



**CORVALLIS
CITY COUNCIL AGENDA**

**February 7, 2011
12:00 pm ONLY**

**Downtown Fire Station
400 NW Harrison Boulevard**

COUNCIL ACTION

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. CONSENT AGENDA [direction]

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 – January 18, 2011
 - 2. City Council Work Session – January 24, 2011
 - 3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Arts and Culture Commission – November 22, 2010
 - b. Citizens Advisory Commission on Civic Beautification and Urban Forestry – November 9 and December 9, 2010
 - c. Parks, Natural Areas, and Recreation Board – November 18 and December 16, 2010
 - d. Willamette Criminal Justice Council – November 17, 2010
- B. Confirmation of appointments to Economic Development Commission (Angelos, Dixon, Fowler, French, Lampton, Malosh, Mullins, Rung, Spinrad)
- C. Announcement of appointment to Committee for Citizen Involvement (Main); Parks, Natural Areas and Recreation Board (Williams)
- D. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(d) (status of labor negotiations)

III. ITEMS REMOVED FROM CONSENT AGENDA

IV. UNFINISHED BUSINESS

V. MAYOR, COUNCIL, AND STAFF REPORTS

- A. Mayor's Reports
- B. Council Reports
- C. Staff Reports
 - 1. Council Request Follow-up Report – February 3, 2011 [information]
 - 2. Budget Commission recommendation to rescind Sustainability Initiative Fees [direction]
 - 3. Enterprise Zone Phase III [direction]
 - 4. 2009-2010 City Council goals update [information]

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

- A. Downtown Corvallis Association

VII. PUBLIC HEARINGS – None.

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

- A. Human Services Committee – None.
- B. Administrative Services Committee – January 19, 2011
 - 1. Financial Policies Update [direction]
- C. Urban Services Committee – January 20, 2011
 - 1. Municipal Code Review:
 - Chapter 2.15, "Sidewalk Improvements"
ACTION: An ordinance relating to sidewalk maintenance, amending Corvallis Municipal Code Chapter 2.15, "Sidewalk Improvements," as amended, and declaring an emergency, to be read by the City Attorney [direction]

- Chapter 2.19, "Tree and Park Strip Planting"

ACTION: An ordinance relating to urban forest management fee program, amending Corvallis Municipal Code Chapter 2.19, "Tree and Park Strip Planting," as amended, and declaring an emergency, **to be read by the City Attorney** [direction]

- Chapter 3.06, "City Services Billing"

ACTION: An ordinance relating to billing for city services, amending Corvallis Municipal Code Chapter 3.06, "City Services Billing," as amended, and declaring an emergency, **to be read by the City Attorney** [direction]

2. Council Policy Review: CP91-7.08, "Sidewalk Policy" [direction]

D. Other Related Matters

1. *A resolution re-adopting Corvallis Municipal Code Chapter 1.04, "Purchasing," to be read by the City Attorney* [direction]

X. NEW BUSINESS

- A. Evaluation of Albany and Corvallis Fire Departments for collaborative opportunities [direction]

XI. ADJOURNMENT

For the hearing impaired, a sign language interpreter can be provided with 48 hours' notice prior to the meeting. Please call 541-766-6901 or the Oregon Communications Relay Service at 7-1-1 to arrange for TTY services.

A LARGE PRINT AGENDA CAN BE AVAILABLE BY CALLING 541-766-6901

A Community That Honors Diversity



**CITY OF CORVALLIS
ACTIVITY CALENDAR**

FEBRUARY 7 - 19, 2011

MONDAY, FEBRUARY 7

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

TUESDAY, FEBRUARY 8

- ▶ Human Services Committee - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Economic Development Commission - 3:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Historic Resources Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

WEDNESDAY, FEBRUARY 9

- ▶ City Legislative Committee - 8:00 am - Cornell Meeting Room, 2300 NW Walnut Boulevard
- ▶ Citizens Advisory Commission on Transit - 8:20 am - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Administrative Services Committee - 4:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Downtown Commission - 5:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard

THURSDAY, FEBRUARY 10

- ▶ Citizens Advisory Commission on Civic Beautification and Urban Forestry - 8:00 am - Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- ▶ No Urban Services Committee
- ▶ Budget Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

SATURDAY, FEBRUARY 12

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

MONDAY, FEBRUARY 14

- ▶ City Council - 5:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard (special meeting)

TUESDAY, FEBRUARY 15

- ▶ Housing and Community Development Commission - 4:45 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

WEDNESDAY, FEBRUARY 16

- ▶ Housing and Community Development Commission - 4:45 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Watershed Management Advisory Commission - 5:30 pm - Osborn Aquatic Center, 1940 NW Highland Drive
- ▶ Planning Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

THURSDAY, FEBRUARY 17

- ▶ Parks, Natural Areas, and Recreation Board - 6:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard

SATURDAY, FEBRUARY 19

- ▶ No Government Comment Corner

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES**

January 18, 2011

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Consent Agenda Pages 17-18			
New Business 1. United Way Community Needs Assessment Report 2. Arts and Culture Commission Progress Update 3. Community Gardens Master Plan Process Pages 18-21	Yes Yes Yes		
Unfinished Business 1. City Council Directed Expenditures 2. Budget Commission May 2011 Levy Recommendation 3. Industrial Lands Wetlands Mitigation Pages 21-35	Yes		<ul style="list-style-type: none"> • Set levy rate at 45 cents <u>passed 5-4</u> • Established levy funding for year 'round operation of OAC and Senior Center, maintain current Library hours, and fund Library and social service program areas as determined by Budget Commission and Council <u>passed 9-0</u> • Expressed interest in becoming member of consortium <u>passed 6-3</u>
Mayor's Report 1. Economic Development Commission Appointments 2. Proclamation – ECL - Hans Neukomm – January 7, 2011 Page 36	Yes Yes		
Council Reports 1. MLK Celebrations (O'Brien, Brauner, Raymond) 2. Council-Directed Expenditures (O'Brien) 3. Footwise Display Window (Raymond) 4. Village Building Convergence (Raymond) 5. Corvallis Sustainability Coalition Town Hall (Raymond) 6. South Corvallis FEAST (Hervey) Pages 36-37	Yes Yes Yes Yes Yes Yes		

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Staff Reports 1. Helen M. Berg Naming Recognition 2. Creekside Center Appeal 3. City Manager's Report – December 2010 4. Council Request Follow-Up Report – January 13, 2011 Pages 37-38	Yes Yes Yes		<ul style="list-style-type: none"> • Re-named Jackson Avenue Plaza Helen Berg Plaza <u>passed U</u> • Consensus to refer parking exemption request to DPC
Items of HSC Meeting of January 4, 2011 1. Meeting Day and Time 2. WNHS First Quarter Report Pages 38-39	Yes		<ul style="list-style-type: none"> • Accepted report <u>passed U</u>
Items of ASC Meeting of January 5, 2011 1. Meeting Day and Time Page 39	Yes		
Items of USC Meeting 1. Meeting Day and Time Page 39	Yes		
Visitors' Propositions 1. Culinary Week (Stewart) 2. Corvallis Sustainability Coalition Annual Report (Mills, Schuster) 3. City Development Review Process (Martin) Pages 39-40	Yes Yes Yes		
Public Hearing 1. FY 11-12 CDBG/HOME Action Plan Pages 41-45	Yes		

Glossary of Terms

ASC	Administrative Services Committee
CDBG	Community Development Block Grant
CM	City Manager
DPC	Downtown Parking Committee
ECL	Enhancing Community Livability
FEAST	Food Education Agriculture Solutions Together
FY 11-12	Fiscal Year 2011-2012
HOME	Home Investment Partnerships Program
HSC	Human Services Committee
MLK	Dr. Martin Luther King, Jr.
OAC	Osborn Aquatic Center
U	Unanimous
USC	Urban Services Committee
WNHS	Willamette Neighbor Housing Services

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES**

January 18, 2011

The regular meeting of the City Council of the City of Corvallis, Oregon, was called to order at 12:00 pm on January 18, 2011, in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Manning presiding.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

PRESENT: Mayor Manning, Councilors O'Brien, Raymond, Hervey, Hirsch, Beilstein, Hogg, Brown (12:07), Traber, Brauner

Mayor Manning directed Councilors' attention to items at their places, including her memorandum appointing nine citizens to the new Economic Development Commission (Attachment A), Councilor O'Brien's memorandum regarding the City local option levy and Council expenditures (Attachment B), a report of the recent United Way of Benton and Lincoln Counties (UWBLC) Needs Assessment (Attachment C), and information from Heartland Humane Society regarding its services to the City.

II. CONSENT AGENDA

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

- A. Reading of Minutes
1. City Council Meeting – January 3, 2011
 2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Airport Commission – November 2 and December 7, 2010
 - b. Arts and Culture Commission – October 28, 2010
 - c. Bicycle and Pedestrian Advisory Commission – December 3, 2010
 - d. Citizens Advisory Commission on Civic Beautification and Urban Forestry – October 14, 2010
 - e. Citizens Advisory Commission on Transit – December 8, 2010
 - f. Committee for Citizen Involvement – December 2, 2010
 - g. Corvallis-Benton County Public Library Board – December 1, 2010
 - h. Downtown Commission – December 8, 2010
 - i. Downtown Parking Committee – October 5, 2010
 - j. Housing and Community Development Commission – December 15, 2010
 - k. Parks, Natural Areas, and Recreation Board – October 21, 2010
 - l. Planning Commission – December 15, 2010
 - m. Public Art Selection Commission – August 23, 2010
 - n. Watershed Management Advisory Commission – November 17, 2010

- B. Announcement of Vacancies on Advisory Boards, Commissions, and Committees (Arts and Culture Commission - Kingstad; Citizens Advisory Commission on Civic Beautification and Urban Forestry - Riddle; Committee for Citizen Involvement - Foster; Parks, Natural Areas, and Recreation Board - Keller)
- C. Approval of a permit to occupy the public right-of-way (OSU)

The motion passed unanimously.

III. ITEMS REMOVED FROM CONSENT AGENDA – None.

X. NEW BUSINESS

- A. United Way Community Needs Assessment Report

Jennifer Moore, Executive Director of UWBLC conducted a PowerPoint presentation (Attachment D) regarding the recent Needs Assessment. She noted that a large steering committee was involved in the two-year assessment process. Assessments are conducted every three or four years. The recent assessment involved participation by service providers, community leaders, and service clients.

Terryl Ross, UWBLC Board member, continued with the PowerPoint presentation. The Needs Assessment focused on basic needs, leaving specialty issues, such as sustainability, for other groups to explore. He emphasized that the Assessment was not scientific; the steering committee wanted to talk with people about their perceptions, review previously collected data, and make general observations as a beginning point for community conversations toward solutions. The number of people seeking assistance with basic needs of food and housing increased during the past year.

(Councilor Brown arrived at this time.)

In response to Councilor Beilstein's inquiry, Ms. Moore said UWBLC has a small fund that should cover the expenses for a follow-up, information-sharing survey suggested in Dr. Ross' presentation. Members of the steering committee discussed how best to conduct the survey in a timely manner.

Dr. Ross invited Council members to attend a February 2 community forum regarding the Needs Assessment.

- B. Arts and Culture Commission progress update

Karyle Butcher and Rod Davidson, Arts and Culture Commission Chair and Vice Chair, respectively, noted that late-Councilor Zimbrick suggested development of an arts and culture environment in Corvallis, similar to that of Ashland, Oregon. Community members discussed the idea, and the Council established the Commission last summer. Commission members were dedicated to making an impact in Corvallis. The Commission would like to become an "umbrella" organization over other groups involved with arts and culture in the community.

The Commission worked with Visit Corvallis to establish a Web site template so groups could announce event information. The Commission began developing a list of area event venues and procedural guidelines for groups wanting to host events in Corvallis.

Ms. Butcher emphasized that a strong arts and culture community would contribute to the economic vitality of Corvallis. The community had many arts and culture events, but there was no means of "capturing" the information in one format – this became the Commission's goal. The Commission suggested a Council goal of developing a strategy of monitoring and measuring the economic impact of art on the community.

The Commission established a goal of developing a strategic plan but believed it would be better to understand the community's perception of arts and culture before hiring a consultant for such work.

Ms. Butcher thanked the Council for establishing the Commission and asked Council members to contact the Commission with any ideas or suggestions. She noted that Councilor Hirsch was the Commission's Council Liaison.

Councilor Raymond asked whether generating revenue through grant proposals would be part of the Commission's strategy.

Ms. Butcher responded that the Commission had a strategy of seeking ways to fund arts and culture in the community. She did not envision the Commission writing grants but expected to facilitate grant writing. She would like to see what other groups were doing regarding funding. The Commission wanted to serve as an "umbrella" over other groups, rather than compete with them.

Councilor Raymond gave Ms. Butcher contact information for the Village Building Convergence in Portland, Oregon.

C. Community Gardens Master Plan process

Parks and Recreation Director Emery reported that the City and Benton County received a Robert Wood Johnson Foundation grant for community gardens.

Parks and Recreation Assistant Director Deghetto explained that Parks and Recreation and Benton County Health Department (BCHD) collaborated on the national Healthy Kids Healthy Communities initiative. The collaborative effort focused on community-based solutions to help reverse the childhood obesity epidemic. Emphasis was placed on policies and environments that support active living and healthy eating among children and families. The project focused on reaching children with the greatest risk of obesity, based upon income, race, ethnicity, and geographic location.

Megan Patton-Lopez, Healthy Kids Healthy Communities Project Coordinator, reviewed project activities of the past ten months. Surveys and community forums were held, focused on families residing west of South Third Street in South Corvallis. The outreach efforts highlighted the need for access to healthy food. Many families wanted fresh, healthy foods but could not afford higher food prices. Additionally, many families needed more resources

within walking distance to achieve physical activity. Traffic on South Third Street was a barrier for families with small children who wanted to walk. The project focused on increasing access to healthy foods and physical activities, particularly for low-income families living in South Corvallis. Three community gardens in Corvallis were sited on City-owned property. The gardens were very successful and had participant waiting lists. More gardens were needed within walking distance of low-income residents. The Master Plan would help guide community garden development. Community gardens increase access to foods and physical activity, creation of a sense of community, and opportunities for youth involvement and outreach. Many community involvement opportunities were scheduled, beginning in February. A stakeholder group of 11 community members will assist with developing the Community Garden Master Plan.

In response to Councilor Traber's comment, Ms. Patton-Lopez acknowledged that obesity affected children of all socio-economic backgrounds. Many disparities existed at higher rates for low-income children. The City and County wanted to improve the health of all children. Increasing access to community resources for those with the greatest barriers would increase access for everyone. The project collaborated with several organizations, the City, Benton County, and Corvallis School District 509J (509J). She was responsible for ensuring that the needs of low-income families were considered. No group would be excluded, but no group would be missed.

Ms. Emery added that lower-income and Latino families, specifically in southern Benton County, were the focus of the grant.

In response to Councilor Traber's inquiry, Ms. Patton-Lopez confirmed that Corvallis Sustainability Coalition representatives were invited to participate as stakeholders. She and City staff reviewed the Coalition's report goals.

Mr. Deghetto added that the Community Gardens Master Plan would guide planning for City-owned property, particularly in parks.

Councilor Traber expressed concern about two groups conducting duplicative work in creating community gardens.

Mr. Deghetto responded that the project involved working with the Coalition and Corvallis Environmental Center on community forums, which were well attended. These efforts disclosed many types of gardens in the community: shared gardens, rental gardens, and gardens that supported food sharing programs. Primary project goals involved identifying types of gardens, finding appropriate garden sites, and developing guidelines for garden development.

Councilor Brauner concurred with the need for collaboration. He suggested that the Village Green area near Cheldelin Middle School and the Boys and Girls Club's Williams Field be considered for a community garden. He noted that Willamette Neighborhood Housing Services (WNHS) would soon develop affordable housing in that area.

Mr. Deghetto said the grant application indicated that the Community Garden Master Plan effort would extend to the City's Urban Growth Boundary and pursue identified needs.

Councilor Hervey commended staff involved in the project for engaging the community's Hispanic members. He noted that many people attended the community forums.

Ms. Patton-Lopez said the project was striving to reach community members who may not normally attend forums. The project steering committee had representatives from Samaritan Health Services, 509J, City Parks and Recreation Department, and BCHD. Project partners included organizations and groups based in South Corvallis, including South Side Youth Outreach Church, Lincoln School, Safe Routes to School, and Oregon State University (OSU) College of Forestry. The project participants did not want to compete with other groups; they wanted to get groups discussing the impacts of issues on low-income and minority families in the community. Staff will offer technical assistance where possible, such as with outreach opportunities.

Councilor Hogg noted that the Peanut Park community garden received an empowerment grant from the City. The garden created a sense of community among the surrounding neighborhoods. He appreciated staff's assistance with the garden.

Councilor Raymond opined that community gardens were important, and art was a nice addition to parks and gardens.

Mayor Manning noted that OSU received a \$4.8 million grant to study and address issues related to childhood obesity.

IV. UNFINISHED BUSINESS

A. City Council directed expenditures

City Manager Nelson noted that last fall, after staff reduced \$2 million from the previous fiscal year's budget, the 2009-2010 Council reviewed expenditures, deleted its meal budget for the remainder of the fiscal year, and retained other expenditures. Following Council direction, staff reduced approximately \$800,000 in additional budget expenditures. He assured staff that the 2011-2012 Council would review the Council-directed expenditures before the budget process began for Fiscal Year 2011-2012 (FY 11-12).

