the continued qualification for special assessment is being questioned;
(c) Request a detailed response to each problem identified in the notice; and
(d) Identify how the owner can appeal a determination that the property no longer qualifies.
(5) Upon finding that a property no longer qualifies for special assessment, the SHPO shall notify the county assessor in writing that the property is disqualified.
(6) A determination by the SHPO that a property continues to qualify may contain mandatory corrective measures that an owner shall undertake within a specified time in order to remedy or mitigate problems outlined in the notice. Failure to complete corrective measures in the time specified will be cause for disqualification without further notice.
Stat. Auth.: ORS 358.545
Stats. Implemented: ORS 358.509, ORS 358.515 & ORS 358.525
Hist.: PR 7-1984, f. & ef. 12-6-84; PR 2-1992, f. & cert. ef. 5-1-92; PR 11-1995, f. & cert. ef. 12-21-95; PRD 4-2002, f. & cert. ef. 4-10-02

736-050-0140
Appeals
(1) Any owner, governing body, or assessor affected by a determination of the SHPO with regard to special assessment may request a contested case hearing pursuant to the provisions of ORS 183.413 to 183.425 and 183.440 to 183.470 ~~183.310 to 183.550~~. An

appeal must be filed no later than 30 calendar days after the date a decision is made by the SHPO.
(2) After a contested case hearing has been held, the Hearings Officer shall present the proposed order to the Historic Assessment Review Committee (HARC). The HARC shall determine the final order in the case.
Stat. Auth.: ORS 358.545 Stats. Implemented: ORS 358.545Hist.: PR 7-1984, f. & ef. 12-6-84; PR 2-1992, f. & cert. ef. 5-1-92; PR 11-1995, f. & cert. ef. 12-21-95; PRD 4-2002, f. & cert. ef. 4-10-02

736-050-0150
Preservation and Renovation Plans
(1) A Preservation Plan submitted to the SHPO as part of the application or reapplication process for special assessment shall be on forms supplied by the SHPO and include:
(a) Property location and ownership information;
(b) A written narrative that briefly describes any significant people and~~/or~~ events associated with the property, and states the property's period of historic significance;
(c) A chronology of the property's development, significant modification, and use, e.g. dates of physical construction and modifications over time, if any, including any known change in use prior to the date of application. The narrative should be based on the historical record, first-hand knowledge, physical evidence, or professional analysis;
(d) A written description of the property's exterior and interior architectural and landscape features, and their condition; and
(e) A prioritized treatment plan with general cost estimates, and approximate timelines for completion.
(2) A summary of documentation from a nomination of a National Register property may be substituted in the application for items (a) through (c) if the nomination contains all of the information required in those items.
(3) A Renovation Plan submitted for commercial property to the SHPO as part of the reapplication process for special assessment shall be on forms supplied by the SHPO and include:
(a) A narrative and graphic description of at least one of the three work items described below. This information shall includes a cost estimate and timelines for completion of the work item(s) that falls within the period of the special assessment benefit:
(A) Accessibility improvements meeting the requirements of the Americans With Disabilities Act (ADA). These are work items to implement the removal of architectural barriers, based on professional analysis as referenced in subsection (c) of this section. They can include the addition of ramps or devices to facilitate entrance/-exit; changes to door widths, floor elevations, bathroom or shower facilities; or other appropriate

treatments that eliminate or mitigate architectural barriers. The cost of eliminating architectural barriers is not required to exceed those values cited in ORS 447.241.

(B) Seismic safety structural improvements. These are work items to improve the seismic performance or structural stability of a property, based on professional analysis as referenced in subsection (c) of this section, that reduce the potential for heavy structural damage to a property or improve life/safety performance in the event of an earthquake. Generally, they include the addition of floor stiffening materials; devices to tie floor systems to exterior walls; vertical frames or walls in various materials to reduce the potential for shear or to strengthen areas that have high risk of collapse; base isolation systems; parapet bracing devices, vibration dampening systems, or other appropriate treatments.

(C) Energy conservation improvement measures. These are work items that improve a property's energy performance based on professional analysis as referenced in subsection (c) of this section, and can include: installation of new HVAC systems; rehabilitation of existing historic windows to increase thermal efficiency; installation of various types of insulation systems and other appropriate treatments.

(b) All accessibility, seismic, and energy conservation measures contained in the Renovation Plan must meet the appropriate standards for access, seismic, and energy improvements as prescribed in the Oregon Structural Specialty Codes (OSSC), or other applicable codes for existing buildings.

(c) All ADA, seismic and energy conservation measures contained in the Renovation Plan shall be prioritized based on a comprehensive professional analysis of the building. The building's site shall also be considered in all analyses.

(4) For commercial ~~(depreciable)~~ property, the SHPO may allow an application for the federal investment tax credit (National Park Service Form #10-168) for the rehabilitation of the property to be substituted for a Preservation Plan, ~~and/or~~ a Renovation Plan, or both provided the application calls for significant investment in the property and otherwise meets the requirements of this ~~section~~ rule and OAR 736-050-0150 relating to the content of Preservation and Renovation Plans.

(5) Forms for Preservation and Renovation Plans shall be provided by the SHPO, and are available online at www.hcd.state.or.us.

(6) SHPO staff may consult with property owners on the sufficiency of a Preservation and/or Renovation Plan prior to submittal of the application. [ED. NOTE: Forms & Publications referenced are available from the agency.]

Stat. Auth.: ORS 358Stats. Implemented: ORS 358.540 Hist.: PR 11-1995, f. & cert. ef. 12-21-95; PRD 4-2002, f. & cert. ef. 4-10-02

SPECIAL ASSESSMENT OF HISTORIC PROPERTY PROGRAM
Application/Reapplication Checklist

(_) Application/Reapplication Form

(_) A complete **Preservation Plan** (unbound). NOTE: For commercial buildings, a Federal Investment Tax Credit Application can be substituted for the Preservation Plan.

(_) A complete **Renovation Plan** (for commercial reapplicants only)(unbound).

(_) A **certified check or money order** for the application fee (Real Market Value x .0033), made payable to the Oregon Parks and Recreation Department. The fee is non-refundable.

(_) **County Assessor's tax statement** listing the property's current assessed and real market value.

(_) **Site plan and floor plan sketch** (all levels of the building) reduced to 8 1/2" x 11" or 11" x 17".

(_) **Colored, labeled photographs** (3 1/2" x 5" or 4" x 6"). Exterior photo of each façade (main building and any outbuildings), a streetscape, interior rooms, significant historic features, landscaping, and areas in need of rehabilitation. Good quality, color digital photos are acceptable. **(NO POLAROIDS). Please do not mount photographs.**

NOTE: Please submit historic photo of property if available

Mail complete applications to:

Susan Haylock
State Historic Preservation Office
725 Summer St. NE Ste C
Salem OR 97301
Phone: 503-986-0672

Your check should be made payable to: Oregon Parks & Recreation Department

(8/05)

OREGON STATE HISTORIC PRESERVATION OFFICE
SPECIAL ASSESSMENT OF HISTORIC PROPERTY PROGRAM
Application Form/Affidavit and Preservation/Renovation Plan

EXAMPLE OF APPLICATION FOR RESIDENTIAL PROPERTY

Instructions: Read the instructions carefully before completing this application form/affidavit and Preservation/Renovation Plan. No certification will be made unless a completed application form has been received. Type or print clearly in ink. Upon receipt of this application and supplementary material the State Historic Preservation Office (SHPO) will determine whether or not the application is complete.

1. **Property Information:**
   Historic Name of Property: Charles and Twila Samson House

   National Register District and rank (if applicable): Broad Street Historic District (historic contributing)

   Date Listed on the National Register: 8/26/87

   Property Address:
   Street: 1590 Broad Street NW

   City: Anywhere County: Whatsis Zip: 97000

2. **Property Tax Information:**
   Tax Account Number: R193114 Is property wholly depreciable: ☐ Yes ☒ No

   Current Assessed Value: $69,470 Current Real Market Value (RM): $77,120

   Application Fee (RMV x .0033): $254.50

3. **Preservation Plan Overview**
   Current Use: ☐ Agricultural ☐ Commercial ☐ Industrial ☒ Residential ☐ Res./Multi-family

   Estimated Cost of Rehabilitation: $ 29,000 Estimated cost of Renovation (**for reapplications only**): $ _____

   Item Numbers proposed for completion by 5th year: 1, 2, and 4

   Item Numbers proposed for completion by 10th year: 3, 5, and 6

   Item Numbers proposed for completion by 14th year: _____

4. **Owner Information:**
   Owner Name: Nathanial Witt Organization/business: n/a

   Address: 1590 Broad Street NW City: Anywhere

   State: OR Zip: 97000

   Work Phone No.: 541-567-8901 Home Phone No.: 541-562-9142

I certify that I have read and understand the Oregon Administrative Rule (OAR 736-050-0100 through 0150) which pertains to special assessment of historic property, and that this application and any attachments accurately represent the property to be specially-assessed. I agree to grant access for the viewing of the property by the State Historic Preservation Officer, the State Historic Preservation Officer's staff, the Historic Assessment Review Committee, and the public. I declare under the penalties for false swearing as contained in ORS 162.085 that I have examined this application, and to the best of my knowledge, it is true, correct, and complete.

_____ _____
Owner/Owner Representative Signature Date

SHPO Office Use Only

SHPO has reviewed the application and has determined:

☐ Property is not eligible for tax benefit. Explanation: _____

☐ Application is not complete. Holding for following information: _____
_____ Date: _____

☐ Application is acknowledged as complete:

_____ _____
SHPO Authorized Signature Date

Attachment G

Preservation/Renovation Plan

Historic Name: Charles and Twila Samson House

Street: 1590 Broad Street NW City: Anywhere County: Whatsis

5. **Detailed description of rehabilitation/preservation/maintenance/renovation work.** Include site work, new construction, alterations, etc. Complete blocks below.

1

Architectural feature: Front Porch
Approximate date of feature: 1890 c1950

Describe existing feature and its condition:

The existing porch is not the historic one, but replaced a second porch in 1974. The existing porch falls outside the period of significance of the historic district, 1879 - 1940, and is jarringly out of character with this Queen Anne style house. The porch is of wood frame construction, except for the steps and stoop, which are poured-in-place concrete. The porch roof leaks badly and the concrete steps have tilted significantly. The only railing is a 2" galvanized pipe about 30" above the porch floor.

Photo no.: 1

Drawing no.: N and W Elevations

Describe work and impact on existing feature:

Although I have not been able to find any historic photographs of the house, there is good evidence, in the form of Sanborn Insurance maps (1890-1935), paint shadows, nail holes, and impressions in the concrete walkway to show the general configuration of the porch. It was a flat-roofed, two-bay structure with sawn face brackets on turned columns supporting perimeter beams. There was a short soffit, about 9" deep, and the two exposed sides of the roof were finished in shingles at a 12/12 pitch. The steps were wide, taking up almost half the width of the porch (one bay). I propose to remove the concrete stoop and restore the porch as revealed by this physical and documentary evidence. There are also several extant porches of this general type in the neighborhood, from which I am taking cues about those aspects I have been unable to document.

2

Architectural feature: Parlor/Dining Room
Approximate date of feature: 1890 and c1920

Describe existing feature and its condition:

This house was expanded by a sizable addition at the rear in about 1920, and the interior configuration was changed at that time. Further significant interior changes were undertaken in 1974 by the owners from whom I purchased the house, including the installation of lowered ceilings in all rooms at the height of the window heads, 8'-1". The parlor and dining room originally had pocket doors between them. This appears to have been followed by a widening of the opening and the addition of framing columns on raised pedestals. (Shadows of the capitals and the pedestals are faintly visible in the header and the flooring.) The pedestals and columns were removed in the "modernization" of 1974. One surviving door surround, from the inside of what was once a small toilet room, shows that the original trim system had bullseye corner blocks. These were replaced by cornice type heads in the c1920 remodeling which were in turn cut down in the 1974 lowering of the ceilings.