Mr. Nelson said Council members requested clarification because some of the Council-directed expenditures were included in the "Order of Magnitude Budget Reductions" package the Council reviewed last November. He acknowledged that advisory bodies or stakeholders might want to testify to the Budget Commission or Council regarding potential budget reductions before budget action was taken. He clarified that he did not advocate that the Council direct reductions in existing budget expenditures; however, he sought to respond to the 2009-2010 Council's direction for additional review before the budget process began. He said staff would accept the budget expenditures continuing to the Budget Commission's and Council's upcoming budget discussions.

Mr. Nelson explained that Cascades West Council of Governments (CWCOG) and League of Oregon Cities (LOC) performed significant work on behalf of Corvallis. CWCOG conducted regional planning and economic development and advocated on behalf of the region with State agencies and the Federal government. CWCOG was a resource for senior

services. The LOC lobbied on behalf of city governments throughout the state. It was more effective for cities to pay dues to the LOC to look after the communities' best interests in State legislative and agency matters.

Mr. Nelson concluded, saying staff did not request Council action today.

Councilor Beilstein said he would consider reducing *"the City"* newsletter to six issues per year, saving approximately \$37,000 to \$38,000. He acknowledged the communication value of the publication, but he noted that one full-time equivalent (FTE) staff position might be saved by reducing the publication frequency.

Mr. Nelson said staff discussed Councilor Beilstein's suggestion and related options. Staff was concerned that the newsletter could become a bi-monthly publication. Staff considered options to maintain monthly publication, possibly in an electronic format.

Councilor Brauner opined that it was appropriate to obtain the Budget Commission's input, rather than preempting the Commission's actions. Budget reductions were necessary, but he would like to have the full Commission's discussion and receive the Commission's recommendation before the Council took action.

Councilor Raymond concurred with Councilor Brauner. She said several stakeholders indicated a desire to promote their advisory bodies' actions and perspectives.

B. Budget Commission May 2011 levy recommendation

Finance Director Brewer reviewed that the Budget Commission asked the Council to present to voters at the May 2011 election a ballot measure for an operating levy of 40 cents per \$1,000 of assessed value for a three-year period. With that request, the Commission recommended that the levy funds be used to support the Library, Osborn Aquatic Center (OAC), Chintimini Senior Citizens Center (Senior Center), social services, and other activities as the Council might determine. Identified service reduction savings from Mr. Nelson's November 18 memorandum included:

• Library Service Reduction Package No. 2 – close the Library on Mondays, decrease the materials budget by 43 percent, and reduce programs and positions	\$967,610
• Parks and Recreation Department Service Reduction Package – close the Senior Center but retain funding for maintaining the facility in a "mothballed" condition for later re-opening	\$308,200
• Parks and Recreation Department Service Reduction Package – close OAC but retain funding for maintaining the facility in a "mothballed" condition for later re-opening	\$412,200
• Social services reduction	\$129,870
Total Savings	\$1,817,880

The Budget Commission's suggested levy rate of 40 cents per \$1,000 of assessed value would generate approximately \$1,535,100 in property tax revenue, leaving a budget deficit of \$282,780. Ms. Brewer surmised that the Commission expected the Council to clarify how the levy proceeds would be allocated to services. She referenced from Mr. Nelson's

November 18 memorandum a list of potential services that could be reduced to decrease the deficit. The Council could choose to reduce those or other services to achieve a balanced budget. Departments prepared service reduction packages for the Council's consideration.

Ms. Brewer noted that the Budget Commission would begin discussing what services to reduce, depending upon the Council's decision regarding a levy. If the Council approved a levy that would generate \$1.5 million in revenue, approximately \$1.5 million in expenditures must be reduced to achieve a balanced budget.

Ms. Brewer said departments and the advisory bodies they supported struggled with identifying which valued services to decrease. If a levy was approved, funding might be available so services deemed to have a low priority could be restored, while a service with a high priority but no supporting service reduction package might be reduced in a future year, when budget deficits were expected to continue. Regardless of service reductions made for FY 11-12, additional reductions might be necessary in future years.

Councilor Beilstein noted that preserving the services the Budget Commission wanted protected (Library, OAC, Senior Center, and social services) would result in a budget deficit of almost \$300,000. He inquired whether some of the deficit could be met through smaller reductions without facility closures, lower staffing levels, and increased fees.

Ms. Brewer responded that the Parks, Natural Areas, and Recreation Board (PNARB) discussed that recreation programs generate revenue through fees that cover direct costs. Further Parks and Recreation Department reductions would affect park maintenance, such as less-frequent mowing, tree and undergrowth management, fertilizer application, etc. Park lawns could be allowed to turn brown during the summer. The Council could ask staff to develop a package of service reductions to balance the remaining budget deficit.

Ms. Emery added that OAC fees helped keep pace with increased expenses, but staff was unable to generate OAC revenue to fully match the six-percent annual cost increases. OAC fees will be reviewed this spring, along with other Parks and Recreation Department fees. She noted that the Department decreased its budget by \$600,000. Further budget reductions would affect the Parks Division in terms of services and staffing.

Councilor Beilstein noted that adopting the Budget Commission's recommendation would require an additional \$300,000 in expenditure reductions from the organization; however, more reductions were not practical from the Parks and Recreation Department.

Councilor Hervey surmised that staff had prioritized services identified for possible reduction.

Ms. Brewer responded that the budget deficit was expected to increase over the next few years. A levy could generate \$1.5 million in revenue and support the four service areas previously identified. However, those services would effectively be protected from further reductions in future budgets, when the deficit was expected to be greater. To achieve a balanced budget for Fiscal Year 2012-2013, other City services must be reduced. Stating that a levy would protect specific services from reduction would make it difficult to ask the

subject departments to reduce the protected services in a later budget. Future budget reductions must be taken from services not funded by a levy.

Councilor Traber asked whether staff would recommend closing OAC, if the levy did not generate enough revenue to fund the full OAC service package.

Ms. Brewer responded that, if a levy generated less revenue than the expenditures cited in the service reduction packages, another service must be reduced to balance the budget. Unless the levy specifies that a department or service would receive a specific amount of the levy revenue and no other services from that department would be decreased, any remaining budget deficit must be balanced by expenditure reductions elsewhere in the budget.

Councilor Traber suggested that the Library could consider other ways to decrease expenses or increase revenue to maintain services.

Mr. Nelson responded that if the Council approved a levy rate that was not sufficient to cover anticipated expenses, and future revenue and staff savings were insufficient to balance expenditures, the Council would need to re-consider the situation. He emphasized that fees were reviewed annually and were at the maximum level the community would support, while ensuring availability of scholarship programs for citizens needing financial assistance to participate. Staffing arrangements stretched budget allocations as much as possible. Staff was uncomfortable reducing OAC lifeguard staffing because of risks to the community. The Library needed a certain level of staffing to ensure staff safety in the large building.

Councilor Brown noted that the City's budget process and the State election laws created a very aggressive timeline. He was concerned about the Council's possible action. He opined that the Council was too focused on the FY 11-12 budget and its anticipated deficit. He believed this did not consider a long-term perspective of three or five years. The Council's near-term decisions would affect the City several years in the future. He expressed concern that the Council's actions would reduce flexibility for future changes. Further, voters could become confused and lose trust in the Council when voter-approved services were later reduced or more taxes were requested to support the services. He opined that the Council had not discussed the issues and that questions could remain unanswered if decisions were made immediately. He asked how the future problems could be addressed.

Mr. Nelson said the State taxing situation made it difficult for communities to develop long-term strategic financial plans. Communities must make financial plans each year based upon possible extra resources or deficits.

Ms. Brewer opined that the decision of a levy and its tax rate was more strategically focused than pragmatic in terms of allocating the anticipated revenue. Staff needed the Council to consider the strategic issues and develop direction for staff in terms of ballot language.

Councilor Brown expressed concern that the Council had not considered the issue from a long-term perspective and did not have a strategic background to work on the situation in a short period of time. He was very concerned about the Council taking action immediately.

Councilor Raymond asked staff whether the Council should discuss the matter immediately or postpone discussions to a later meeting.

Mayor Manning summarized that the Council should discuss the amount of a prospective operating levy and the services that would be funded by the levy.

Councilor Brauner added that a levy measure that would impact FY 11-12 must be on the May 2011 ballot. The May 2011 election timeline required that the Council make a decision immediately. The Council could spend six months discussing strategic issues, limited in actions by State legislative mandates, and not accomplish any action. Postponing Council action until a November 2011 election would allow time for more discussion; however, revenue from any tax levy would not be available for the FY 11-12 budget. He explained that the election results must be certified, and revenue could not be collected for another year. If the Council did not approve presenting a levy measure to voters, budget reductions must be made. He opined that the City should work with the State Legislature to resolve the State's taxing regulations; however, that would not help the City's situation during the next few years. Additionally, Oregon voters would be required to approve State Constitution amendments to the taxing system. He suggested that the Council approve a levy amount voters would support to preserve as many services as possible that were deemed important.

Councilor Beilstein said it was difficult for him to recommend what services a levy would fund, and he questioned whether the Council should make such statements. While the Council wanted voters to know what services would be protected by a levy or subject to reduction, he questioned whether such assertions were legally binding, even if stated in the levy. He further questioned if voters could decide whether to support a levy that would be binding upon future Budget Commissions and Councils. He opined that the Council could only indicate its desire for a specific levy amount with an intention to support specific programs with the levy revenue. He believed these indications and intentions should not be included in the levy or be promised to voters. He would prefer that the Council request a specific amount of funding for general operations in property tax-supported services. He would be more comfortable with presenting a levy to voters for a specific amount of funding with a separate statement that the Budget Commission intended to support specific programs to the extent possible.

Councilor Hirsch expressed his understanding that if State Measures 5, 47, and 50 had not been approved several years ago, the City would have an additional \$10 million in its budget for the current year. The City levy that failed in 2002 would have produced an additional \$3 million in City revenue per year. A levy of \$1 per \$1,000 of assessed value would generate an additional \$100 per year per homeowner per \$100,000 of assessed value. A home assessed at \$200,000 would be taxed \$200 per year, less a current levy that would sunset during the new levy period. His constituents indicated to him that they were willing to pay for City services. He opined that the Council should give voters an opportunity to approve or disapprove a levy to retain City services. He did not believe that Corvallis residents were receiving extravagant services. He would welcome citizens reviewing the City budget in detail, provided such a review did not cost staff time or expenses. He believed City staff was not wasteful or grossly inefficient. He considered City operations "close to the bone" with no room for additional reductions.

Levy Deliberations

Councilors Traber and Hervey, respectively, moved and seconded to place a levy of 40 cents per \$1,000 of assessed value for three years on the May 17, 2011, ballot.

Councilors Hirsch and Raymond, respectively, moved and seconded to amend the motion to place a levy of 80 cents per \$1,000 of assessed value for three years on the May 17, 2011, ballot.

Councilor Traber concurred with Councilor Hirsch that voters should be given a choice to pay more to preserve services. However, his constituents expressed concerns about property taxes being increased without the City organization trying to remain financially viable. He opined that the Council should consider a levy amount that had a chance of being approved – a levy reflecting assumptions about service reductions and that would not pay for the full budget deficit. Therefore, he would support a 40-cent levy rate but would oppose the 80-cent levy rate amendment.

Councilor O'Brien opined that the amendment would make the levy difficult to pass. He contended that an 80-cent levy rate was not a winning proposition, so he would oppose the amendment.

Councilor Beilstein said he would support the amendment, based upon the City making substantial budget reductions of \$2.4 million in the current budget and an additional \$800,000 mid-year. The most notable service reduction was the Library being closed Sundays. He believed citizens were aware that they were not receiving the level of services they were accustomed to. He concurred with Councilor Hirsch that City services were good but not extravagant. The current services, with the reductions already made, could be maintained with a levy rate of 80 cents. This levy rate would tell voters that current services would be maintained with an 80-cent levy rate, or additional service reductions would be made to balance the \$3.1 million budget deficit.

Councilor Raymond said her constituents would like the services that were currently provided, and they expected Corvallis livability to include an arts center, a library, a swimming pool, and the Parks and Recreation Department offering programs for all ages. The City cut \$2.3 million in expenditures, including positions, staffing hours, and materials. Job reductions affected people who lived and shopped in the community, thereby impacting economic development. Cities throughout the nation were imposing levies for schools and municipal services. She opined that a levy rate of 80 cents was low, compared with other communities' levy rates. The community could determine what a local levy would fund. She said she would support the amendment. She believed no tax revenue would detract from the community's livability.

Councilor Brown said the City's future situation differed from a situation in which the Council could unilaterally impose a tax. He referenced a Council-commissioned survey of Corvallis voters regarding different potential levy rates. According to the survey data, a 30-cent levy rate emphasized as not being a new tax would probably be approved. However, a higher levy rate might not be approved. If the Council based its levy rate decision upon what voters might approve, the election results could be disappointing. He did not object

to presenting a levy rate to voters, but they might oppose the levy. If the four-year levy was approved in 2002, it would have already expired and would not alleviate the current financial situation, and the Council would be faced with the same decisions it must make now.

Councilor Hervey expressed frustration about the discussions of levies versus pay cuts versus fees. Many households were experiencing reduced incomes because of job or wage reductions and might be unwilling to pay a levy. He questioned whether voters' perspectives would be different if City employees experienced the same type of wage reductions as other people. Staff indicated that considerations of budget reductions could not be included in a levy because passage of the levy was not assured.

Councilor Hervey said he concurred with Councilors Beilstein and Hirsch and would like to be able to fund all of the existing City services. Businesses considering locating in Corvallis gauged the livability of the community. Corvallis had a livability advantage over other communities, and the quality of life in Corvallis should be protected in a way that was effective for citizens.

Referencing Councilor Brown's statements regarding the recent poll, Councilor Hervey said an ideal world would allow the City to place on the ballot all possible levy rates for voters' consideration. This would negate the need for the Council to guess what levy rate would be approved. He said he would oppose the amendment because he did not believe it would be approved by voters. He did not want to reduce services and restore them later because of how such action would impact employees' lives.

Councilor Raymond noted that a 40-cent levy rate would not cover all of the services slated for reduction. Therefore, the Council would need to reduce those services, whether the levy was approved or denied. She said this created a situation of the Council requesting a levy but acknowledging that the levy rate would not be sufficient to balance the budget deficit. The results of labor contract negotiations were very difficult to predict, and future service reductions were unknown. She acknowledged that it would be difficult to gain voter approval of a 40-cent levy.

The motion to amend the levy rate to 80 cents failed four to five on the following roll call vote:

Ayes: Raymond, Hirsch, Beilstein, Brauner

Nays: O'Brien, Hervey, Hogg, Brown, Traber

Councilors Hervey and Raymond, respectively, moved and seconded to amend the main motion to place a levy of 45 cents per \$1,000 of assessed value for three years on the May 17, 2011, ballot, including a reduction of \$120,000 in Library materials.

Councilor Brown noted that the Council was not yet discussing how any levy funds would be spent.

Councilor Beilstein expressed opposition to the amendment because the budget deficit would still be \$200,000 from providing the desired services identified in Mr. Nelson's

November 18 memorandum. He would support a higher levy rate that was adequate to preserve those services.

The motion to amend the levy rate to 45 cents passed five to four on the following roll call vote:

Ayes: Raymond, Hervey, Brown, Traber, Brauner

Nayes: O'Brien, Hirsch, Beilstein, Hogg

Councilor Beilstein expressed opposition to the main motion, believing the levy rate was too low to be effective. However, he said he would work for voter approval of the levy, regardless of the levy rate.

Councilor Brauner said he would have preferred a higher levy rate; however, he did not want to oppose the amendment and settle for a lower rate. He was similarly uncertain about the main motion, as its failure could result in no levy to present to voters. He thought the Council might have approved a slightly higher levy rate, but he believed the Council should present the best levy all Council members could support. He said he would support the motion and encouraged Council members to unanimously support the majority Council decision for voter approval of a levy.

The main motion passed six to three on the following roll call vote:

Ayes: Raymond, Hervey, Hirsch, Brown, Traber, Brauner

Nayes: O'Brien, Beilstein, Hogg

Services Deliberations

Councilors Hervey and Traber, respectively, moved and seconded to use proceeds of a May 17, 2011, levy to fund \$412,200 for Osborn Aquatic Center, \$848,000 for the Library, (excluding \$120,000 for materials), \$308,200 for Chintimini Senior Citizens Center, and \$129,870 for social services.

Councilor Brown expressed concern that the Council's actions would restrict its future decisions, confuse voters, and decrease voters' trust in the Council. However, he thought Councilor Beilstein's earlier suggestion to not designate how levy funds would be used might be a better option. He opined that there could be consequences to specifying how levy funds would be spent.

The motion failed four to five on the following roll call vote:

Ayes: Raymond, Hervey, Traber, Brauner

Nayes: O'Brien, Hirsch, Beilstein, Hogg, Brown

Councilors Beilstein and Brown, respectively, moved and seconded to use proceeds of a May 17, 2011, levy to fund general services in the property tax fund.

Councilor Traber expressed concern that allocating levy funds to general services would ensure that the levy would be defeated. He opined that the Council must be specific how the funds would be used in order to garner voters' trust.

Councilor Brauner concurred with Councilor Traber. He said the 2002 levy was designated for the General Fund and cited types of services that would be funded by the levy. The levy was defeated. The Council funded the services but lost voters' trust by doing so. He emphasized that the Council must present a levy to support specific services and state that failure of the levy would cause the services to be curtailed. He said this action was not possible if levy proceeds were destined for the General Fund. He cautioned that the Council must be prepared to reduce the services cited as being supported by the levy, if the levy was defeated. Philosophically, he agreed with the motion, but the State's taxing system would not allow the proposed action for a successful election.

Councilor Brown countered that it was important to cite the services that would be funded by the levy. The services cited for levy funding would influence the Council's future action. He added that the Council must carefully make promises about its actions for the next three to five years. He expressed support for the motion because it was weak in terms of promises the Council could not fulfill.

Councilor Hervey concurred with Councilors Brown and Beilstein in terms of the Council's legal restrictions. Ethically, the Council could make a difference and ensure that services destined to be funded by the levy were so funded. He was more concerned with citing in the levy the services voters could rely upon. While this might not be legally binding, he believed it was practically binding. He considered allocating levy revenue to the General Fund to be an undefined use.

Councilor Raymond acknowledged that it was difficult to cut City services. Whatever action the Council took would be undesirable. If the Council promised to include the services with those the Budget Commission deemed important, the promise could be kept, understanding that the services would not be at the desired level.

The motion failed four to five on the following roll call vote:

Ayes: Raymond, Beilstein, Hogg, Brown

Nays: O'Brien, Hervey, Hirsch, Traber, Brauner

Mayor Manning recessed the meeting from 1:55 pm until 2:00 pm.

Councilors Traber and Brown, respectively, moved and seconded that the funds from the levy be directed toward maintaining year 'round operation of Osborn Aquatic Center, maintaining year 'round operation of the Chintimini Senior Citizens Center, and maintaining the current hours of the Library; and the remainder of the levy funds would go to the General Fund.

Councilor Traber said he wanted, through his motion, to address budget items that would be clearly understood as happening or not happening. Budget variations might result in changes in hours of operation. The motion would allow the Council and staff some flexibility while maintaining the promise to voters.

Councilor Beilstein expressed support for the motion; however, he was disappointed that the motion did not include social services. He believed including in the levy language about how the levy funds would be used would not prevent the Council from budgeting funds. He

acknowledged that maintaining year 'round operations of OAC and the Senior Center and current Library hours was feasible. Voters must trust that the Council would spend the levy funds in the manner that was in the City's best interests, which was the Council's true obligation.

Councilor Brown said he liked the motion because it was clear, and voters would understand the services that would be funded by the levy revenue. He believed the Council could support any promises made through the motion and maintain voters' trust, whether the levy was approved or disapproved.

Councilors Raymond and Hervey, respectively, moved and seconded to amend the motion that the remainder of the levy funds would be used for social services.

Councilor Raymond noted that testimony to the Budget Commission and responses to the recent poll indicated that social services were one of the highest priorities citizens wanted maintained. Therefore, she believed social services should be funded through the levy.

Councilor Traber said he omitted social services from his list of services to be funded by the levy because the residual levy revenue would be incremental to the social services budget and, by including it in the motion, would be susceptible to later reductions. He limited his motion to specific services.

Councilor O'Brien expressed concern with Councilor Beilstein's statements regarding maintaining voters' trust and the Council using levy revenue as it chose. He said voters would not accept the Council acting against the promises it might make today.

Councilor Brauner said he supported a three-year levy, rather than a five-year levy, because the shorter duration would keep the current Council accountable to its promises to voters, as the current Council would make budget decisions for the next two years. He acknowledged Councilor Beilstein's statement but opined that the Council must adhere to its promises to voters. He pledged to maintain voters' trust and support the Council's majority decision, regardless whether he personally supported the decision.

Mr. Nelson clarified that the Library's current hours totaled roughly one-third of the Library Service Reduction Package No. 2. The balance of the Library's estimated budget reduction included materials and other positions. He inquired about Councilor Traber's assumptions regarding the other elements of that Library service reduction option.

Councilor Traber said his motion was based upon current hours of operation. Funding for the remainder of the services in the service reduction package would be provided by the General Fund portion of the motion or other portions of the budget.

Councilor Brauner commented that Councilor Traber's motion was between having a full list of services that equaled the estimated levy revenue and having a portion of the levy revenue being allocated to general purposes or specific services that would be reduced if the levy failed. If the Council approved the motion, the ballot explanatory statement would cite specific services to be funded by levy revenue, with the balance of the revenue being allocated as determined by the Budget Commission. By the time the election ballots were

distributed, the Budget Commission would have decided what services would be funded by the levy and what services could not be funded by the levy.

Councilor Hervey observed that, under the motion, the balance of the levy revenue designated for the General Fund would be \$10,000. He questioned the intent of allocating the remainder to the General Fund, as it could prompt failure of the levy.

Councilor Traber noted that preserving current Library hours would be one-third of Library Service Reduction Package No. 2. That expense and the other services identified by the Budget Commission for potential retention would total approximately \$1.15 million, leaving \$500,000 for the General Fund.

Councilor Hervey noted that the motion would leave an extensive reduction in Library materials and supplies. If the motion was approved, the Library could be open but without new materials. This scenario distressed him, and he would prefer a motion that referenced a service reduction package. He further noted that the amendment would designate approximately \$500,000 for social services.

Councilor Brauner expressed opposition to the motion, as it would double the allocation for social services.

The motion amendment failed one to eight on the following roll call vote:

Ayes: Raymond

Nays: O'Brien, Hervey, Hirsch, Beilstein, Hogg, Brown, Traber, Brauner

Councilor Hervey requested clarity in terms of how the remainder of the levy revenue, which he considered a substantial amount, would be used. He was uncomfortable designating the residual funds for general services.

Councilor Traber responded that, through his motion, he attempted to propose an alternative to the two extremes of no designation and a specific designation.

Councilor Brauner said he was torn between allocating the residual levy revenue to the General Fund or a specific use and sought a compromise.

Councilors Brauner and Hervey, respectively, moved and seconded to amend the motion to include Councilor Traber's specific uses of the levy funds, with the remaining levy funds being used to fund the Library and social service program areas, as determined by the Budget Commission and Council.

Councilor Brauner said, if the motion and the levy were approved, specific services would be funded, and the remaining levy revenue would be dedicated to the high-priority services identified in the recent poll (the Library) and social services and the services the Budget Commission deemed important. The motion amendment would not put the funds in the General Fund but would not specify how the funds would be allocated between the Library and social services – this would be determined by the Budget Commission. If approved, the motion would give voters some certainty regarding how the funds would be allocated, without specifying the exact dollar amount for every aspect of the three-year levy.

Councilor Brown said he was uncomfortable about the amendment. He said allocating the residual levy revenue to specific uses could open a contest of favorite programs. The poll and Citizen Attitude Survey data indicated the community's favorite services. He said he supported the basic motion because it was clear. As an alternative to the motion amendment under consideration, he suggested that the Council compromise on the 45-cent levy rate, eliminate the General Fund, and change the rate to the amount necessary to cover the three services Councilor Traber suggested. He said he would oppose the motion amendment.

Councilor Hervey said the motion amendment addressed his concerns, and he considered it a reasonable compromise to enable the Council to proceed.

Councilor O'Brien noted that the motion amendment could have the unintended consequence of dramatically increasing the social services budget, and he was uncertain about supporting that action.

Councilor Raymond surmised that voters wanted the Council to specify how any levy revenue would be used.

The motion to amend passed seven to two on the following roll call vote:

Ayes: Raymond, Hervey, Hirsch, Beilstein, Hogg, Traber, Brauner

Nays: O'Brien, Brown

The main motion passed nine to zero on the following roll call vote:

Ayes: O'Brien, Raymond, Hervey, Hirsch, Beilstein, Hogg, Brown, Traber, Brauner

Nays: none

C. Industrial Lands Wetlands Mitigation

Mr. Gibb said the staff report reviewed material previously presented to the Council regarding the work of the Industrial Lands Wetlands Mitigation Task Force. The Task Force developed business plan objectives. The project would support industrial lands by providing certainty in terms of timing and the cost of providing wetland mitigation opportunities for industrial development projects in the region. The project would also provide a balanced approach in terms of pursuing environmental and social values through the mitigation banking projects.

The Task Force identified next steps, including

- Forming a non-profit corporation with representatives from participating jurisdictions, which would refine and implement the business plan.
- Evaluating an intermediate strategy of securing wetland mitigation credits for use by consortium partners during the next three to five years.
- Evaluating a longer-term potential review toward developing a wetland mitigation bank, possibly in partnership with a State or Federal agency.

The staff report included information for proceeding, including details of a grant being pursued during the next few months. Partners conducted outreach, and at least Albany and Lebanon seemed ready to proceed.

Mr. Gibb reviewed the Council's options on the matter, as detailed in the staff report.

In response to Councilor Traber's inquiries, Mr. Gibb said the industrial lands wetlands mitigation project might be beneficial to potential tenants at the Airport Industrial Park (AIP). The City had wetland mitigation credits for the Park, which was a small portion of the City's industrial lands. The regional project would be an additional benefit for work already done for a small portion of the City's industrial land inventory.

In response to Councilor Traber's further inquiry, based upon the January 12 memorandum from CWCOG, Mr. Gibb said \$1,000 was tentatively established as a membership fee, based upon what smaller jurisdictions anticipated being able to afford. The consortium would determine the membership dues. The Council could direct that the City would be an active member of the non-profit consortium, which would determine the membership fees.

Mr. Nelson added that the AIP had wetland mitigation credits through a \$400,000 loan approved by a previous Council to mitigate up to 42 acres of the AIP. As that land is developed, other mitigation opportunities will be needed.

Councilor Hervey summarized that the Council could proceed to indicate a desire to be a participant, learn later the cost of the membership, and re-consider membership at that time.

Mr. Gibb said he thought the scenario Councilor Hervey described was correct; however, the Task Force was interested in communities expressing interest in becoming members, knowing there would be a financial investment of approximately \$100,000 for the first three years. The consortium board would determine how the investment would be shared among the participants. The bylaws could address how memberships might change during the life of the consortium.

In response to Councilor Hervey's inquiry, Mr. Gibb said the \$250,000 former-Governor Kulongoski invested in the project pertained to continuing work on the general regional permits.

In response to Councilor Raymond's inquiry, Mr. Gibb said the Task Force proposed identifying potentially 20 key industrial sites to undergo a preliminary permitting process through the Department of State Lands and the United States Army Corps of Engineers. Under a separate track, the Task Force would purchase or develop mitigation credits to support all industrial projects in the region, whether or not they were within the 20 identified sites. All of the sites would be mitigated for wetlands.

Councilor Raymond asked whether sites within Corvallis, other than the AIP, could benefit from the Task Force's work. Mr. Gibb responded that approximately 75 percent of the industrial lands in South Corvallis are designated wetlands. Multiple sites could benefit from having long-term access to a mitigation bank, and certain sites to be identified would be part of the 20-site permitting process.

In response to Councilor Raymond's additional inquiry, Mr. Gibb said the Industrial Lands Wetlands Mitigation Task Force project would not impact the City's public land use process associated with development projects.

Councilors Brown and O'Brien, respectively, moved and seconded to delay a decision on full participation in the Industrial Lands Wetlands Mitigation Task Force Consortium, and have an associate membership.

Councilor Hervey expressed opposition to the motion. He considered the action of the motion a "lost opportunity." He would prefer that the City become a member of the consortium immediately. By postponing membership, the City may have less ability to impact actions taken during the early organization stages. He was excited about some advantages of the wetland mitigation bank proposal, such as increasing the likelihood of new industrial businesses locating in Corvallis and producing wetlands of a higher quality than would be otherwise possible. Individual businesses would create small wetlands. The City's involvement could ensure a higher quality of wetlands. Albany and Lebanon, as other major partners, did not have the three-element (economic, environmental, and social) sustainability focus of Corvallis. He speculated that the consortium might be more successful in obtaining an Environmental Protection Agency grant if Corvallis was involved because of the City's history.

Councilor Brauner concurred with Councilor Hervey and opined that the Council should take advantage of the opportunity. If the motion failed, he would support a motion to become an immediate member of the consortium, with the caveat that it was subject to the City's budget considerations. He opined that the City must get involved from the beginning as a voting member to ensure that the City's and the region's interests were met.

Councilor Brown expressed concern with the City joining the consortium. He noted that much of today's Council discussions involved reducing basic City services. Joining the consortium now would increase City expenditures. The division of the initial investment costs was unknown. He believed Albany, Lebanon, and other cities would benefit from the consortium more than Corvallis. He noted that Corvallis undertook a \$400,000 loan to assist wetland mitigation for the City-owned AIP. He considered it poor timing to increase expenditures while cutting City services.

Councilor Brown expressed additional concern with the concept of forming a consortium business, noting that the Council had little experience with forming a business. He characterized a mitigation bank as a risky business that involved buying and selling paper instruments. He spoke with local banking professionals, who told him that the proposition would involve public funds and was risky, particularly since the value of paper instruments fluctuated. He was further concerned with the composition of the consortium board, which may not have experience with risky businesses.

Councilor Brown explained that approval of his motion would allow the Economic Development Commission to address the Task Force's proposal and develop a plan for the Council's consideration. The Commission would review the proposal from an economic development perspective for the community's overall best interest. He opined that the decision was not emergent and could be postponed. He acknowledged that the Task Force worked during the past five years to develop the proposal.

Councilor Hervey asked what would be risked during the first phase of the mitigation proposal, given that the total maximum combined exposure would be \$100,000 for the participating communities.

Mr. Gibb explained that expressing interest in becoming a member of the consortium was more of a commitment to participate, understanding that the three-year budget, including purchase of the credits, might be approximately \$265,000. CWCOG staff projected maximum exposure to participating communities at \$100,000 over three years. Much of this must be determined. Staff sought Council direction whether to proceed with a commitment to participate actively and financially at some level in the immediate future. Once the partners and membership fee allocations of the consortium were known, the risk could be better determined.

In response to Councilor Hervey's further inquiry, Mr. Gibb said the City's risk might be \$30,000 to \$40,000 over three years, based upon the \$100,000 maximum exposure.

Councilor Hervey expressed his understanding that, during the first phase of the consortium, some communities might want the City to proceed with specific wetland bank credits. He inquired about the City's level of risk during the first few years, prior to actually creating a bank for the City's benefit.

Mr. Gibb responded that CWCOG identified projects in communities that would need wetland mitigation credits and reducing the risk from the purchase of the options. This issue was discussed, but funds were not invested.

Councilor Hervey opined that the consortium would be more likely to acquire grant funding if the City was involved and that the City would have a positive impact on the group. He did not believe that participation in the consortium would create a substantial financial risk for the City. He believed the City's participation could have a positive impact on the Corvallis community and the region. He expressed opposition to the motion.

The motion failed four to five on the following roll call vote:

Ayes: O'Brien, Raymond, Hogg, Brown

Nays: Hervey, Hirsch, Beilstein, Traber, Brauner

Councilors Hervey and Hirsch, respectively, moved and seconded to express the Council's interest in becoming a member of the industrial lands wetlands mitigation consortium with the understanding that Corvallis representatives would participate in the formation of the entity and subsequent organizational and business decisions, provisional upon budget availability.

The motion passed six to three on the following roll call vote:

Ayes: Raymond, Hervey, Hirsch, Beilstein, Traber, Brauner

Nays: O'Brien, Hogg, Brown

Mayor Manning recessed the meeting from 2:46 pm until 2:50 pm.

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. Economic Development Commission appointments

Mayor Manning referenced her appointments to the Economic Development Commission and thanked former-Mayor Tomlinson and the 2009-2010 Council for approving formation of the Commission. She opined that the appointees would provide expertise, leadership, and creativity to economic development efforts. She thanked Councilor Brown for serving as Council Liaison to the Commission and Mr. Gibb for providing staff support.

2. Proclamation – Enhancing Community Livability – Hans Neukomm – January 7, 2011

Mayor Manning said Hans Neukomm's contributions to the community were recognized during his January 7 memorial service.

In response to Councilor Traber's observation, Mayor Manning confirmed that some of the appointees were board members of economic activity-related organizations in the community. She noted that the Municipal Code provisions regarding the Commission enumerated more membership categories than Commission members; therefore, some appointees represented more than one membership category.

Councilor Traber opined that the appointees represented a good mixture of involvement and well known business and economic development members of the community.

Councilor Hervey noted that the Council would confirm the appointments at the February 7 Council meeting.

Noting that some of the Commission appointees represented organizational boards, Councilor Hirsch inquired whether it was appropriate to have non-voting liaison positions from organizations such as Business Enterprise Center or Corvallis-Benton Chamber Coalition.

Mr. Nelson responded that Administrative Services Committee, in drafting the legislation that established the Commission, noted that task forces or advisory committees could be formed, comprised of other participants, to address specific projects.

B. Council Reports

Councilor O'Brien reported that he attended the Martin Luther King, Jr., (MLK) celebration and, in Mayor Manning's absence, presented a \$1,000 scholarship to Morgan Engle from the Commission for Martin Luther King, Jr. Ms. Engle's winning essay dealt with the issue of institutional racism. He encouraged people to attend future celebrations.

Councilor O'Brien requested information regarding the impacts on City operations of reductions to Council-directed expenditures.

Mr. Nelson responded that he was uncomfortable asking staff to make value judgments of expenditures that were directed by previous Councils and Budget Commissions. He offered to discuss with Councilor O'Brien the details of each expenditure.

Councilor Brauner reported that he attended the MLK celebration at the Montessori school and recommended that community members attend future school celebrations regarding diversity in the community.

Councilor Raymond thanked Councilor O'Brien for presenting the Commission for MLK's scholarship award. She thanked Footwise for providing a display window for the MLK celebration, Celebrate Corvallis, and other community programs.

Councilor Raymond gave the Council information regarding the Village Building Convergence and its efforts in Portland, Oregon.

Councilor Raymond reported that she attended a Corvallis Sustainability Coalition town hall and announced that another town hall would be held March 9.

Councilor Hervey announced the January 23 South Corvallis FEAST (Food Education Agriculture Solutions Together) event, with featured speaker Oregon Food Bank Community Resource Developer Sharon Thornberry. Grant-funded programs in the community will use event feedback to further their efforts.