Photo no.: 5, 6

Drawing no.: floor plan

Describe work and impact on existing feature:

I propose to restore the earliest configuration of these two most public rooms as accurately as possible. I have already removed the dropped ceiling, revealing a circular plaster medallion in the middle of the room, the center of which matches a late nineteenth century lighting fixture found in the attic. There are also some remnants of many layers of wallpaper. The built-in truss that supported the pocket doors is in place in the wall, as are some broken pieces of the track system. There is good physical evidence in the floor, paint shadows and patched door guide mounting holes, to guide the restoration.The doors are gone. I plan to have new, compatible doors made, and will install new hardware to carry and close them. Appropriate finishes and flooring for both rooms will be determined in consultation with the Historic Preservation Office. See item 3 for discussion of the fireplace and stove flue.

Preservation/Renovation Plan

Historic Name: Charles and Twila Samson House

Street: 1590 Broad Street NW City: Anywhere County: Whatsis

5. **Detailed description of rehabilitation/preservation/maintenance/renovation work.** Include site work, new construction, alterations, etc. Complete blocks below.

3	Architectural feature: Fireplace and Stove Flue Approximate date of feature: 1890	Describe work and impact on existing feature: I propose to restore the fireplace and hearth, and perhaps the stove flue, in consultation with the SHPO, during the second five years of the benefit. For the time being I would like to install a flexible metal liner in the remaining chimney flue to serve a freestanding gas burning stove that looks like a traditional woodstove. This unit will be installed on the hearth, which I have stabilized with temporary shoring in the crawlspace.
Describe existing feature and its condition: As originally configured there was a stove to heat the parlor and a fireplace in the dining room, both served by the same chimney and occupying spaces on either side of the wall common to these rooms. The flue opening for the parlor stove is still in the wall, but has been bricked up and papered over. The mantlepiece and firebox of the fireplace, which faced diagonally into the dining room from a corner, have been removed and the opening closed with framing and sheetrock. The configuration of the firebox is discernable in the surviving fireplace floor and the throat of the chimney. The cantilevered brick hearth is intact but failing, and it has been plastered over with an unknown and highly adhesive material to bring the surface level with the floor. Above the roof line the original chimney has been removed and replaced with a smaller single flue that rises only four feet above the roof surface.		
Photo no.: 3, 7	Drawing no.: floor plan	
4	Architectural feature: Windows Approximate date of feature: 1890, c1920, 1974	Describe work and impact on existing feature: All windows except the garden window in the kitchen and the aluminum sliders in the rear dormer will be fully rehabilitated. New wooden window screens and storm windows, based closely on a few surviving screens will be built and used in alternation to provide a measure of climate control. The garden window will be removed and two appropriate replacement windows will be installed to replicate the original configuration. See Item 5 for discussion of the dormer and its windows.
Describe existing feature and its condition: There are nine tall (2'-6" x 6'-0") and one short (2'-0" x 4'-6") original one-over-one, double-hung wooden windows on the front and sides of the house. Toward the rear, on both sides, where the house was expanded in c1920, there are four similar but not identical tall windows that appear to have been salvaged from another property. In the kitchen there is a large protruding "garden window" that replaced two short windows, like the one surviving from the extinct toilet room, in 1974. There are two 4'-0" x 4'-0" aluminum horizontal sliding windows in the dormer added to the attic in 1974, see Item 5. All the windows are in fair to poor condition, some painted or nailed shut, many with broken sash cords, some with cracked glass and failing glazing putty, etc.		
Photo no.: 1, 2, 3	Drawing no.:	

Preservation/Renovation Plan

Historic Name: Charles and Twila Samson House

Street: 1590 Broad Street NW City: Anywhere County: Whatsis

5. **Detailed description of rehabilitation/preservation/maintenance/renovation work.** Include site work, new construction, alterations, etc. Complete blocks below.

5	Architectural feature: Attic Dormer Approximate date of feature: 1974	Describe work and impact on existing feature: I will develop plans in consultation with the SHPO and the local building official for a more compatible dormer, and possibly for finishing the attic as living space. Because the existing dormer gives daylight to the attic, is on the rear of the house, and is in sound condition, I propose to leave these changes until the second five years of the benefit.
Describe existing feature and its condition: In 1974 the previous owners "bootlegged" a sizable shed-roofed dormer onto the rear slope of the roof in anticipation of finishing the large attic as living space. The local building inspector was informed of the work and ordered it stopped, but the project was never reversed or made code compliant. It is distinctly out of character with the house but well built.		
Photo no.: 3, 4	Drawing no.:	

6	Architectural feature: Cooler House Approximate date of feature: 1895	Describe work and impact on existing feature: I plan to rehabilitate the cooling house into a garden shed during the second five years of the benefit. I will consult with the SHPO in this process.
Describe existing feature and its condition: On the earliest Sanborn maps, 1890-1918, this small one story brick structure is shown as detached from the house. On the 1923 and subsequent maps its footprint becomes part of the house because of an addition. The structure was at first thought to be a smokehouse, but further investigation revealed that is was a cooling house. It has one original opening, a boarded up window on the south side, an internal door opening to the house, and an aluminum window cut into the east side in 1974. The brick is in good to fair condition, the mortar is in fair to poor condition, and the roof is in good to fair condition.		
Photo no.: 2, 4	Drawing no.: floor plan	