C. Staff Reports

1. Helen M. Berg naming recognition

Ms. Emery reviewed that the Council directed the PNARB to seek public input regarding naming a public land or facility in honor of former-Mayor Helen Berg. Staff followed the established public input process, and the PNARB recommended that the Jackson Avenue Plaza of Riverfront Commemorative Park be re-named in honor of Ms. Berg. She reviewed the Council's options, per the Council policy regarding naming public facilities, and staff's recommendation that the Council re-name the plaza, as proposed by the PNARB.

Councilors O'Brien and Brauner, respectively, moved and seconded to accept the recommendation for re-naming Jackson Avenue Plaza to Helen Berg Plaza, as recommended by the Parks, Natural Areas, and Recreation Board. The motion passed unanimously.

Mr. Nelson noted that the League of Women Voters (LWV) and Elizabeth Frankel appealed the Council's decision regarding the Creekside Center development. Staff will apprise the Council as the appeal case develops.

2. City Manager's Report – December 2010

Mr. Nelson asked Council members to contact him if they had questions regarding the Report.

3. Council Request Follow-up Report – January 13, 2011

Mr. Nelson reviewed the issues addressed in the Report.

- Staff recommended that the in-fill development task force's proposals for Land Development Code text amendments be referred to the Planning Commission for consideration of how the proposals align with the Community Development Department Planning Division's work program.
- Council direction was needed regarding a Downtown business' request for exemption from the three-hour parking regulations, which would require an exception to the Municipal Code provisions. Staff recommended that the request be referred to the Downtown Parking Committee.

Councilor Hirsch noted that the subject business owner would present his concerns to the Downtown Parking Committee.

Councilors Brauner and Hirsch, respectively, moved and seconded to continue the meeting beyond 3:00 pm until the Council's business was completed. The motion passed unanimously.

Continuing his comments regarding the Council Request Follow-up Report, Councilor Hirsch opined that it would be helpful if the Council expressed a view regarding the request for exemption from the three-hour parking regulation. The Council indicated consensus agreement to refer the request to the Downtown Parking Committee.

In response to Councilor Traber's inquiry, City Attorney Fewel explained that the City would have 21 days to submit the Creekside Center transcript to the Land Use Board of Appeals (LUBA) in response to the appeal cited by Mr. Nelson. The appellants would then have 21 days to submit their appeal brief outlining the basis of the appeal. The City would have 21 days to respond to the brief. Oral arguments before the LUBA would most likely be scheduled approximately two months from the filing of the appeal notice. The LUBA might return the case to the Council for re-consideration; therefore, it would be best for Council members not to discuss the case with community members until LUBA rendered a final decision.

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

A. Human Services Committee – January 4, 2011

1. Discussion of Meeting Day and Time

Councilor Beilstein reported that the Committee would continue meeting the Tuesdays following Council meetings at 12:00 pm.

2. Willamette Neighborhood Housing Services First Quarter Report

Councilor Beilstein reported that the Willamette Neighborhood Housing Services (WNHS) report was satisfactory.

Councilors Beilstein and Raymond, respectively, moved and seconded to accept the Willamette Neighborhood Housing Services first quarter report. The motion passed unanimously.

B. Administrative Services Committee – January 5, 2011

1. Discussion of Meeting Day and Time

Councilor Hirsch reported that the Committee would meet the Wednesday following Council meetings at 4:00 pm.

C. Urban Services Committee – None.

Councilor Brauner reported that the Committee decided at the conclusion of the January 3 Council meeting to meet the Thursday following Council meetings at 5:00 pm; therefore, the Committee did not meet.

Mayor Manning recessed the Council at 3:10 pm and reconvened the Council at 7:00 pm in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon.

I. ROLL CALL

PRESENT: Mayor Manning, Councilors O'Brien, Raymond, Hervey, Hirsch, Beilstein, Hogg, Brown, Traber, Brauner

VI. VISITORS' PROPOSITIONS

A. Melinda Stewart, Visit Corvallis

Visit Corvallis Public Relations Manager Melinda Stewart coordinated the third annual Culinary Week. She distributed flyers regarding the event (Attachment E). Approximately one dozen Downtown restaurants participated in this year's event, offering \$10 signature plates to showcase their styles. She noted that reservations at the restaurants were filling quickly, and the event concluded January 23. She invited feedback regarding the event.

B. Corvallis Sustainability Coalition Annual Report (Mills)

Annette Mills and Ann Schuster reviewed the Corvallis Sustainability Coalition's annual written report, which was required by the City's agreement with the Coalition.

Ms. Schuster invited the Council to attend the Coalition's annual town hall meeting March 9.

Mayor Manning noted that the Coalition's meetings were well attended and filled with energy.

Andrew Martin bought an 80-acre industrial site along SW Reservoir Avenue during 2003 for development purposes. He submitted a development plan, to which staff attached conditions of approval, effectively preventing his development plans from proceeding. He said he received the staff report three days before the Planning Commission's public hearing on the plan, which he considered a dysfunctional element of the City's development application review system. He explained that he wanted to conduct windrow composting on the undeveloped portions of the land by mixing bark with animal manure – a common practice among landscape supply companies. Animal waste processing was an outright use on industrial land, but the proposal was rejected as a potential conflict. The staff reported cited insufficient information as a reason for rejecting another element of the application, so Mr. Martin submitted extensive information to the Planning Commission. He commented that, when the Grand Oaks Summit application was approved in 1997 under a zoning district designation change from industrial, the staff report indicated that, given the distance between that property and Mr. Martin's property, there would not be a conflict from later industrial development of his property. He did not understand the rejection of the outright use of windrow composting. He submitted a report last August with a contingency that he would be able to farm his property if the Council changed the zoning designation to allow farming. An e-mail from Mr. Gibb acknowledged this and indicating that Mr. Martin should pay the required fees and complete the process; however, the conditions of approval rejected farming. He acknowledged that farming must be approved by the Council.

Mr. Martin asserted that he cooperated with City staff's requests by submitting a second report; however, he believed two of his requests were rejected. He said the Pro Bark business was allowed to proceed, but he objected to his other applications being rejected.

Mr. Martin suggested that the Council amend the Land Development Code to make planned developments optional on industrially zoned properties.

In response to Councilor Beilstein's inquiry, Mr. Martin said he was not appealing the Planning Commission's decision. He acknowledged that he signed the applications, which implied that he was at fault for signing the forms. He said he was surprised by the conditions of approval attached to his applications with no opportunity to prepare a response before the public hearing. He wrote to the Planning Commission regarding why he thought the applications should have been approved.

Mr. Martin said one Planning Commissioner asked staff why Mr. Martin could not process animal waste; however, the operation was part of the Pro Bark business, and there was some confusion regarding whether the action would be an outright or conditional use. He will ask the Planning Commission to examine conditions of approval on applications and question staff regarding any they considered unnecessary.

In response to Councilor Traber's inquiry, Mr. Martin said he submitted his applications during May 2010 but retracted the application, during August 2010, and October 19. He received the staff report three days before the Planning Commission public hearing, and that was his first knowledge of the proposed conditions of approval. One condition prohibited animal waste processing, which was an outright use and affected the Pro Bark business and the windrow composting. He said Pro Bark would not be a viable business if it could not process animal waste.

Because there were no other citizens in attendance desiring to speak to the Council under Visitors' Propositions, and the public hearing was advertised to begin at 7:30 pm, Mayor Manning recessed the meeting from 7:26 pm until 7:30 pm.

VII. PUBLIC HEARINGS

- A. A public hearing to consider the Fiscal Year 2011-2012 Community Development Block Grant/HOME Investment Partnerships Program Action Plan

Mayor Manning reviewed the reason for the public hearing and opened the public hearing.

Staff Report

Community Development Department Housing Division Manager Weiss reported that staff was developing the FY 11-12 Action Plan for how the City would use its Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funding. He explained that the City received the funding from the United States Department of Housing and Urban Development (HUD) each year because of the City's status as an entitlement community for the programs. Staff projected that the funding levels would remain stable for the next fiscal year (\$580,000 in CDBG funding and \$445,000 in HOME funding). He noted federal legislative discussions regarding reducing CDBG funding. Cities and counties actively advocated that CDBG funding not be reduced.

Mr. Weiss explained that the City must conduct two public hearings each year to consider its CDBG and HOME funding programs. The first hearing would provide an opportunity for the Council to hear testimony regarding how the City utilized previous fund allocations and suggestions for future funding utilization. He said staff was reviewing funding proposals. He explained that human service projects were eligible for social service allocations supported by CDBG funding. Capital projects were eligible for CDBG or HOME funding, depending upon their nature. Interested agencies would present proposals to the Housing and Community Development Commission during February. The Commission would develop a recommendation for how funds should be allocated. The Council would conduct a public hearing in April to consider the Commission's recommendation. Staff would then submit the Council-approved Action Plan to HUD for review and approval.

Mr. Weiss noted that the Council received the Consolidated Annual Performance Evaluation Report from 2009-2010. The Evaluation was submitted to HUD last September and approved in November.

Public Testimony

Barbara Ross reviewed a prepared statement (Attachment F). She distributed information regarding a February 8 LWV-hosted meeting to report on progress under the Ten-Year Plan to End Homelessness in Benton County (Attachment G).

Ms. Ross opined that the City did a good job allocating the CDBG and HOME funds during the past few years. She expressed appreciation for the work of WNHS over the past several

years. She noted that WNHS planned to construct 55 new units of affordable and low-income housing in the community this year. Ten units would house survivors of domestic violence in cooperation with Center Against Rape and Domestic Violence (CARDV). Several houses would be built under a land trust program whereby WNHS would own the land but sell the houses. She noted that construction was underway on Partners Place, which would provide long-term housing for some of the most vulnerable, chronically homeless people in the community. She commended Housing Division staff for providing technical assistance to the volunteer organizations working on affordable and low-income housing projects in the community.

Ms. Ross recommended that the Action Plan be amended so that a small portion of the federal funding could be allocated for rent assistance, as detailed in her written statement. She opined that the major portion of the HOME funds should be reserved for capital construction to make permanent contributions to subsidized housing in the community. She suggested that the City partner with agencies to augment the limited rent assistance funds available through Community Services Consortium or partner with Linn-Benton Housing Authority (LBHA).

Councilor Hogg thanked Ms. Ross for her work on behalf of homeless members of the community. He noted that homelessness affected families, young children, and people not typically considered to be subject to homelessness. Without a shelter for homeless people, Corvallis relied upon non-profit agencies to provide housing services. He considered this work vital and important.

Ms. Ross concurred regarding the impact of homelessness on families. Community Outreach, Inc., received more requests last week for food, and their food resources were being depleted early each day. The agency sensed that more families were running out of food before the end of each month because of employment and economic conditions. She urged the Council to be aware of the plight of families in the community.

Jim Moorefield, WNHS Executive Director, thanked the City for supporting local housing projects. He concurred with Ms. Ross' suggestion of amending the Action Plan to include provisions for rent assistance, citing reasons outlined in his written testimony (Attachment H). He expressed a desire that only a small portion of HOME funds be allocated to rent assistance, as HOME funds were needed to develop permanent housing. He believed the problem of homelessness should be addressed more effectively, and HOME funds could assist with that effort. He opined that a condition should be attached to provisions for rent assistance, specifically, that other organizations with resources that could be devoted to rent assistance should participate in the rent assistance efforts. He suggested that the City could encourage partnerships of multiple organizations to address the homelessness problem.

Councilor Beilstein surmised that Ms. Ross considered rent assistance from the perspective of emergency support; whereas, Mr. Moorefield considered the problem in terms of people who were chronically in need of assistance because their housing and living expenses exceeded their income.

Mr. Moorefield responded that the two scenarios were complementary.

Councilor Beilstein noted that WNHS developed 300 to 400 housing units during its existence in Corvallis. With Oregon State University enrollment increasing, he acknowledged that the community would always have a housing shortage. He questioned how many affordable housing units would be needed to accommodate people wanting to live in Corvallis.

Mr. Moorefield said the answer would depend upon what the community wanted to achieve. A certain type of housing that was affordable to specific people at set incomes would result in one quantity of housing units; a different income level would result in a different number of housing units. He opined that no community could adequately house people earning minimum wage rates. The issue was also affected by rental rates and selling prices.

Councilor Beilstein noted that WNHS received CDBG and HOME funds, along with City economic development and social services funds. He questioned whether the funding sources were coordinated so that a reduction from one funding source could be augmented from another funding source.

Mr. Moorefield responded that the funding sources were independent, as they funded different types of projects. WNHS applied for funding from different sources for different projects, based upon the criteria of the funding sources. He clarified that WNHS did not receive funding from the City's social services fund but did receive CDBG human services funding. He presumed that the City's economic development fund support for WNHS housing programs would cease because of the City's financial situation. He expressed hope that economic development financial support for WNHS' microenterprise program would continue, as the program addressed the needs of low-income community members.

In response to Councilor Raymond's inquiry regarding potential collaboration partners, Mr. Moorefield noted WNHS' partnership with CARDV. The CARDV advocacy center would be located on land WNHS would sell to CARDV, adjacent to the housing the agencies were creating.

Mr. Moorefield opined that it was important for WNHS to do more to address homelessness. To some extent this could be possible through WNHS' existing housing, but partnerships must be developed to make such an arrangement successful. He expected to have some details resolved within the next month to facilitate people leaving emergency shelters.

Councilor Hogg inquired whether other Oregon communities implemented rental assistance programs and, if so, how the programs worked and what the City could learn from those programs.

Mr. Moorefield responded that Corvallis was one of few communities that did not offer rental assistance. Other resources, not under the City's control, were commonly used for rental assistance, such as the HUD Section 8 program administered by LBHA. He explained that housing authorities typically used Project Based Section 8 rental vouchers that were attached to housing projects. If the housing project was intended to serve homeless people, the program became a way to get homeless people into permanent housing without the waiting period typical for Section 8 assistance. This type of program was not used in the Corvallis area, but the City might be able to encourage its application locally.

In response to Councilor Traber's inquiry, Mr. Moorefield said LBHA, WNHS, and maybe UWBLC would need to partner with the City for the housing voucher program.

Dave Zaback, Home Life Executive Director, thanked the City for supporting Home Life in assisting people with intellectual disabilities. He said Oregon was one of four states that closed its institutions for people with developmental disabilities. The City's financial support enabled Home Life to support people in their home communities with nice homes.

Kari Whitacre, COI Development Director, said City CDBG funding allocations assisted COI's permanent supportive housing program and behavioral health treatment services. She concurred with the need for rent assistance for the homeless community. As Corvallis' emergency and transitional shelter, COI operated at near-full capacity year 'round. The primary barrier to getting people into permanent housing was permanent and long-term rent assistance. COI worked with LBHA and had some vouchers, but they were not sufficient. The waiting list for vouchers was long. She believed it would be beneficial for the CDBG and HOME programs to include rent assistance for people experiencing homelessness.

In response to Councilor Beilstein's inquiry, Ms. Whitacre said the use of housing vouchers depended upon the landlord and the situation. COI received housing vouchers for veterans and vouchers for single people or families. The need for services for families was increasing. Oregon had a 35-percent increase in homeless families, affecting more than 5,600 children. She said it was easier to get families into permanent housing because they had social service benefits. Veterans must meet eligibility requirements to receive rent vouchers. The Housing First concept was a proven method for housing people but involved intensive case management services.

Mayor Manning closed the public hearing.

Questions of Staff

Mr. Weiss clarified for Councilor Brauner that LBHA received funding directly from HUD and served Linn and Benton Counties.

In response to Councilor Traber's inquiries, Mr. Weiss confirmed that Corvallis' HOME fund allocation was smaller because the community was at the bottom edge of the threshold to qualify for the program. Having met the eligibility threshold, Corvallis would remain in the program but would probably always be at the bottom of the eligibility range. A Consolidated Plan amendment to include rent assistance as an eligible expenditure would require a 30-day public comment period prior to a public hearing regarding the amendment. A proposed program should be developed prior to the public comment period. The process could take several months to complete but could be developed for the Fiscal Year 2012-2013 allocation year. Corvallis had approximately 600 housing units that qualified for HUD Section 8 assistance; the demand was much greater. It could be difficult to use HUD rent vouchers in the general market because of problems finding units and moving in while at the top of the eligibility list. Some landlords were willing to accept Section 8 vouchers. With the "tight" rental market, it was more difficult to find housing eligible for Section 8 vouchers.

Councilor Brauner observed that many of the cities cited in Mr. Moorefield's written testimony did not receive HOME funds and competed for State funding. Corvallis could hold its annual allocations until it accumulated enough funds for housing projects.

Mr. Weiss confirmed but clarified that none of the communities cited in Mr. Moorefield's testimony were participating jurisdictions in the HOME program; all of the funding for the projects cited were from the State, which received a large amount of HOME funding for allocation. Corvallis was one of the few – and the smallest – Oregon jurisdictions participating in the HOME program. The City could accumulate HOME funds toward housing projects; however, the CDBG and HOME programs had expenditure deadlines.

Mr. Weiss clarified for Councilor Raymond that the CDBG and HOME programs were funded through HUD via processes HUD used to identify entitlement communities and participating jurisdictions throughout the nation. Communities that reached a population level of 50,000 people received an automatic funding allocation each year. The allocations depended upon factors, such as poverty, age of housing, condition of housing, and other elements. Other communities could apply to the State for funding for projects similar to those the City pursued with direct funding allocations. The City had more decision-making authority because it could determine how to spend the funds within the guidelines. In response to Councilor Raymond's inquiry, he said a development such as Portland, Oregon's Dignity Village might qualify for CDBG or HOME funding, depending upon how it was structured, if it met a national objective, and if it benefitted a priority population.

XI. ADJOURNMENT

The meeting was adjourned at 8:16 pm.