National Register Historic Districts in Oregon

August 30, 2005

Historic District Name	Number of Resources Contrib.	Non-Contrib	Total	% contrib.
BAKER COUNTY				
BAKER				
BAKER HISTORIC DISTRICT	103	31	134	77%
SUMPTER				
SUMPTER VALLEY RAILWAY HISTORIC DISTRICT	18	2	20	90%
County Totals	**121**	**33**	**154**	**79%**
BENTON COUNTY				
CORVALLIS				
AVERY-HELM HISTORIC DISTRICT	123	42	165	75%
COLLEGE HILL WEST HISTORIC DISTRICT	308	82	390	79%
MONROE VCTY				
HULL, RALPH, LUMBER COMPANY MILL COMPLEX	16	12	28	57%
County Totals	**447**	**136**	**583**	**77%**
CLACKAMAS COUNTY				
GOVERNMENT CAMP VCTY				
CLACKAMAS LAKE RANGER STATION HISTORIC DISTRICT	12	5	17	71%
MT HOOD NF				
BARLOW ROAD	10	7	17	59%
OREGON CITY				
CANEMAH HISTORIC DISTRICT	89	12	101	88%
County Totals	**111**	**24**	**135**	**82%**
CLATSOP COUNTY				
ASTORIA				
ASTORIA DOWNTOWN HISTORIC DISTRICT (1883-1947)	61	64	125	49%
SHIVELY-MCCLURE HISTORIC DISTRICT	241	171	412	58%
UNIONTOWN-ALAMEDA HISTORIC DISTRICT	134	82	216	62%
County Totals	**436**	**317**	**753**	**58%**
COLUMBIA COUNTY				
ST HELENS				
ST HELENS DOWNTOWN HISTORIC DISTRICT	126	23	149	85%
County Totals	**126**	**23**	**149**	**85%**
CURRY COUNTY				
PORT ORFORD				
PORT ORFORD COAST GUARD STATION	11	0	11	100%
WOLF CREEK				
ROGUE RIVER RANCH	10	0	10	100%
County Totals	**21**	**0**	**21**	**100%**

Attachment
H

Properties Previously or Currently in the Special Assesment Program

	HISTORIC NAME	STREET	TYPE	STATUS	ART YEAR
1	Julian Hotel	105 SW Second	Commercial	Active	2001
2	Willamette Valley & Coast Railroad Depot	500 SW Seventh	Commercial	Active	1997
3	Bryson, J. R. House	242 NW 7th	Commercial	Active	2006
4	Benton Plaza Hotel	408 SW Monroe	Commercial	Expired	1983
5	Kline, L. G., Building	146 SW Second	Commercial	Expired	1986
6	Pi Beta Phi Sorority House	3002 NW Harrison	Commercial	Expired	1983
7	Julian Hotel	105 SW Second	Commercial	Expired	1986
8	Benton County State Bank	155 SW Madison	Commercial	Expired	1979
9	Hotel Corvallis	201-11 SW Second	Commercial	Expired	1988
10	Poultry Building and Incubator House	800 SW Washington	commercial	Pending	2006
11	Farra, Dr. George R, House	660 SW Madison	Commercial	Removed	1990
12	First Congreational Church	Eighth & Madison SW	Commercial	Removed by Owner	1982
13	Lewisberg Hall and Warehouse Company	6000 NE Elliott Avenue Circle	Commercial	Removed by Owner	1992
14	Rickard, Peter, Farmstead	25450 Starr Creek Road	Farm	Expired	1984
15	Helm-Hout House	844 SW Fifth	Residential	Active	1991
16	Kline House	308 NE Eighth	Residential	Active	1991
17	Bexell, John, House	3009 NW Van Buren	Residential	Active	1992
18	Bosworth, Dr. Ralph, House	833 NW Buchanan	Residential	Expired	1982
19	Wilson, James O., House	340 SW Fifth	Residential	Expired	1981
20	Arnold, Ernest, House	806 SW Fifth	Residential	Expired	1982
21	Hadley-Locke House	704 NW Ninth	Residential	Expired	1982
22	Taylor, George, House	504 NW Sixth	Residential	Expired	1982
23	Pernot, Dr. Henry F., House	242 SW Fifth	Residential	Expired	1983
24	Schuster, Charles, House	228 NW Twentyeighth	Residential	Expired	1987
25	Fairbanks, Leo J., House	316 NW Thirtysecond	Residential	Expired	1988
26	Burnap-Rickard House	518 SW Third	Residential	Removed	1989
27	Woodward, Elias, House	442 NW Fourth	Residential	Removed by Owner	1988

Attachment 1

History: This house was constructed in c.1911 for Fred and Adaline Olsen. He was an edgerman for the Corvallis Lumber Company. The Olsen family apparently lived here for only a short time before moving to their larger home at 820 SW 5th. The 1938-39 OAC Faculty and Staff directory shows Dorothy Grant, an assistant mail clerk, living at this address.

835 SW 5th

Historic Name:	E. B. and Amelia Bier House
Year of Construction:	1922
Legal Description:	F.A. Helms Addition, Block 1 Lot 8, Tax Lot 7200
Owner:	Glenna and John Lopez, Jr., 1960 ½ Milan Ave., S. Pasadena, CA 91030
Classification:	Historic/Contributing (house); Non-Historic/Non-Contributing (garage/carport)

Description: This simple bungalow is a small, one-story wood frame house. It is sheathed with horizontal lapped board siding and rests on a concrete basement foundation. Its side-gabled roof is covered with composition shingles. Windows are a combination of six-over-one and five-over-one double hung sash with aluminum storms. The front (west) porch has been reconstructed and includes a concrete deck and concrete steps. Decorative features on the house are limited to the porch posts supporting a front-facing gable roof, although these are not original. A newer detached garage/carport is located behind the house to the northeast.

History: This house was constructed for E. B. and Amelia Bier in 1922. It was later owned by Leo E. Bier, possibly a son.

843 SW 5th

Historic Name:	Lizzie A. Belknap House
Year of Construction:	1909
Legal Description:	F.A. Helms Addition, Block 1 Lot 7, Tax Lot 7100
Owner:	Adrian Enriquez, PO Box 1089, Ventura, CA 93002
Classification:	Historic/Non-Contributing (1)

Description: This one-story, wood frame house has been remodeled and substantially altered from its original appearance. Sheathed with side weatherboard siding, it rests on a concrete foundation. Its intersecting hipped roof is covered with composition shingles. A large, eight-pane fixed picture window is located on the front (west) façade. Other windows are aluminum sliders. There is no porch. Landscaping includes a large, mature maple tree.

History: According to tax records and deeds, this house was constructed for Lizzie Belknap, the widow of Edward Belknap, in 1909. In 1913, she had moved to Monroe Street and Joseph and Jeannette Dickinson lived at this address. Dickinson was an electrician. The house was sold the E.B. and Amelia Bier in c.1918 and in 1923, tax records indicate a substantial improvement. The Biers lived next door at 835. It is not certain if this is when the house was remodeled, though it could be. Subsequent owners included Ada Tidd, and Harry and Ruth Pittman.

844 SW 5th

Historic Name:	Helm-Hout House
Year of Construction:	c.1895
Legal Description:	F.A. Helm Addition, Block 3 Lots 1 & 2 (S½), Tax Lot 9300
Owner:	William E. Gallahan, III, 844 SW 5th St., Corvallis, OR 97333
Classification:	Historic/Contributing (2)[**NR Listed**]

Description: This is a 2½-story, wood frame Queen Anne style house with Stick/Eastlake detailing. There is a 1½-story kitchen wing at the rear (west). The house is sheathed with shiplap siding and rests on a raised stone and brick basement foundation. Its intersecting gabled roof is covered with wood shingles. Decorative features include fishscale shingles in the gable ends, applied

stickwork on the exterior wall surfaces, and an Eastlake style porch at the southeast corner. The porch, which includes chamfered posts with decoratively sawn brackets and a turned spindle frieze, has new steps and railing. There is a one-story projecting bay window on the front (east) façade and a gabled dormer on the south elevation. Windows are primarily one-over-one double hung sash, many in pairs. An interior brick chimney is located off-center of the roof ridge to the south. The house was restored in 1981.

The garage was moved in 1981 and modified to stylistically complement the house. It has horizontal wood siding and a double-leaf, side-hinged door.

History: This house was constructed in c.1895 for Frances A. Helm. It is assumed to be built from a George Barber plan available through *The Cottage Souvenir*. Frances (also known as Frankie) Helm was one of the daughters of J.C. Avery, the founder of Corvallis. She platted this small, four-block F.A. Helm's addition in 1890. After her husband's death, she was in business locally for a number of years, first with her brother-in-law, B.F. Irvine and later with Arthur Holgate. Following in her father's footsteps, she was appointed Postmistress (the first in Corvallis) by President Cleveland in 1888 (her father served as first Post Master for Corvallis). She was actively socially and was one of the founders of the local chapter of Eastern Star, where she served as the Worthy Matron. In 1896, she was the Grand Worthy Matron of the State Chapter. In 1899, she sold the house to Charles Hout, a close family friend. Hout was a partner in the Hout & Whiteside Hardware business. In c.1912, the house was sold to James and Sylvia Parcel. He was the owner of the Corvallis Printing House. Since that time, there has been a long list of owners.

904 SW 5th

Historic Name:	W. Vaneakin House
Year of Construction:	c.1914
Legal Description:	F.A. Helms Addition, Block 4 Lot 6, Tax Lot 9700
Owner:	Ada Mae Stein & Nathan Mead, 1053 E. Norris Pl., Salt Lake City, UT 84102
Classification:	Historic/Contributing (1)

Description: This is a one-story, wood frame bungalow. It is sheathed with droplap siding, rests on a concrete basement foundation, and its front-facing gabled roof is covered with composition shingles. Decorative features include knee braces and a water skirt covered with wood shingles. Windows are one-over-one double hung sash. There is a small front porch, on which the original posts have been replaced. A small addition has been added to the rear (west) of the house and a small entry porch has been added to the south elevation. An oriel window has been added to the north elevation and large basement windows added. A carport is attached to the rear of the house.

History: This house was constructed for W. Vaneaken in c.1914. It was later owned by A.C. Miller and W.S. Alcorn.

912 SW 5th

Historic Name:	D.W. and Maude Rife House & Garage
Year of Construction:	c.1914
Legal Description:	F.A. Helms Addition, Block 4 Lot 5, Tax Lot 9600
Owner:	Judy Hill & Chris Barnes, 23544 Woods Creek Rd., Philomath, OR 97370
Classification:	Historic/Contributing (2)

Description: This is a 1½-story, wood frame bungalow. It is sheathed with horizontal lapped board siding and rests on a concrete foundation. Its front-facing gable roof is covered with composition shingles. Decorative features include knee braces, exposed rafter tails and an exterior brick chimney. Windows include one-over-one double hung sash and six-pane casements. There is a projecting gabled porch on which the posts have been replaced. There is an addition on the rear (west).

A single-car garage is located behind the house to the southwest. It is sheathed with wood shingles and rests on a concrete foundation. Its gabled roof is covered with composition shingles. The door is of the double-leaf, side-hinged variety.