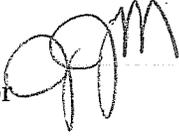
APPROVED:

MAYOR

ATTEST:

CITY RECORDER

MEMORANDUM

To: City Council Members
From: Julie Jones Manning, Mayor 
Date: January 18, 2011
Subject: Appointments to Economic Development Commission

I am appointing the following persons to the Economic Development Commission for the terms of office shown:

Sam Angelos
Vice President of Technology Development Operations and Site Manager
Hewlett-Packard
Representing: Emerging Technology, Manufacturing
Term Ends: June 30, 2012

Jay Dixon
Benton County Commissioner
Representing: Community at Large
Term Ends: June 30, 2013

Nicholas Fowler
CEO
Perpetua Power Source Technologies
Representing: Green/Sustainable Business, Manufacturing
Term Ends: June 30, 2012

Elizabeth French
Vice President
CH2M Hill
Representing: Professional Services
Term Ends: June 30, 2014

Pat Lampton
Owner
Inkwell Home Store
Representing: Retail, General Business
Term Ends: June 30, 2013

Ann Malosh
Division Dean for Business, Health Care, and Workforce
Linn-Benton Community College
Representing: Higher Education
Term Ends: June 30, 2012

Larry Mullins
President/CEO
Samaritan Health Services
Representing: Health Care
Term Ends: June 30, 2013

Skip Rung
President and Executive Director
Oregon Nanoscience and Microtechnologies Institute (ONAMI)
Representing: Emerging Technology, Green/Sustainable Business
Term Ends: June 30, 2014

Richard (Rick) Spinrad
Vice President for Research
Oregon State University
Representing: Higher Education
Term Ends: June 30, 2014

I will ask for confirmation of these appointments at our next Council meeting, February 7, 2011.

1009

1/17/11

To: Corvallis City Council

From: Councilor Mark O'Brien

Subject: Operating Levy

At the January 4th, 2011 Budget Commission meeting I reluctantly supported asking voters for a tax levy of a \$0.30 per \$1000 of assessed value. Since then I've had a lot of reservations about the wisdom of that direction. I now believe that it is in the best interest of the City not to pursue any levy at this time. I also believe this position accurately reflects the will of most of those whom I represent in Ward 1. Some of my concerns with the proposed levy request are discussed below.

City Council recently imposed a significant tax burden on citizens via the S.I.F. Reasons why this decision was ill advised are numerous and needn't be expanded upon here. I would suggest that if a decision to go forward with a levy is affirmed then Council should consider repeal of the sidewalk and forestry fees and at a minimum eliminate support for fare less transit from the SIF program entirely. Failure to do so may, in itself, doom any levy request to failure.

There are difficulties related to impending City labor negotiations and the timing of a May levy request. Some citizens and Councilors, including myself, expect that part of the current budget shortfall will be addressed through reductions in personnel costs on a per employee basis. In full recognition of the City Manager's admonition on contractual obligations and labor negotiations, I am concerned about the prospect of levy funds being used for raises in employee pay and benefits. Such an outcome would simply be unjust given the personal financial circumstances of many taxpayers.

We often think of our city as being exceptional and in many ways it is. Nevertheless, we find ourselves facing a major financial dilemma which we cannot escape through wishful thinking. Some of the causes are way beyond our control but we are not without blame either. As elected officials we are responsible for having created a system of city services which is obviously no longer fiscally sustainable. We've spent away our reserves on "want to have" services even when it was unclear whether a majority wanted them in the first place. The most beloved services in Corvallis really are great and something to be proud of but we can simply no longer afford them in the way we were once able. It is long past time to downsize. Pretending that we can continue to develop revenue sufficient to sustain the status quo is unreasonable and a bit unhealthy.

Like a disease, this deficit was born as the result of our addiction to city services. A tax levy will only serve to feed that addiction and will do nothing to cure the disease. I believe it is our duty to make some very difficult choices about whether we will address this reality or whether we will continue to subscribe to the notion that our citizens are an endless source of increasing tax revenues. I find the description of beleaguered citizens as the "no new tax crowd" quite insulting, by the way. Most of these people are quite proud to pay their taxes and as intelligent, hard working members of the community understand that we are heading for a cliff. They are simply saying it's time to put on the brakes, folks.

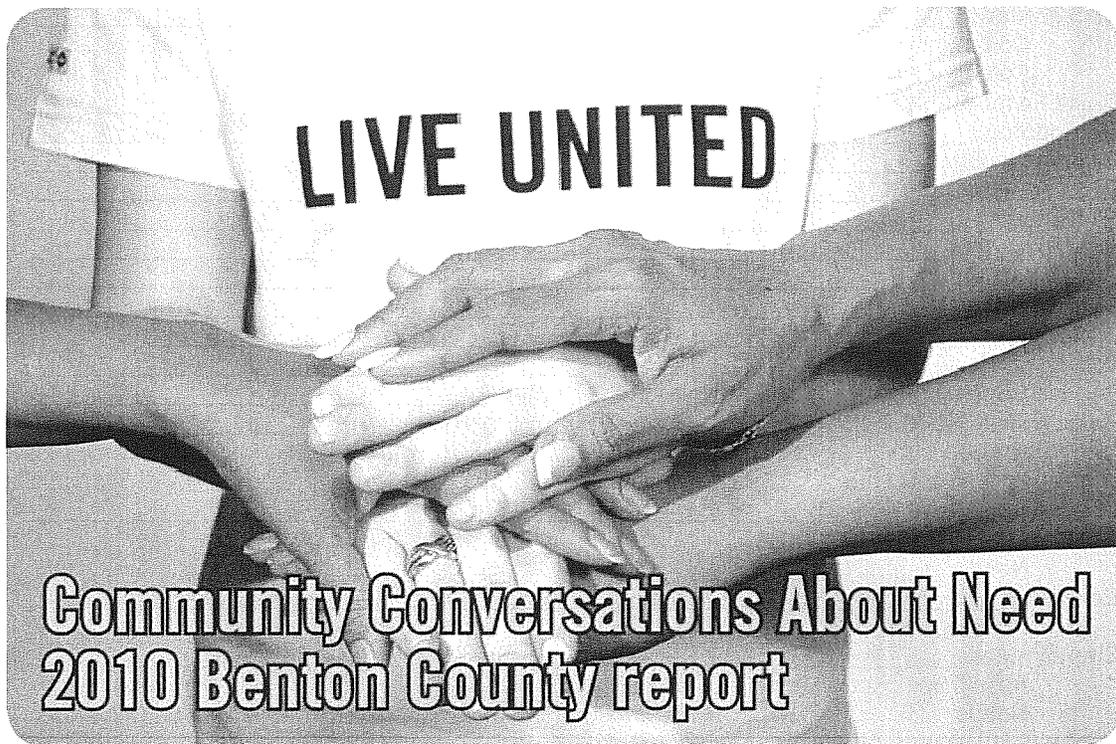
I think that a levy request in concert with the ill timed S.I.F. may damage the Council's institutional credibility for many years to come. On the contrary, making difficult choices now and taking the reductions sensibly may put us into a better position to judiciously return services as our economy inevitably improves.

In conclusion, I ask that Council work with staff to take steps necessary to preserve vital services to the greatest extent possible without an additional tax levy.

Council Directed Expenditures

The following table reflects Council directed expenditures in the current budget per our October 4th staff memo. We've already eliminated our food budget. Significant opportunities for savings remain. I'd recommend we spend some time considering the value to the City of the services listed below. Potential savings approach or exceed \$500,000.00. The center column reflects the existing budget. The right column reflects my preliminary recommendation. Lacking sufficient information regarding the value of the C.O.G. and L.O.C. memberships I am hopeful that staff can provide necessary perspective. Thanks for your consideration.

Council Food	\$4,860.00	\$0.00
Mayor's Recognition	\$3,130.00	\$0.00
Videotaping	\$17,000.00	\$0.00
MLK Commission	\$10,700.00	\$5,000.00
Diversity	\$8,500.00	\$0.00
Travel/Training	\$8,550.00	\$0.00
C.O.G.	\$52,000.00	\$0.00
L.O.C.	\$31,500.00	\$0.00
I.C.L.E.I.	\$1,200.00	\$0.00
Sister Cities	\$700.00	\$0.00
Chamber Coalition	\$1,800.00	\$0.00
OSU Holocaust	\$500.00	\$0.00
Misc. Memberships	\$1,370.00	\$0.00
CHS/CV Cake	\$150.00	\$0.00
Newsletter	\$73,750.00	\$33,750.00
Celebrate Corvallis	\$700.00	\$0.00
Goal Setting	\$3,300.00	\$0.00
Art Center	\$81,630.00	\$0.00
Social Services	\$379,870.00	\$200,000.00
Economic - Festivals	\$38,460.00	\$0.00
Economic - General	\$182,640.00	\$103,120.00
P.T.F.	\$12,000.00	ED Commission
Enterprise Zone	\$2,000.00	ED Commission
Total	\$916,310.00	\$341,870.00



SCOPE: Basic Needs | Diversity & Inclusion | Education |
Employment | Health & Substance Abuse |
Transportation & Built Environment

FUNDING

PARTNERS: United Way | Benton County | City of Corvallis |
The Corvallis Clinic | Oregon State University |
Samaritan Health Services

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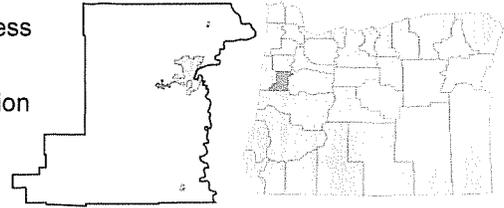
Executive Summary

Background

Community Conversations About Need presents a snapshot of assets, needs and gaps in social service in Benton County, Oregon. Commissioned by Benton County, The City of Corvallis, The Corvallis Clinic, Oregon State University, Samaritan Health Services, and United Way of Benton & Lincoln Counties, this report aims to help policy makers and human service organizations gain deeper understanding of perceptions surrounding critical human needs affecting households throughout our county.

It is important to point out that this needs assessment is not a scientific report. However, this study, along with other, more specialized reports by other agencies, can help us discern patterns of needs, develop effective responses, and track cumulative impact. We hope to encourage informed dialogue and collaborative efforts to address these needs. Also, this process has been developed to:

- Promote deeper community engagement and collaboration
- Focus on vulnerable populations
- Address assets as well as deficits
- Suggest ways to fill identified gaps



Benton County supports a population of over 80,000 people of diverse: ages, cultures, abilities, education, health, languages, life styles, and socio-economic situations. This assessment addresses the most vulnerable groups within each category listed below:

Community Conversations Categories

- Basic Needs (Food, Housing, Homelessness & Poverty Reduction)
- Diversity and Inclusion
- Education
- Employment
- Health (& Substance Abuse)
- Transportation and Built Environment

Categories of Vulnerable Populations

- Age (children, teens, elderly)
- Culture (minority, ethnicities)
- Disabled
- Under-educated
- Health Issues (physical illness, addiction, mental illness, abuse)
- Language (non-English speaking)
- Law (undocumented, formerly incarcerated, etc.)
- Lifestyle (gay, transsexual, single parent)
- Socio-economic (recently impoverished, generational poverty)

Quick Facts About Benton County

Most of the information in this section was obtained from the 2009 Census Bureau.

- **Population**--In 2009, Benton County was estimated as having 82,605 residents, making it Oregon's 12th most populous county (out of 36 counties).
- **Population Distribution**--Over 80% of Benton County population resides in 5 incorporated cities. The rest of the population is distributed over 20 unincorporated communities.
- **Household Income**--At \$53,661, Benton County's median household income level exceeds the state level of \$50,165 and the national level of \$52,029.

- **Below Poverty Level**--With 15.6% of its population below the poverty level, Benton County exceeds the state level of 13.5% and national level of 13.2%. The poverty level is defined as family group of four, including two children earning \$21,756 or less.
- **Largest Employer**--Hewlett-Packard, traditionally Benton County's largest employer, has downsized considerably over the last 5 years and has been replaced by Oregon State University as the county's largest employer.

Methodology

This report presents overall themes for major assets, needs, and gaps in Benton County developed through:

- A survey (non-scientific) of related stakeholders (social service agencies and interested community members).
- 2 community forums that included focus groups of service support agency leaders and community members.
- 2 work groups (i.e. one for diversity and one for transportation and built environment) that involved several participants attending a number of meetings on their respective issues.
- A review of current web pages of related stakeholders (appendix A).

Each section is organized in the following way:

- Overview of existing assets and evident needs, as reported through the survey, forums, and information review.
- Tables structuring information gleaned from the community forums and/or work groups.
 - "Assets" represent capacity in Benton County to meet needs, even if they may not be sufficient to fully meet demand to fill that need.
 - "Needs" represent areas of major concern even though some of the need is being met.
 - "Gaps" are intended to represent areas where needs are not being currently met. This section may also include possible solutions generated by participants at the community forums and/or workgroups.
 - Items in these sections are not listed in any rank order of priority.
 - Participants in the forums and work groups were asked to identify what they believed to be community Assets, Needs, or Gaps in service for the listed vulnerable populations. Therefore, there may not be a direct correlation between items listed in the Assets, Needs, or Gaps columns.

Findings In Brief

The sluggish economy will place greater demands on limited resources for the foreseeable future. The following key themes emerged from this process:

- Increased direct support for basic needs should be a funding priority.
- Collaboration between service providers to maximize diminishing resources needs to be encouraged.
- Improved access to key resources in unincorporated communities and rural areas needs to be improved.
- Focused investment in infrastructure (e.g. communications, research, fund raising, volunteer development, training, etc.)—both internal to agencies providing service, as well as the overall service system, needs to be improved.
- More strategic deployment of Benton County resources needs to take place.
- More Spanish speaking service providers needed

Recommendations

The following recommendations are broad in scope. We believe these can and should impact the planning of various organizations—public and private—for internal operations and as part of the larger system of human service.

1. Stakeholders that excel at collaboration should have more merit in funding requests.
2. A systemic approach to training and professional development for service providers would have an immediate impact in Benton County.
3. Innovative funding opportunities should be explored with service providers and funders.
4. Means to make affordable housing and fair wages available to all county residents needs to be explored.
5. Increased outreach to county residents (especially parents) to improve awareness of and access to available services.
6. Public awareness about the status of vulnerable populations needs to be improved—do a better job of presenting existing reports.
7. United Way should act as a neutral convener with key stakeholders, to identify opportunities for collaboration.



Next Steps

- The Community Conversations partners and will share the results of this report to the general public via community forums and presentations.
- The Community Conversations Committee will conduct a phone survey about related issues to further validate and/or reinforce the conclusions.
- Going forward, United Way and its partners will collaborate with interested parties to identify and focus energy on priorities identified here, and other community needs assessments.

Acknowledgments

Contacts

The Community Conversations is being chaired by Teryl Ross, Director of Community and Diversity at Oregon State University. For further information, contact him at (541) 737-4384 or Teryl.Ross@oregonstate.edu. Alternately, you can contact Jennifer Moore, Executive Director of United Way, at (541) 757-7717 or jennifer@unitedwayblc.org.

Steering Committee

The following individuals diligently shepherded this Needs Assessment over an 18 month period:

Member	Member	Member
Charlie Fautin Deputy Director Benton County Health Dept	JoAnn Miller Community Benefit Director Samaritan Health Services	Chris Stringer Chief Deputy District Attorney Benton County District Attorney's Office
Sandy Goeke Epidemiologist Benton County Health Dept	Jon Nelson Corvallis City Manager City of Corvallis	Biff Traber United Way Community Impact Chair
Nancy Hiatt Retired The Corvallis Clinic	Teryl Ross Needs Assessment Chair Director, Community & Diversity Oregon State University	Joann Zimmer Executive Assistant Community Services Consortium
Martha Lyon Executive Director Community Services Consortium	Beth Fox Director, RSVP department, Community Services Consortium	Wilma Van Schelven Executive Director Love INC of Benton County

Consultant

Special "Thanks" to Ellen Deehan for doing an excellent job as a research consultant for the project.

Contributors

The following contributed to various discussions and provided input on various topics:

Member		
Fredrick Kane Executive Director Corvallis Public Schools Foundation	Jeanne Raymond City Councilor, Ward 7 City of Corvallis	Angie Stambuck Executive Director Benton County Commission on Children & Families

Survey Respondents	
<p><u>Organization(s) represented:</u> Government Non-Profit Education Faith-Based Health Care Community Member</p>	<p><u>Providing service in these areas:</u> Peverty reduction Basic Needs Housing Homeslessness Cultural Diversity Education Employment Health Care Mental Health Substance Abuse Transportation & Built Environment Youth Services Senior / Disabled Services "Other"</p>
Forum Participants: Organizations and/or Affiliations	
<p>ABC House Alpine Community Center Benton County Commission on Children & Families Benton County Health Department Benton County Medical Detox Committee Boys & Girls Club of Corvallis Center Against Rape & Domestic Violence (CARDV) CH2M Hill Children's Farm Home City of Corvallis; Corvallis City Council; Ward 7 Community Health Centers of Benton & Linn Counties Community Outreach Community Services Consortium Cornerstone Associates, Inc. Corvallis Homeless Shelter Coalition Department of Human Services DHS-Child Welfare Programs Franklin School (509J) Gazette Times Grace Center Hewlett Packard Jackson Street Youth Shelter</p>	<p>Kidco Head Start Linn-Benton Community College Linn-Benton Food Share Linn-Benton RSVP (CSC) Monroe High School NAMI Mid-Valley OCWCOG Senior and Disability Services Old Mill Center for Children & Families Oregon State University Oregon State University, Community Service Center Oregon State University, IMPACT OSU Federal Credit Union Parent Enhancement Program Pastoral Counseling Center Peace Jam Northwest Philomath School District Presbyterian Preschool and Child Care Center Rotary Samaritan Health Services South Corvallis Food Bank Strengthening Rural Families Ten Rivers Food Web United Way of Benton & Lincoln Counties</p>

YOU!