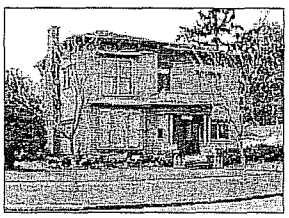
OREGON INVENTORY OF HISTORIC PROPERTIES
HISTORIC RESOURCE SURVEY FORM

Historic Name: Lewis G. Kline House
Current Name:
Street: 308 NW 8TH ST
City: Corvallis
County: Benton
Owner: SWENSON L WAYNE
308 NW 8TH ST
CORVALLIS, OR 97330-6318
Category: Building Location: Urban
TRS: 11S 05W 35 CA
Quad: Corvallis
Map: 11535CA TLN: 9100
Addition: County
Block: 24 Lot: 1, 2, S 1/2 of 3

Original Use: Single-family residence
Current Use: Single-family residence
Secondary Current Use:
Building Date: 1885 Moved? ☐
Theme: 19th Century Architecture
Secondary Theme:
Style: Italianate
Secondary Style:
Architect:A Unknown
Builder: Unknown

Condition: Unknown
Integrity: Unknown
Local Ranking: NA

Plan Shape: Unknown Number of Stories: 2.0
Foundation Material: Unknown Basement? ☐ Porch? ☑
Roof Form: Hip Roofing Material: Unknown
Structural Framing: Wood
Window Type: 1/1 double hung



Exterior Surfacing Materials: Shiplap
Decorative Surfacing: Refer to Statement of Significance
Decorative Features: Refer to Statement of Significance
Alterations/Additions: Refer to Statement of Significance
Landscape Features: Refer to Statement of Significance
Associated Structures: None
Known Archaeological Features: Unknown
Setting: Refer to Statement of Significance

Historic Name Lewis G. Kline House
Street: 308 NW 8TH ST
Recorder: Mary K. Weber
Recorded: 4/27/84
Map: 11535CA TLN 9100
TRS: 11S 05W 35 CA Quad: Corvallis
Local Number: 669B SHPO Number: 11, 691

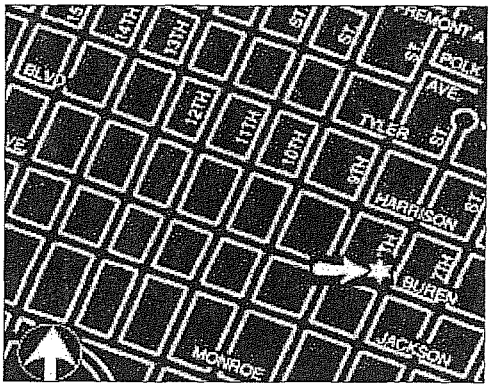
Attachment
L-4

OREGON INVENTORY OF HISTORIC PROPERTIES
HISTORIC RESOURCE SURVEY FORM

Site Plan:

No image recorded

Location Map:



Statement of Significance:

Stephen Dow Beckham 1976

This two story, Italianate Style building stands on the northwest corner of Northwest 8th and Van Buren streets in Corvallis, Oregon. It is of wood frame construction and has a low hip roof. The windows are one-over-one, double hung sash with decorative entablatures supported by small brackets. A massive fireplace, probably a later addition, stands on the south elevation. A partially enclosed front porch with a balcony surrounds the front entry on the east (front) elevation. The exterior is shiplap. The windows have shutters on the inside.

Louis G. Kline moved from Cincinnati, Ohio, to Oregon in 1864 by way of Panama. Kline located in Corvallis, Oregon, where he was a tailor and later a merchant. Louis G. Kline remained active in his mercantile firm until his retirement in 1886 when he was succeeded by his son Simon L. Kline. The younger Kline was in turn succeeded by his son, Walter H. Kline, in running this firm.

Patricia Louise Mackie 1976

The house is a two story cube shaped Italianate style frame home erected by Lewis Kline in 1884. The structure has a basement, first and second floor and attic. The house has two brick chimneys and is topped with a flat hipped roof. There is a semi-enclosed front porch with sitting area enclosed by a three foot brick wall and topped by a second story sitting porch. At the rear there is a small latticed back porch and fruit house. The house has been only slightly altered over the years and contains most of the original furniture. The Kline home retains the charm and scale of a spacious 19th century house.

The Kline family emigrated from Russia and Poland in 1864 arriving in Corvallis with the first sewing machine to be seen in the city and some cloth with which to begin a tailoring business. Mr. Lewis Kline successfully expanded his business, opening the L.G. Kline and Company mercantile store in 1868. In 1886 his son Simon assumed management and became active in community development and politics. In turn his son Walter took over in 1909 when Simon died. Walter served on the city council and was active in city administration and commercial and fraternal organizations. The house and store was sold in 1954 by Sidney Kline bringing to an end a history of family participation in commerce and community affairs spanning 90 years.

1984 Addendum

Previous forms on the L.B. Kline house state it was built in 1884. Recently found information indicates that this house

Historic Name Lewis G. Kline House	Map: 11535CA	TLN 9100
Street: 308 NW 8TH ST	TRS: 11S 05W 35 CA	Quad: Corvallis
Recorder: Marv K. Weber	Local Number: 669B	SHPO Number: 11, 691
Recorded: 4/27/84		

was actually begun in 1885:

1) "L. G. Kline has begun the erection of a fine new residence on his lots in the northwestern part of town. When completed, it will be one of the finest in the city."

Historic Name Lewis G. Kline House	Map: 11535CA	TLN 9100
Street: 308 NW 8TH ST	TRS: 11S 05W 35 CA	Quad: Corvallis
Recorder: Marv K. Weber Recorded: 4/27/84	Local Number: 669B	SHPO Number: 11, 691

3009 NW Van Buren Ave

Photo Number: 250

Historic Name: Bexell House

Construction Date: c. 1926

Legal Description: Hollenberg's **Block:** 1 **Lot:** 6 **Map:** 11534BD **Taxlot:** 7900

Owner: BROWN DANIEL J & LISA MYKRANTZ / 3009 NW VAN BUREN AVE / CORVALLIS OR 97330

Classification: Historic Contributing (1)

Description: This two story Tudor Revival has a square plan on a concrete foundation. Its steeply pitched gable roof is covered in wood shingles and is pierced by an interior chimney and gable dormers. The exterior is clad in wood shingle siding, which is decorated with half-timbering and stucco. Windows are wood 9-pane fixed, 12-pane casement, and 12-pane arched casement in pairs. Period detailing includes the arched openings in the entry gable, the arched gable vent, and the molded window trim. Modillions support a bay window on the south. Landscaping includes mature foundation plantings and shrubs.