Special "Thanks" to all who participated in the various community forums and provided feedback on the process.

Community Conversations About Need

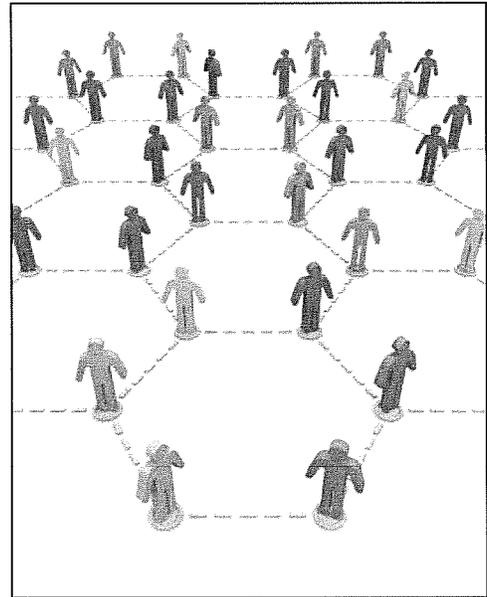
Service Support (Agency Capacity, System Capacity)

Overall Themes of Service Support in Benton County

In addition to the themes presented in the following sections, it is important to note one of the key findings of the survey, forums, and work groups is that more attention to "service support" (agency capacity, system capacity) in Benton County is needed.

The network of human service organizations looks organized and orderly, but the system is not. It is a moving Rubik's Cube of possibilities – a patchwork quilt of funders and providers in both the public and private sectors. Major changes continue to take place as the human services industry evolves. Policy and funding changes from government and private sector funders, as well as a resurgence in local-level citizen-based community building, are blurring boundaries, rendering the system more interdependent. . Some specific triggers for change include:

- *Devolution* of dollars and decision-making from the federal level continues to cut the strings attached to entitlement funding streams. Federal block grants increasingly offer states and local communities more flexibility to choose what services to fund and whether to cross categories with the funds (e.g., using welfare dollars to fund childcare).
- Like many other regions, scarce resources and a demand for more efficiency have led to some level of system redesign. Organizations need to be innovative in doing more with less. In addition, service providers need to be open to rethinking service delivery systems. Need is community-wide; providers are interdependent. Therefore, the system needs an increased level of community-wide service delivery infrastructure to improve effectiveness.
- Performance and outcome-based funding increasingly requires collaborative approaches to delivering services, whereby various agencies join together to provide a comprehensive continuum of services.
- Citizen-based community and faith-based initiatives may become the most important trigger to dissolving traditional boundaries. With fewer funding strings and a green light for new and innovative partnerships, citizen and faith-based organizations and their stakeholders are emerging to drive change in their communities. They are strategically mixing resources offered by the public and private sectors with their own assets for a tailor-made network of services needed in their community. The greater the flexibility local communities have in deploying resources, the more they may redesign an increasingly integrated, responsive and effective system.



The system continues to evolve as it has for decades. The systems challenges are to move in the direction of strategic partnerships to provide services which meet desired outcomes. The respective responsibilities of the public and private sectors, and preferences for government, not-for-profit or for-profit providers are ripe for redefinition. New funding approaches, local ownership and citizen participation will most likely direct these challenges into opportunities for a more rational and responsive system to meet community needs. Not all traditional services agencies may survive; some may merge into existing industries via managed care and other types of contracting approaches. The rest may be guided by local priorities toward a vision of community impact. What was once a bureaucratic "top down" approach may evolve to a more bottom up, stakeholder-driven system.

Table 1: Assets, Needs, and Gaps for Service Support in Benton County

ASSETS Major Services	NEEDS Major Concerns	GAPS Possible Solutions
<ul style="list-style-type: none"> • Community of people motivated to get involved/help • Large volunteer pool • Extensive network of service clubs (Rotary, Lions, Kiwanis, Zonta, etc.) • Resource rich • Effective agencies and community groups • Involved and effective city and county government 	<ul style="list-style-type: none"> • “Out-of-silo” conversations between/among agencies to improve service delivery effectiveness • Broader coordinated volunteer recruitment and coordination (how/where do folks plug in?) • Coordinated Media • Elimination or reduction of duplicated efforts • Joint identification of program/service needs to improve coordinated delivery: back-to-school supplies, holiday giving, etc. • Stronger coordinated referral mechanisms between all community groups 	<p><u>Communication Enhancements</u></p> <ul style="list-style-type: none"> • Regular agency meetings for programming updates <ul style="list-style-type: none"> • Agency Directors • Resource Development staff • Direct service staff • Communication/referral network (211) <p><u>Collaboration Enhancements</u></p> <ul style="list-style-type: none"> • Replicate the <i>Collecting for Kids</i> collaborative model in other areas • Identify opportunities for other out-of-the box partnerships between agencies and/or business community • Leverage existing resources in a different way • UW act as a Neutral Convener to initiate collaboration conversations <p><u>Increased Training Opportunities</u></p> <ul style="list-style-type: none"> • Marketing • Social Media • Strategic planning

The committee became aware of a situation where a family in need was connected with an under-utilized resource. It is presented here as an example of an out-of-the box solution: Love INC became aware of a family needing a temporary place to live, and also knew of an owner with a vacant home. Working with the family and owner, Love INC facilitated an arrangement for \$300 per month so long as the single mom did some maintenance and upkeep on the home. This happened because the agency knew of the home’s availability, and that the owner was working in another city and would welcome some short-term rental income. A social worker agreed to provide supervision, and a neighbor agreed to help with transportation and mentoring. As a result, the house was inhabited and maintained for a period of time, the utilities paid, and the yard kept up.

Some families need only a temporary place to live—three to six months—while they work on stabilizing their living situations. Houses in our county have been vacant for one reason or another. There is an opportunity to create a mechanism to make those homes accessible to families in need for a short period of time.

United Way should collaborate with existing agencies to investigate the following:

- Encouraging more collaboration within and between service support agencies.
- Facilitating better communication within and between service support agencies and the general public.
- Providing more collaborative training opportunities.
- Recruit, train and place volunteers.

Basic Needs (Food, Housing, Homelessness, & Poverty Reduction)

Overall Themes of Basic Needs Services in Benton County

Assets

A strong set of support services meets much of the need, but the strength of existing services also creates the appearance that needs are completely met. Benton County:

- Is particularly strong in offering free food, meals, clothing, and toiletries.
- Has an excellent basic framework to assist homeless persons (emergency shelter, transitional housing, and permanent affordable housing).
- Has some successful models where housing services are augmented by a holistic, long-term approach that teaches life skills, money management, vocational training, and renter skills.

Needs

The groups that need the most basic needs support at this time in Benton County are youth, elderly, low-income families and individuals, people with disabilities and/or addictions, the unemployed, those who lack education/employment skills currently in demand, and released prisoners. What appears to be lacking in Benton County is:

- Community awareness of homeless families, and homeless youth--people who are invisible to most Benton County residents. The most visible are the chronically homeless individuals with addictions and mental illness. Awareness of the issues might generate additional solutions.
- More cooperative coordination among service providers. These services also need more outreach activities to reach vulnerable populations (especially the illiterate---and those outside of Corvallis), and advocates to help clients navigate the complexities of basic needs services (Cogan Owens Cogan 2006).
- Education and training in dental self-care. Many free dental clinics are available in Benton County; however, suitable, free dental care is often mentioned as not available. This discrepancy between available service and perceived need is possibly due to some people having a lifetime of not regularly caring for their teeth, and then needing major dental work as they grow older (as opposed to just teeth cleaning). Many Americans believe that dental health is only for aesthetics; however, that perception is known to be inaccurate -- dental health is necessary for longevity (good dental care is one of the reasons that so many people are living longer) because chronic dental infections can harm overall health.



Table 2: Assets, Needs, and Gaps for Basic Needs Services in Benton County

ASSETS Major Services	NEEDS Major Concerns	GAPS Possible Solutions
<ul style="list-style-type: none"> • Affordable housing for adults, families • Emergency shelters for youth, adults, families with short-term coaching • Free clothing and toiletries • Free dental clinics for low-income adults • Life skills training • Nutrition Outreach and cooking classes • OSU Human Services Resource Center • School liaisons for homeless students • School programs for breakfast and lunch (and during summer and vacations) • Some transitional housing for adults, families with transitional coaching • Utilities assistance (meets the needs of roughly 20% of those who are eligible in the county) 	<ul style="list-style-type: none"> • Available services difficult to find • High rents; low income • Homeless families and low-income people are invisible to most citizens • Paperwork intimidating and difficult to navigate • People often released from prison, institutions, foster care into homelessness • Stigma in schools for impoverished students • Vulnerable populations have trouble finding out about local services 	<p><u>Housing First</u></p> <ul style="list-style-type: none"> • Automatic transitional housing and support after prison, foster care • More generally affordable housing <p><u>Outreach and Advocacy</u></p> <ul style="list-style-type: none"> • Outreach to vulnerable populations (esp. illiterate) • Trained volunteers to advocate and coach clients while navigating through assessment, planning, services • Coordinated information and resource referral <p><u>Public Awareness/Education</u></p> <ul style="list-style-type: none"> • Teacher/student education about maintaining dignity for impoverished students • Public education about homelessness

Diversity and Inclusion in Benton County

Overall Themes of Diversity and Inclusion in Benton County

Assets

In general, diversity and inclusion needs in Benton County appear to be addressed by local services. Benton County:

- Has a major college that makes the county more diverse than surrounding counties.
- Has a long tradition of supporting diversity and inclusion.
- Has its largest city (Corvallis) pass an amendment to address diversity in its charter.



Needs

Several people and groups from marginalized and underrepresented communities have complained that Corvallis is not a welcoming community. The most vulnerable populations identified are the gay community; newcomers, students; college, high school, and youth; non-English native speakers; people of color (particularly African-American and Latina/o populations) and people who are economically challenged and/or homeless. What appears to be lacking in Benton County is:

- Better coordination between the different agencies that are addressing diversity and inclusion.
- Community awareness that Benton County can be different to different populations.
- More attention to diversity and inclusion throughout the county and not just in Corvallis.
- Sustained efforts to make Benton County more welcoming and inclusive.
- Greater collaboration with local school districts with diversity and inclusion.

Table 3: Assets, Needs, and Gaps for Diversity and Inclusion in Benton County

ASSETS Major Services	NEEDS Major Concerns	GAPS Possible Solutions
<ul style="list-style-type: none"> • ADHOC Peace Vigil • Community Alliance for Diversity • Casa Latinos Unidos • City, County, University, Community College Initiatives • Corvallis Library programs • Employers Partnership for Diversity • Faith based organizations, communities • Good City Council – 20-20 • LBCC ESOL Classes/Family Connections, Annual Health Providers • Linn Benton Food Share • Multicultural Literacy Center • NAACP of Benton County • OSU Campus Diversity Groups (.e.g. CAMP, Cultural Centers, EOP, INTO, ISS, OCD, WAGE) • Social group that specifically formed to welcome newcomers—ex., Pearls of Wisdom for Black Women • Strong non-profit community 	<ul style="list-style-type: none"> • Lack of coordination between and within existing agencies • Lack of awareness about what it feels like to be marginalized in Benton County • Lack of attention to diversity and inclusion outside of Corvallis • Lack of information in multiple languages • No sustained efforts to address diversity and inclusion • Not enough collaboration with the school districts on diversity and inclusion. 	<p><u>Calendar of Events</u></p> <ul style="list-style-type: none"> • Updating and publicizing local calendar of events. <p><u>Regular Meet & Greets/Welcome Wagons</u></p> <ul style="list-style-type: none"> • Scheduling regular meet and greets in Benton County. • Different meet and greets for targeted populations. <p><u>Community Forums and Festivals</u></p> <ul style="list-style-type: none"> • Doing a better job of collaborating on creating community diversity-related forums and festivals. <p><u>Better Publicity About Social Networks and Support Groups</u></p> <ul style="list-style-type: none"> • More publicity about support groups, identity group activities, book clubs, knitting circles, etc. <p><u>Speakers Bureau/Training Opportunities</u></p> <ul style="list-style-type: none"> • More leadership in identifying cultural sensitive training

Education in Benton County

Overall Themes of Education Services in Benton County

Assets

In general, most educational needs in Benton County appear to be addressed by local services. Benton County:

- Is particularly strong in offering a wide choice in public schools, private schools, and alternative schooling opportunities.
- Has excellent parenting classes for parents of infants and toddlers (through Linn Benton Community College community centers). These parent/child courses also provide social engagement opportunities that reduce isolation for families of babies, toddlers, and preschoolers.
- Provides specialized support for at-risk school children and teens and their caregivers (through Community Services Consortium and the Old Mill School, etc.).

Needs

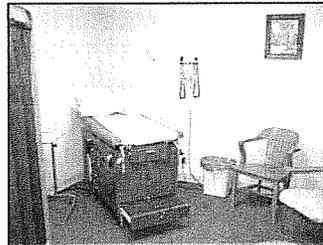
The following education services needs have been identified for Benton County:

- Family support and parenting education for parents of healthy 6-19 year olds.
 - Benton County would benefit from a climate of continuing parenting education and parental guidance of older children and teens.
 - Many teens in Benton County are making self-destructive choices about sex and drugs. This behavior is occurring even though the students have been exposed to abundant educational information about these issues.
 - Some social service providers believe that many of these teens could have benefitted from more parental involvement long before the problem-behaviors arose.
- Pre-teens and teens in Benton County are also making unhealthy, uninformed choices concerning cell phones and computers.
 - A local source of up-to-date information that helps both parents and children is a program with the Linn County Sheriff's Department, called *Techsmartz* (<http://www.linnonline.org/techSmarzt/main.html>). This program investigates internet/texting crimes involving youth, and provides guided discussions about cyber safety. Because communication technology has moved so quickly, most parents are unaware of the dangers, and uncertain of their parental roles in protecting their children in the virtual world. At present, *Techsmartz* provides only a few workshops for Benton County parents/students (at middle-schools); many more parents (especially of high-schoolers) would be interested in *Techsmartz* workshops and would benefit from the information.
- Lack of safe, chaperoned social activities for teens.
 - Teens need time with their peers, but are often uncertain of what to do. In addition, teens need opportunities to develop social skills while protected from the adult world. In Corvallis, chaperoned school and club dances provide these social opportunities; however, fewer opportunities exist in our rural areas.
 - In addition, perhaps social-dance classes for teens (as in the movie *Take the Lead*, based on a true story) would provide alternative, healthy, fun, and respectful ways for teens to interact with each other.



Table 4: Assets, Needs, and Gaps for Education in Benton County

ASSETS Major Services	NEEDS Major Concerns	GAPS Possible Solutions
<ul style="list-style-type: none"> • Adult literacy courses • After-school care • Alternative education supported (GED, home school, online, vocational, tutors, early college) • Breakfast and Lunch programs • Buses • Character development for elementary school students • Clubs for teens • English language classes and support • Health Care Centers • Liaisons and sensitivity for homeless students • Many choices of public and private schools available • Parenting education for parents of babies, toddlers and at-risk students • Promotion of literacy in all schools • School counselor • Special Education with involved parents 	<ul style="list-style-type: none"> • Average families of K-12 healthy children need continuing parenting information and reduction of isolation (especially in rural areas) • Many local teens are making unhealthy choices concerning internet and/or emotional safety • Typical teens need more healthy/safe ways to socialize and have fun together (especially in rural areas) 	<p><u>Parent Continuing Education</u></p> <ul style="list-style-type: none"> • More <i>Strengthening Rural Families</i> classes for average parents • LBCC courses for average parents of K-12 (emotional literacy) • Events for all parents of K-12 to create inclusive, welcoming community <p><u>Teen Character Development</u></p> <ul style="list-style-type: none"> • More workshops to all schools by <i>Techsmartz</i> about Internet/cell phone safety and laws; include parents • School-time discussion and guidance for teens concerning media messages versus personal values • Support for parents to help their teens establish clear boundaries of self-care & emotional safety <p><u>Teen Social Activities</u></p> <ul style="list-style-type: none"> • More school-chaperoned teen dances/events • Social-dance classes (ballroom, salsa, etc.) for teens only to learn respectful and fun ways of relating to each other



Employment in Benton County

Overall Themes of Employment Services in Benton County

Assets

In general, most employment needs in Benton County appear to be addressed by local services. Benton County:

- Is particularly strong in offering job seeking services, career exploration, vocational training, and general support for unemployed persons. Corvallis is notable for promoting a holistic, long-term approach for social, economic, and ecological sustainability. In addition, specialized opportunities provide homeless day jobs, youth employment and youth internships. Even so, youth unemployment is at an all-time high.
- Has a highly educated and motivated citizenry; therefore, interest in social equity already exists.

Needs

Enough jobs with living wages. Gainful employment does not presently exist for all workers in Benton County, even for those with college degrees. The groups that need the most employment support at this time in Benton County are displaced workers, single parents, people with disabilities and/or addictions, and released prisoners. What appears to be lacking in Benton County is:

- Additional means to pay for training and education, or the attendant expenses (books, child care, transportation, affordable housing).
- Support for workers whose jobs or industries do not qualify them for special aid, or those who are not eligible for unemployment is at a decade low.
-
- Awareness of the various causes of poverty and homelessness.