History: This house was designed by John Virginius Bennes and constructed for John A. and Dena Bexell in 1926. Mr. Bexell was dean of the School of Commerce at Oregon Agricultural College (OSU), until retiring in 1931. He is the author of three textbooks and bulletins for the US Bureau of Markets.
After his death the Commerce Building on campus was renamed "Bexell Hall" in his honor. In 1932, this property was purchased by Adolph and Cresence W. Ziefle. Mr. Ziefle, dean of the School of Pharmacology, did not move into this house until he retired in the late 1940s. This property is listed on the National Register of Historic Places for its association with the Bexells.

3130 NW Van Buren Ave

Photo Number: 251

Historic Name: NA

Construction Date: c. 1956

Legal Description: College Homes **Block:** **Lot:** part o **Map:** 11534BD **Taxlot:** 10600

Owner: ENGESSER MARY M,TR / 3130 NW VAN BUREN AVE / CORVALLIS OR 97330-5015

Classification: Non-Historic Non-Contributing (1)

Description: This single story Ranch house has an L-shaped plan on a concrete foundation. The intersecting gable roof is covered with composition shingles. The body is clad in vertical board and is adorned with plywood bands and brick facing. The aluminum slider windows are replacements. Two large sweet gum trees grace the lot.

History: NA

RESOLUTION 2006-

Minutes of the _____, 2006, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, the City of Corvallis and its citizens value the preservation of its architectural and cultural heritage, and support tools to assist that preservation, including property tax deferment programs; and

WHEREAS, the 2005 Oregon Legislature enacted HB 2776, which amended the Special Assessment of Historic Property program to allow residential property owners to apply for a second period of special assessment as a local option;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES

that the City of Corvallis adopts the option of allowing owners of specially-assessed residential historic property to apply for a second period of special assessment pursuant to the requirements of the statute and rules promulgated by the Oregon State Historic Preservation Office.

_____
Councilor

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

Attachment
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MEMORANDUM

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

To: Mayor and City Council
From: Julee M. Conway, Director
Date: March 24, 2006
Subject: Corvallis-to-the-Sea Trail Resolution of Support

Issue: At its March 3rd meeting, the City Council directed that a resolution be prepared in support of the Corvallis-to-the-Sea trail concept.

Background: At its January 19th, 2006 meeting, the Parks and Recreation Advisory Board met and discussed the concept of the trail. It forwarded a recommendation to support the trail concept and the consideration of the trail alignment recommendations during the development of city's upcoming Watershed Stewardship Plan.

A draft resolution is provided for City Council's review and approval.

Recommendation: To review and approve the resolution.

Review and Concur:

Jon S. Nelson, City Manager

Steve Rogers, Public Works Director

Attachment: Resolution 2006-

RESOLUTION 2006 -

A resolution submitted by Councilor _____.

WHEREAS; the City Council has an adopted Trails Plan for the City of Corvallis; and

WHEREAS; the City Council endorses the efforts of the Corvallis-to-the-Sea Trail Partnership and commends its volunteer leadership for its vision, vigor and persistence; and

WHEREAS; the Corvallis-to-the-Sea Trail Partnership, by following good stewardship practices in the trail development, will reap immeasurable recreation, leisure, education and personal health benefits for generations to come for the citizens of the City of Corvallis and its surrounding communities; and

WHEREAS; the Corvallis-to-the-Sea Trail Partnership seeks a route linking the Willamette Valley with the Oregon coast, which may include local or regional loop trails; and

WHEREAS; the City of Corvallis manages a portion of the Corvallis Municipal Watershed that supplies the City drinking water and the portion of the watershed that is managed by the US Forest Service is under consideration for use as partial access for the Corvallis-to-the-Sea Trail alignment;

WHEREAS; the City of Corvallis has undertaken the development of a Watershed Stewardship Plan for its portion of the watershed; and

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that the City of Corvallis will give consideration of appropriate route recommendations for the trail in the development of the Watershed Stewardship Plan, in accordance with the goals of maintaining the security, safety and quality of the community's water supply and,

BE IT FURTHER RESOLVED that the City will continue to work with the Corvallis-to-the-Sea Trail Partnership in the trail concept development and,

THEREFORE, it is hereby resolved that the City of Corvallis supports the development of the Corvallis-to-the-Sea Trail.

_____
Councilor

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

For 16 years, the Greenbelt Land Trust's Open Space Plan has guided the conservation of open space in the Corvallis and Philomath area. 1,500 acres of land and natural habitat have been protected!

What are our next challenges?
What are our next priorities?

Help us decide. Participate in the Greenbelt Land Trust's

Conservation Plan Workshop

Saturday, April 29, 2006
9 am - 3:30 pm
Adair Village Clubhouse
6097 NE Ebony Lane, Adair Village
Lunch Provided

Learn about:

Growth scenarios for the Willamette Valley and what they mean for natural habitats and open space from U of O Professor David Hulse.

Willamette Valley habitat types from the USFWS's Steve Smith.

Please RSVP to the Greenbelt office 541.752.9609 or stephan@greenbeltlandtrust.org by April 19th.

Space is limited so sign-up today!

RECEIVED

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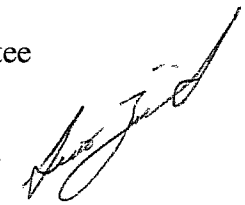
March 28, 2006

To: Corvallis City Council
Urban Services Committee



From: Scott Zimbrick
Corvallis City Councilor
Ward 7

RE: Urban Services Committee
Review of Earth Charter
For a Council Endorsement

I have reviewed the Earth Charter and in addition have spent time at the website of the IUCN, a group that has endorsed the Earth Charter and would appear to have some level of affiliation. My review has led me to the conclusion that the Corvallis City Council should not endorse the Earth Charter.

I have many questions from my reading of the Earth Charter that have led me to my non support of endorsement by the Corvallis City Council. I will list my concerns in Principles order as outlined in the Earth Charter:

II. Ecological Integrity:

6. Prevent harm as the best method of environmental protection and, when knowledge is limited, apply a precautionary approach.

b. Place the burden of proof on those who argue that a proposed activity will not cause significant harm, and make the responsible parties liable for environmental harm.