Table 5: Assets, Needs, and Gaps for Employment in Benton County

ASSETS Major Services	NEEDS Major Concerns	GAPS Possible Solutions
<ul style="list-style-type: none"> • Career explorations • Communities looking at economic, ecological, social sustainability • Excellent training and support services for job seekers who can afford it • Homeless day-time jobs • Promoting independent local businesses • Teen training; some teen employment • Training and retraining support for low-income • Unemployment Insurance • Work available for college students 	<ul style="list-style-type: none"> • Cost of living is high in Corvallis • Many citizens unaware of increasing gulf between income and cost of living for some citizens • Need more jobs with a living wage 	<p><u>Living Wage</u></p> <ul style="list-style-type: none"> • Reasonable wages and benefits for adults to meet basic needs • Educate local businesses on long-term benefits of fair wages • Reasonable rents that average households can afford • Train landlords on fair housing <p><u>Public Awareness of Poverty</u></p> <ul style="list-style-type: none"> • Public education concerning vulnerable populations, causes of poverty

Health & Substance Abuse in Benton County

Overall Themes of Health and Substance Abuse Services in Benton County

Assets

In general, most health needs in Benton County appear to be addressed by local services and by referral to specialists in other cities throughout Oregon. Benton County:

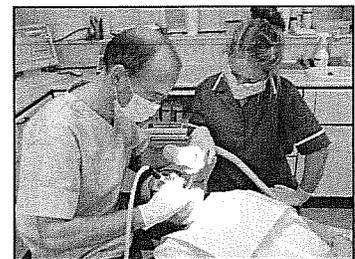
- Has several free and/or low cost clinics (medical and dental) for low-income people and children.
- Has specialized support for people with mental illness, developmental disabilities, and addictions.
- Has strong support for clean air & water, food safety enforcement, and other environmental health factors.
- Has strong support for mental health treatment & community care options for those living with chronic & persistent mental health conditions.
- Has strong tobacco ordinances & other population-based prevention programs that reduce the onset and incidence of many illnesses.
- Is notable for having county drug courts for both adults and youth, where participants undergo treatment and transitional coaching to build new, healthy lives. These innovative approaches have shown to be successful, and warrant promotion and support. What is particularly unusual is that, although personal and community denial is a typical component of chemical dependency, Benton County seems to have overcome community denial to truly address drug problems in local youth and adults.
- Is particularly strong in offering excellent choices in medical care, dental care, vision care, elder care, medical clinics, doctors, nurse practitioners, and alternative medicine.
- Maintains safe, well-marked roads and bike lanes that help prevent traffic injuries & chronic disease.
- Widely provides personal health education and support groups to the public.



Needs

The groups that need the most basic needs support at this time in Benton County are elderly, low-income, homeless, people with disabilities and/or addictions, and people who do not speak English. What appears to be lacking in Benton County is:

- Client awareness of affordable health care for low-income clients who are not in abject poverty. Sliding-fee clinics, health-care loans, and accommodating practitioners exist in Benton County; however, many vulnerable populations are unaware of these services and of whether-or-not they qualify for these lower-cost services.
- Affordability of services for those who don't qualify or are unable to afford co-payments
- Coaches and advocates for physically ill, elderly, non-English speaking, addicted, and mentally ill patients, especially for people experiencing new illnesses or disabilities.
- Declining number of providers accepting new Medicaid and Medicare recipients. Medical home can be difficult to locate for people entering these programs.
- Education and training in dental self-care. Many free dental clinics are available in Benton County; however, suitable, free dental care is often mentioned as not available. This discrepancy between available service and perceived need is possibly due to some people having a lifetime of not regularly caring for their teeth, and then needing major dental work as they grow older (as opposed to just teeth cleaning). Many Americans believe that dental health is only for aesthetics; however, that perception is known to be inaccurate -- dental health is necessary for longevity (good dental

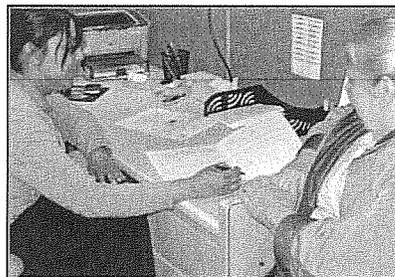
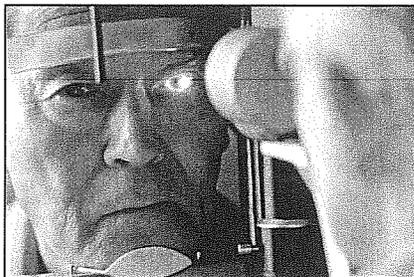


care is one of the reasons that so many people are living longer) because chronic dental infections can harm overall health.

- Public outreach for low-income populations, and a means to prevent communicable diseases through personal hygiene, vaccination, etc.
- Vision and hearing testing and treatment. People who cannot see clearly or who cannot hear well become socially isolated.

Table 6: Assets, Needs, and Gaps for Health and Substance Abuse Services in Benton County

ASSETS Major Services	NEEDS Major Concerns	GAPS Possible Solutions
<ul style="list-style-type: none"> • Comprehensive web-based health status report is publicly available • Counseling, support groups, treatment • Dental care for children • Dental clinics for children and low-income adults • Drug courts with transitional support • Elderly resources and advocates and coaches • Free food, free meals, delivered food to all • Health Centers in rural communities • Health Centers with sliding fees • Long-term view of health • Mental health peer wellness pilot program is underway. • Mind/body connection • OSU has strong alcohol substance abuse prevention programming • School health classes • Strong rural volunteer EMS and fire programs • Substance abuse information, intervention, laws, identification, medical and social support 	<ul style="list-style-type: none"> • Ability to manage aging populations • Childhood obesity & chronic disease reduction • Health status report needs more local data • Low-income populations have trouble finding out about affordable services • No hearing testing for low-income adults • No vision and eye health exams for low-income children and adults • Paperwork intimidating and difficult to navigate and not always available in multiple languages • Poor tooth care in impoverished families • Youth binge drinking is widespread 	<p><u>Dental Self-Care Training</u></p> <ul style="list-style-type: none"> • Teach importance of dental care for physical health and longevity <p><u>Health Care Infrastructure</u></p> <ul style="list-style-type: none"> • Centralized information on available low-cost services • Lack of geographical access to full-service grocery stores • Most medical clinics are clustered in one geographic area – this contributes to access challenges for rural, low-income and those without transportation. • Outreach and Advocacy • Outreach to vulnerable populations (esp. illiterate) • Trained volunteers to advocate and coach clients while navigating through services <p><u>Vision and Eye Health</u></p> <ul style="list-style-type: none"> • Low-cost clinics for eye health and vision needs • Low-cost clinics for ear health and hearing needs • Public awareness and outreach of importance of sight and hearing to participate in society



Transportation and Built Environment

Overall Themes of Transportation and Built Environment in Benton County

Assets

In general, the collaboration of Benton County partners, from governments to non-profits to interfaith caregivers, has resulted in many successful and progressive transportation and built environment programs.

Needs

Political jurisdictions and funding sources do not match or overlay travel shed opportunities and boundaries, resulting in community to community travel, Corvallis to Portland, and rural to urban travel being very difficult.

Table 7: Assets, Needs, and Gaps for Transportation and Built Environment in Benton County

ASSETS Major Services	NEEDS Major Concerns	GAPS Possible Solutions
<ul style="list-style-type: none"> • ADA accessible facilities • Alternate modes options (walking, bicycles) • Compact city to better serve transit users • Dial-A-Bus • Inclusive and empowering planning • Medical services availability • MPO and ACT • Paratransit • PDX shuttle • Planning that reduces barriers • Railroad infrastructure • Safety sidewalk and ramp program • Transit availability and coordination • Transit users (17% senior/disabled, 30% low income) • Travel shed perspective • Van pool system • Volunteers (45 Dial-A-Bus) 	<ul style="list-style-type: none"> • Adair Village transit service • Aging fleet • Amtrak services • Bike facilities; Adair Village to Corvallis and Albany to Corvallis • Dial-A-Bus facilities needs • Downtown drop off site for vans with lifts • Enhanced ride share and van pool • Healthy food access for low income thru access to community gardens • Linn-Benton service after 2:30 pm • Lower fares • Monroe to Corvallis transit service • More corner sidewalk curb cuts and shorter district sidewalk program • More transit hours, routes, Sunday service • Need 15 minute transit head ways v. 30/60 • Transportation brokerage for Medicaid that covers required traveling companions 	<p><u>Transit Enhancements</u></p> <ul style="list-style-type: none"> • 15-minute transit head ways (versus 30/60) • Adair Village transit service • Additional transit routes • Monroe transit service • Reduce transit fares • Transportation access to community gardens <p><u>Sidewalk Enhancements</u></p> <ul style="list-style-type: none"> • Corner sidewalk curb cuts • Fund district sidewalk program <p><u>Grant Opportunities</u></p> <ul style="list-style-type: none"> • Benton County/Dial-A-Bus aging fleet

Appendix A: Initial Data Sources

Literature Cited

Cogan Owens Cogan (2006) *Community Needs 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, and Samaritan Health Services. Corvallis, Oregon.

EHAC (Ending Homeless Advisory Council) (2008) *A Home for Hope: A 10-Year Plan to End Homelessness in Oregon*. A recommendation to Governor Kulongoski from the Ending Homelessness Advisory Council, Salem, Oregon. <http://www.ehac.oregon.gov/>

There's No Place Like Home: A Ten-Year Plan to Address Issues Surrounding Housing and Homelessness in Benton County Oregon. <http://www.csc.gen.or.us/10yearplanbenton.htm>

Basic Needs Services Websites

School Districts

1. Alsea School District: <http://www.alsea.k12.or.us/>; https://www.edline.net/pages/Alsea_High_School/
2. Corvallis School District: <http://www.csd509j.net/>
3. Greater Albany Public Schools: <http://www.albany.k12.or.us/>
4. Monroe School District: <http://www.monroe.k12.or.us/>
5. Philomath school District: <http://www.philomath.k12.or.us/>

Social Service Organizations

6. Benton County Commission on Children and Families: <http://www.co.benton.or.us/admin/ccf/index.php>
7. Benton County Community Health Center : <http://www.co.benton.or.us/healthcenter/benton.php>
8. Benton County Sheriff's Office: <http://www.co.benton.or.us/sheriff/>
9. Boys and Girls Club of Corvallis: <http://www.bgccorvallis.org/>
10. Center Against Rape and Domestic Violence (CARDV): <http://www.cardv.peak.org/>
11. Community Outreach, Inc. : <http://communityoutreachinc.org/index.htm>
12. Community Services Consortium : www.csc.gen.or.us
13. Corvallis Daytime Drop in Center: <http://corvallis.drop-in.org/>
14. Corvallis Homeless Shelter Coalition Inc.: no web site found; mentioned in articles: <http://www.gazettetimes.com/topic/?q=corvallis%20homeless%20shelter%20coalition&t=&l=25&d=&d1=&d2=&f=html&s=&sd=asc>
15. Corvallis Police Department: <http://www.ci.corvallis.or.us/index.php?option=content&task=view&id=117&Itemid=77>
16. Gleaning Groups in Benton County: http://www.oregonfoodbank.org/ofb_services/food_programs/gleaning/
17. Jackson Street Youth Shelter: <http://www.jsysi.org/>
18. Habitat for Humanity: <http://www.BentonHabitat.org/>
19. Linn Benton Food Share: <http://www.csc.gen.or.us/foodshare.htm>
20. Linn Benton Housing Authority: <http://www.l-bha.org/>
21. Love INC of Benton County: <http://www.yourloveinc.org/>
22. Meals on Wheels-Oregon Cascades West COG - Senior Meals (Albany, Oregon): <http://www.ocwcog.org/>
23. Old Mill Center for Children & Families: <http://www.omill.org/>
24. Oregon Cascades West Council of Governments: <http://www.ocwcog.org/>
25. Oregon Department of Human Services and Vocational Rehabilitation:

<http://www.oregon.gov/DHS/vr/office/location.shtml>

26. OSU Extension Service: <http://extension.oregonstate.edu/linn/fcd/oregon-nutrition-ed>
27. OSU Human Services Resource Center :no web site found; just article:
<http://oregonstate.edu/dept/ncs/lifeatosu/2010/center-serves-students-struggling-to-survive/>
28. Police Department: <http://www.ci.corvallis.or.us/index.php?option=content&task=view&id=117&Itemid=77>
29. Sheriff's Office: <http://www.co.benton.or.us/sheriff/>
30. Willamette neighborhood Housing: <http://www.corvallisnhs.org/services.html>

Education Services Websites

School Districts

1. Alesia School District: <http://www.alesia.k12.or.us/>; https://www.edline.net/pages/Alesia_High_School/
2. Corvallis School District: <http://www.csd509j.net/>
3. Greater Albany Public Schools: <http://www.albany.k12.or.us/>
4. Monroe School District: <http://www.monroe.k12.or.us/>
5. Philomath school District: <http://www.philomath.k12.or.us/>

Private Schools (not all are listed here):

6. Ashbrook Independent School: <http://www.ashbrook-school.org/>
7. Corvallis Montessori School: <http://www.corvallismontessori.org/>
8. Philomath Montessori School: <http://philomathmontessori.org/>
9. Santiam Christian Schools: <http://www.santiamchristian.com/home>
10. Sundborn Children's House Montessori School in Albany : <http://www.sundborn.org/>
11. Waldorf School: <http://www.corvalliswaldorfschool.org/>

School/Family Educational Support:

12. Boys and Girls Club of Corvallis: www.bgccorvallis.org
13. Community Services Consortium: www.csc.gen.or.us
14. Corvallis Public Schools Foundation : <http://www.cpsfoundation.org/>
15. Home School House: <http://www.homeschoolhouse.net/>
16. Linn Benton Community College : <http://www.linnbenton.edu/>
17. Linn Benton Lincoln Counties Education Service District (ESD): <http://www.lblesd.k12.or.us/>
18. Old Mill Center for Children & Families: <http://www.omill.org/>
19. Oregon State University: <http://oregonstate.edu/>
20. Strengthening Rural Families: <http://www.ruralfamilies.org/>

Employment Services Websites

1. Corvallis Benton County Chamber Coalition: <http://corvallischamber.com/>
2. Corvallis Daytime Drop in Center: <http://corvallis.drop-in.org/>
3. Corvallis Independent Business Alliance (CIBA): <http://www.corvallisiba.org/cgi-bin/headlines.pl>
4. Corvallis Matters: no web site found; just mentioned in other website:
<http://www.sustainablecorvallis.org/listoforganizationalpartners>
5. Community Services Consortium: www.csc.gen.or.us
6. Downtown Corvallis Association, Inc.: <http://www.downtowncorvallis.org/index.php>
7. LBCC Worksource Oregon: <http://www.linnbenton.edu/go/worksource-oregon>
8. Monroe chamber of Commerce associated with Junction City: <http://jch-chamber.org/chamber/index.htm>
9. Oregon Employment Department: <http://www.employment.oregon.gov/>
10. Philomath Chamber of commerce: <http://www.philomathchamber.org/events.cfm>
11. Prosperity That Fits: <http://prosperitythatfits.blogspot.com/>
12. Workforce Development Center: <http://www.working4you.org/web.cfm?pgID=137>

Health Services Websites

School Districts

1. Alsea School District: <http://www.alsea.k12.or.us/>; https://www.edline.net/pages/Alsea_High_School/
2. Corvallis School District: <http://www.csd509j.net/>
3. Greater Albany Public Schools: <http://www.albany.k12.or.us/>
4. Monroe School District: <http://www.monroe.k12.or.us/>
5. Philomath school District: <http://www.philomath.k12.or.us/>

Health / Social Services Organizations

6. Assistance League of Corvallis: <http://www.alcorvallis.org/>
7. Benton County Health Department: <http://www.co.benton.or.us/health/>
8. Boys and Girls Club of Corvallis: <http://www.bgccorvallis.org/>
9. Center for Health Statistics- Adult Survey (BRFSS): <http://www.dhs.state.or.us/dhs/ph/chs/brfs/index.shtml>
10. Center for Health Statistics- Youth Survey (OHT):
<http://www.dhs.state.or.us/dhs/ph/chs/youthsurvey/index.shtml>
11. Children's Farm Home: http://www.trilliumfamily.org/childrens_farm_home.php
12. Communicable Diseases: <http://www.co.benton.or.us/health/publichealth/disease.php>
13. Community Outreach: <http://communityoutreachinc.org/index.htm>
14. Corvallis Clinic: <https://www.corvallisclinic.com/>
15. Drug Treatment Court: <http://www.ojd.state.or.us/ben/drugcourt.htm>
16. Kaiser State Health Facts: <http://www.statehealthfacts.org/>
17. Love Inc.: <http://www.yourloveinc.org/>
18. Old Mill Center for Children & Families: <http://www.omill.org/>
19. Oregon Cascades West Council of Governments: <http://www.ocwcog.org/>
20. Oregon Health Plan: <http://www.oregon.gov/DHS/healthplan/>
21. Oregon Vital Statistics: <http://www.dhs.state.or.us/dhs/ph/chs/data/cdb.shtml>
22. OSU Student Health Services: <http://studenthealth.oregonstate.edu/>
23. Pastoral Council / Ecumenical Ministries: <http://www.pccmidvalley.org/>
24. Population Research Center: <http://www.pdx.edu/prc/>
25. Samaritan Health Services: <http://www.samhealth.org/>
26. Sheriffs Department: <http://www.co.benton.or.us/sheriff/>

Transportation and Built Environment Web sites

1. City Comprehensive Plan:
<http://www.ci.corvallis.or.us/index.php?option=content&task=view&id=290&Itemid=242>
2. County Comprehensive Plan: http://www.co.benton.or.us/cd/planning/comp_plan.php
3. City Capital Improvement Program Plan:
http://www.ci.corvallis.or.us/index.php?option=com_content&task=view&id=3282&Itemid=3952
4. Regional Transportation System Plan:
[http://portal.ocwtech.net/campo/Shared%20Documents/MPO%20Regional%20Transportation%20Plan%20\(RTP\)/Final%20document.pdf](http://portal.ocwtech.net/campo/Shared%20Documents/MPO%20Regional%20Transportation%20Plan%20(RTP)/Final%20document.pdf)
Addendum:
[http://portal.ocwtech.net/campo/Shared%20Documents/MPO%20Regional%20Transportation%20Plan%20\(RTP\)/ADDENDUM%20to%20the%20plan%202-08.pdf](http://portal.ocwtech.net/campo/Shared%20Documents/MPO%20Regional%20Transportation%20Plan%20(RTP)/ADDENDUM%20to%20the%20plan%202-08.pdf)
5. City Parks and Recreation Plan:
http://www.ci.corvallis.or.us/index.php?option=com_content&task=view&id=114&Itemid=74
The Plan is also available at the Corvallis-Benton County Public Library
6. City Parks and Recreation ADA Assessment: <http://www.ci.corvallis.or.us/downloads/pr/PARKS-ADAparksPLAN.pdf>
7. Corvallis Transportation: http://www.visitcorvallis.com/index.php?action=sports_transport

8. Dial-A-Bus–Benton County: <http://www.co.benton.or.us/pw/stf/rides.php>
9. Mid Willamette Valley Council of Governments: <http://www.mwvcog.org>
10. Meals on Wheels: <http://www.mealcall.org/meals-on-wheels/or/corvallis.htm>
11. Parent Enhancement Program: <http://pep.peak.org/>
12. City Transit Information: www.corvallistransit.com
13. County Special Transportation Fund: <http://www.co.benton.or.us/pw/stf/index.php>
14. Benton-Lincoln Counties Special Transportation Fund Program Planning: http://www.co.benton.or.us/pw/stf/documents/benton_coordinated_transportation_plan.pdf
15. Strategies for Enhancing the Built Environment to Support Healthy Eating and Active Living: http://www.convergencepartnership.org/atf/cf/%7B245A9B44-6DED-4ABD-A392-AE583809E350%7D/CP_Built%20Environment_printed.pdf

Specialized Reports Available

509J School District Needs Assessment

http://www.csd509j.net/key%20initiatives/community%20vision/ccve_final.pdf

For more information: CommunityVision@corvallis.k12.or.us



Benton County Commission on Children and Families Needs Report; For information:
Angie.STAMBUK@Co.Benton.OR.US



Benton County Health Status Report.

http://www.co.benton.or.us/health/health_status/index.php

For more information: healthstatus@co.benton.or.us

There's No Place Like Home ...