Where is the Quid Pro Quo here? Why is the burden of proof on the applicant and not on the appellants as well? That is how our land use system works. I don't think the Corvallis City Council is ready for this debate as a non-partisan governing body.

7. Adopt patterns of production, consumption, and reproduction that safeguard Earth's regenerative capacities, human rights, and community well being.

e. Ensure universal access to health care that fosters reproductive health and responsible reproduction.

What exactly are we supporting here with an endorsement, and if this is "an instrument for designing professional codes of conduct ....." and "a soft law". My question is who is going to pay for this. I don't think the

Corvallis City Council is ready for this debate as a non-partisan governing body.

III. Social and Economic Justice

10. Ensure that economic activities and institutions at all levels promote human development in an equitable and sustainable manner.

c. Ensure that all trade supports sustainable resource use, environmental protection, and progressive labor standards.

With our endorsement, are we now with our "soft law" policy endorsement requiring business to behave in a fashion that may be invoking values that are not shared by both sides of this issue.? What are progressive labor standards? Are we prepared to have this debate as a non-partisan governing body?

d. Require multinational corporations and international financial organizations to act transparently in the public good, and hold them accountable for the consequences of their activities.

This is not our job as a non-partisan governing body. I think we are starting to set business policy for the private sector that is not in our purview. This is very bothersome to me. We face reputation risk and credibility risk as a non-partisan governing body.

IV. Democracy, nonviolence and peace.

16. Promote a culture of tolerance, nonviolence, and peace.

c. Demilitarize national security systems to the level of a non-provocative defense posture, and convert military resources to peaceful purposes, including ecological restoration

This by far doesn't even begin to represent the views of many in our community. We need to be careful what we endorse as a non-partisan governing body.

In addition, I went to the World Conservation Union (ICUN) website. They have endorsed the Earth Charter, and have approved resolutions based on their support that read in brief:

1) Endorses the Earth Charter as an inspirational expression of civil society's vision for building a just sustainable and peaceful world.

2) Recognizes, consistent with IUCN's mission, the Earth Charter as an ethical guide for IUCN policy and will work to implement its principles through the IUCN program.

3) ***Encourages member organizations and states to examine the Earth Charter and to determine the role the Earth charter can play as a policy guide within their own spheres of responsibility.***

Included on the IUCN wed site is the following:

WILL CAPITALISM CONSERVE OR CONSUME THE PLANET?

Conservationists, along with many community activists, have tended to see business and markets as major threats to the environment and local communities. Cases of ecological and social tragedies attributable to 'big business' abound. Wildlife loss, critical habitat destruction and excessive pollution affect local communities and can often be linked to commercial activities such as mining, logging operations and intensive agriculture. Similarly, social instability can, in some cases, be amplified by trade liberalization and market globalization. Markets and biodiversity can, however, be strong allies. Today, conservation and development groups, such as IUCN, seek to mobilize private sector resources, such as technical skills, managerial and marketing expertise, and investment capacity. They recognise that business can be a power for good as well as for ill. Crucially, companies are also seeing the business case for integrating biodiversity in their day-to-day decisions.
Read the full article // Fact Sheet - Markets, Business and the Environment // Markets Theme at the World Conservation Forum

Is this a debate we are willing and desiring to have as a non-partisan governing body? This statement will not play well or help the Corvallis City Council with credibility in the business community, a community we represent as a non-partisan governing body and as elected officials.

The Earth Charter is a values driven document that is not just about principles for a Sustainable Future in our community. I am concerned we have taken our Corvallis City Council goal of Sustainability too far when we consider the Earth Charter as a "soft law" or a "policy guidance" document. And it certainly is not representing a doctrine that I believe represents a majority of the people in our community.

I strongly encourage the Earth Charter to not be recommended for endorsement to the Corvallis City Council by the Urban Service Committee. This is not a Charter that the Values and Principles it represents is a debate I believe we are authorized or ready to have as a non-partisan governing body. I appreciate and again, strongly encourage you to not recommend for endorsement to the Corvallis City Council the Earth Charter.

CORVALLIS MUNICIPAL COURT

3/29 From Judge Donahue

04/03/06

CALENDAR YEAR	2003	2004	2005
Citations Received:			
Traffic	8973	7358	7259
Bicycle/Skateboard	80	172	174
Shiplift	64	44	38
MIP	409	531	364
Human Waste	37	92	173
Open Container	237	240	204
Furnishing/Hosting Party	124	107	112
Amplified Sound/ Noise	116	127	81
Marijuana	41	47	80
Animal Offenses	27	20	29
Unlawful Camping	55	34	4
Civil *1	3	8	28
Other *2	284	279	225
Subtotal	10450	9059	8771
Downtown Parking	81	141	235
Residential Parking	2957	3615	3133
Disabled Parking	115	101	122
Other Parking	9881	7942	8200
Subtotal	13034	11799	11690
TOTAL CITATIONS	**23484**	**20858**	**20461**
Persons To Court:			
Arraignment appearances - est.	200/week	200/week	200/week
Written appearances - est.	100/week	100/week	100/week
Violation Bureau Appearances	1789	1763	1836
Trials (Court and Jury)	1111	1187	1132
Enforcement Examples:			
ODL Suspend - Fail to Appear	1190	1103	1126
ODL Suspend - Fail to Comply	1195	1099	1368
Total Suspensions	2385	2202	2494
ODL Reinstatements (est. %)	1705 *72%*	1628 *74%*	1695 *68%*
Arrest Warrants Issued	390	433	362
Arrest Warrants Served (%)	362 *93%*	387 *89%*	284 *78%*
Contempt/FTA Citations	190	160	180

*1 = fire, sewer, housing code violations, etc

*2 = All other person, property & public order offenses