There's No Place Like Home: A Ten-Year Plan to Address Issues Surrounding Housing and Homelessness in Benton County Oregon.
<http://www.csc.gen.or.us/10yearplanbenton.htm>

For more information: mlyon@csc.gen.or.us



ACHIEVING THE OREGON SHINES VISION

HIGHLIGHTS

2009 Benchmark Report to the People of Oregon

Oregon Progress Board – 2009 Benchmark Report

http://www.oregon.gov/DAS/OPB/docs/2009Report/2009_Benchmark_Highlights.pdf

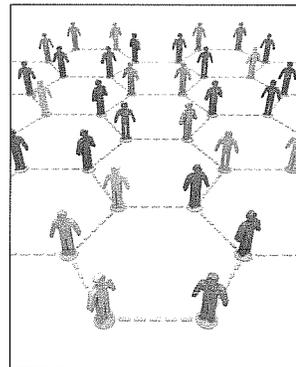


Community Conversation About Need

Putting the Pieces Together

Presentation Overview

- ▶ Welcome and Introductions
- ▶ United Way--Living United
- ▶ Benton County
- ▶ Needs Assessment
- ▶ Key Findings
- ▶ Recommendations
- ▶ Moving Forward



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Funding Partners



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Community Conversations Mission

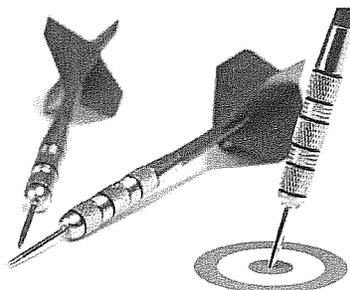
To collaborate with regional stakeholders to create a dynamic conversation about need for human services for Benton County.



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Community Conversations Goals

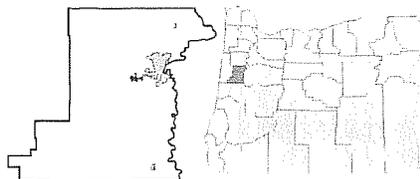
- ▶ Promote community engagement and collaboration
- ▶ Focus on vulnerable populations
- ▶ Address assets as well as deficits
- ▶ Fill identified gaps



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About Benton County

- ▶ **Population**--In 2009, Benton County was estimated as having 82,605 residents, making it Oregon's 12th most populated county out of 36 counties.
- ▶ **Population Distribution**--Over 80% of Benton County population is in 5 incorporated cities and the rest of the population is distributed over 20 unincorporated communities.



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About Benton County

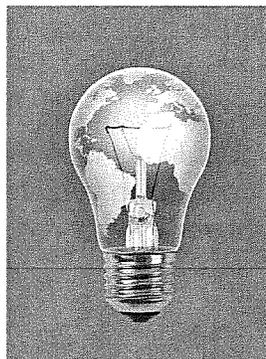
- ▶ **Household Income**--At a median household income level of \$53,661, it exceeds the state level of \$50,165 and the national level of \$52,029.
- ▶ **Below Poverty Level**--At the persons below the poverty level of 15.6%, Benton County exceeds the state level of 13.5% and national level of 13.2%. This level is defined as family group of four, including two children earning \$21,756 or less.
- ▶ **Largest Employer**--Benton County's traditionally largest employer, Hewlett-Packard, has downsized considerably over the last 5 years and has been replaced by Oregon State University as the county's largest employer.



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Community Conversations Categories

- ▶ Basic Needs (Food, Housing, Homelessness & Poverty Reduction)
- ▶ Diversity and Inclusion
- ▶ Education
- ▶ Employment
- ▶ Health (& Substance Abuse)
- ▶ Transportation and Built Environment



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Vulnerable Populations

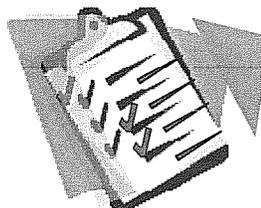
- ▶ Age (children, teens, elderly)
- ▶ Culture (minority, ethnicities)
- ▶ Disability (acquired handicaps, congenital handicaps)
- ▶ Education (illiterate)
- ▶ Health Issues (physical illness, addiction, mental illness, abuse)
- ▶ Language (non-English speaking)
- ▶ Law (undocumented, formerly incarcerated)
- ▶ Lifestyle (gay, transsexual, single parent)
- ▶ Socio-economic (recently impoverished, generational poverty)



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Needs Assessment Methodology

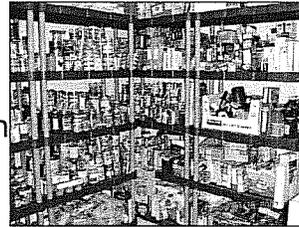
- ▶ A survey (non-scientific) of related stakeholders
- ▶ 2 community forums that included stakeholder focus groups
- ▶ 2 work groups (diversity & transportation and built environment)
- ▶ A review of current web pages of related stakeholders



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Findings In Brief

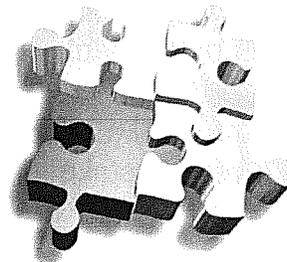
- ▶ Top priority is direct support for basic needs
- ▶ Collaboration between key stakeholders to maximize diminishing resources
- ▶ Better distribution of key resources to unincorporated communities and rural areas
- ▶ Focused investment in infrastructure (e.g. communications, research, training fundraising, volunteer development etc.)
- ▶ Benton County assets are underutilized in service support
- ▶ Spanish speaking service providers



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Recommendations

- ▶ Collaborate – Collaborate – Collaborate
- ▶ Merit in Funding Requests
- ▶ Training Opportunities
- ▶ Explore Innovative Funding Opportunities
- ▶ Economic Development
- ▶ Expand Parental Education
- ▶ Outreach & Communications
- ▶ Public Awareness of Need



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Moving Forward

- ▶ Present Information to Community
- ▶ Create Implementation Teams
- ▶ Quantify Findings
- ▶ Collaborative Training



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Available reports

There's No Place Like Home ...

- ▶ Benton County Commission on Children and Families Needs Report



A Ten-Year Plan to Address Issues Surrounding Housing and Homelessness in Benton County Oregon



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Questions and Answers



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Corvallis
CULINARY WEEK
JANUARY 17 - 23
2011

From January 17th through the 23rd visit any of these locally-owned, fine dining establishments to receive a signature plate for only \$10. From traditional French to Gourmet Comfort food, Corvallis has something for everyone! Come enjoy the culinary delights of historic downtown Corvallis!

101 EAT & DRINK
AQUA
BIG RIVER
CLOUD 9
DEL ALMA
FIREWORKS RESTAURANT & BAR
LE BISTRO
LUC
MAGENTA
RIVERFRONT
TERZO

www.CorvallisCulinaryWeek.com

VISIT
CORVALLIS

Please note: Not all restaurants are open all days. Links to restaurant websites with detailed information may be found on www.corvallisculinaryweek.com

From: Barbara Ross
Subject: **testamony**
Date: January 18, 2011 5:57:44 PM PST
To: Barbara Ross

To; the Corvallis City Council

My name is Barbara Ross. I am a member of the ten year plan to address Homelessness, but tonight I am speaking as an individual.

I appreciate the city's support for Benton County's Ten Year Plan to address issues surrounding Housing and Homelessness. The very first strategy (1.1A) reads as follows:

"Expand availability of temporary rent assistance through discretionary funding that bridges the gap between permanent housing availability and the time the tenant secures long term means to pay rent." (page 20, ten year plan)

Rent assistance can help prevent families from falling into homelessness. It is much more cost effective to prevent persons from losing their housing than it is to try to relocate them after a period of homelessness. Homelessness can be very difficult for children and often interferes with their participation in education. Some times children are placed in undesirable circumstances if there is no room in a family shelter and the parents do not want to subject the children to life on the streets. Some times younger children are removed from parents if the parents are unable to provide a safe living environment.

Often families can work out a way to cover their rent if they have time to look for constructive solutions. Temporary rent assistance can give them the time they need to do positive problem solving. Homelessness and the damage to the children that goes with it can be avoided. For example, rent assistance can bridge the gap while a family is waiting for a subsidized unit to become available. Rent assistance can help pay the rent while a worker is looking for a new job and unemployment benefits simply do not cover the family's expenses.

There are a variety of ways that rent assistance programs could be implemented. A modest amount could be allocated to supplement limited rent assistance funds available through the Community Services Consortium. In the future there might be opportunities to partner with the Linn Benton Housing Authority to create a program to provide longer term rent assistance.

While I believe that most of the HOME funds should be reserved for capital projects, some of our very low income citizens could be prevented from falling into homelessness by a carefully crafted rent assistance program.

I would urge the staff and the Housing and Community Development Commission to study this opportunity and consider modifying the plan to make rent assistance an allowable strategy.

I would also like to say thank you for your past support for other projects that fit in with provisions of the ten year plan.

I particularly appreciate the funds that have been allocated to Willamette Neighborhood Housing over the years. With your help and funding from the state, they will be building 55 subsidized units this year, including 10 apartments for survivors of domestic violence and several homes that will be sold as part of their land trust program. Your investment is paying dividends in making a sizable increase in the number of affordable units available to low income persons who need a safe place to live.

Because I have worked on it a great deal, I am especially grateful for your allocation of funds to Partners Place, the Housing First apartment building that is being constructed at 17th and Harrison. We are excited to see the walls going up. It will open this summer and provide permanent suppurated housing to some of Corvallis most vulnerable chronically homeless persons.

It goes without saying that a great deal of work goes into updating your consolidated housing plan. There are many competing needs for limited dollars. We are thankful that you continue to focus on providing housing for very low income persons, including the homeless, the mentally ill and survivors of domestic violence.



Community Forum

February 8, 7 PM

Corvallis Public Library, 645 NW Monroe

Report on Benton County's Ten-Year Plan To Address Issues Surrounding Housing and Homelessness

A year ago, the city and the county adopted a broad plan to address homelessness. It is now time to reflect on our progress.

This forum is a report to the community on where we are and what is being planned.

Speakers:

Julie Manning Co-chair, Ten-Year Plan Oversight Committee

Mitch Anderson Director, Benton County Health Department

Aleita Hass-Holcombe Chair, Corvallis Homeless Shelter Coalition

Kari Whitacre Development Director, Community Outreach

Moderator:

Dagmar Johnson League of Women Voters, Housing Policy Committee

Are we meeting our goals?

Goal 1 Prevent people from becoming homeless by supplying services that allow them to obtain housing or maintain their current housing status.

Goal 2 Expand, develop, and coordinate the supply of affordable housing for both the homeless and those at risk.

Goal 3 Increase the capacity of homeless persons for self-support through strategies that identify their risk of homelessness, their needs and access to appropriate housing with suitable supportive services.

Goal 4 Address the societal stigma about homelessness and create new advocates for prevention through education, awareness and community dialogue.

Goal 5 Create a system of data collection and community accountability to sustain homeless programs.

Sponsored by LWV of Corvallis and Corvallis-Benton County Public Library

**Testimony related to the City of Corvallis CDBG and HOME Programs
January 18, 2011**

Provided by Jim Moorefield, Executive Director
Willamette Neighborhood Housing Services

- Affordable housing development is driven by community need, market demand, and opportunity. There are many community needs out there, so it's important that the City's Consolidated Plan be general and flexible enough to allow for the role of opportunity in the development process. The current *Consolidated Plan* does just that and is therefore not in need of significant amendment for the remaining planning period (through FY 12-13).
- However, there is one amendment to consider for the current *Consolidated Plan*: making rent assistance an eligible use of HOME funds. This change is needed in order to implement some critical elements of the *Ten Year Plan to Address Homelessness*.
- The "Housing First" model for addressing homelessness depends on the availability of services, housing, and rent assistance. Right now the weakest among the three critical legs is rent assistance. "Tenant Based Assistance" is an eligible use of HOME funds under HUD rules but needs to be identified as an eligible use through an amendment to the City's *Consolidated Plan*.
- Although rent assistance is needed and should be identified as an eligible use of HOME funds in the City's Plan, it is critical that only a modest amount of HOME funds be used in this way because of the negative impact this additional use will have on resources available to finance affordable housing.
- The City of Corvallis barely meets the demographic standards that qualify us to receive HOME directly from HUD, therefore the City's HOME award is small compared to the amount of HOME received by other jurisdictions. Reducing the amount of HOME available to finance housing projects even further will create gaps that are very hard to fill. (See examples of typical State of Oregon HOME awards on the other side.)
- When HOME funds are used to help finance affordable housing – a use that WNHS considers to be HOME's primary purpose – it leverages a lot of other resources, most from outside our community.
 - Alexander Court-Seavey Meadows (49 units of affordable housing) will leverage \$6.67 in other funds for every \$1 in HOME funds invested in the project.
 - The acquisition/rehab of Lancaster Bridge and the new construction of the last 12 units at Seavey Meadows (62 units of affordable housing) will leverage \$25 in other funds for every \$1 in HOME funds invested in the project.
- Housing units developed by nonprofits and funded by HOME are typically kept affordable for 50 years or more. This means the initial investment in HOME provides needed housing for many years and for many families.
- The way to find balance among these conflicting demands on HOME?
 - include rent assistance as an eligible use of HOME
 - and
 - make this support conditional upon additional resources being secured from other community organizations with the means to help address the problem.

Examples of financing affordable housing projects using federal HOME funds					
PROJECT NAME	CITY	SPONSOR	HOME	TOTAL COSTS	TOTAL UNITS
Projects awarded State of Oregon administered HOME funds in 2010					
Arends Place I & II	Hood River	Shelter Resources Inc	\$700,000	\$6,860,014	62
Bella Vista / Riverside Apts	Hood River	Columbia Cascade Housing Corp	\$831,880	\$6,733,333	54
Canterbury Hills	Medford	Housing Authority of Jackson Co	\$600,000	\$8,875,000	48
Cascade Meadows Senior Apts	Cascade Locks	Columbia Cascade Housing Corp	\$1,008,669	\$3,215,479	13
Castle Rock Apts	Boardman	Umatilla County Housing Authority	\$650,000	\$8,501,801	40
High Desert Commons	Redmond	TimberRiver Development Inc	\$683,000	\$5,897,494	28
Summerset Village	Sublimity	Farmworker Housing Develop Corp	\$880,300	\$2,597,149	24
Westside Apts	Stayton	Farmworker Housing Develop Corp	\$700,000	\$2,974,735	24
WNHS projects' use of City of Corvallis administered HOME funds					
Alexander Ct - Seavey Meadows (awarded)	Corvallis	Willamette NHS	\$1,450,000	\$11,126,850	49
Lancaster Bridge-Seavey 3 (pending application)	Corvallis	Willamette NHS	\$400,000	\$10,394,638	62

**CITY OF CORVALLIS
CITY COUNCIL WORK SESSION**

January 24, 2011

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 5:30 pm on January 24, 2011, in the Madison Avenue Meeting Room, 500 SW Madison Avenue, Corvallis, Oregon, with Mayor Manning presiding.

I. ROLL CALL

PRESENT: Mayor Manning, Councilors O'Brien, Hogg, Hervey, Brown, Hirsch, Raymond, Traber, Brauner

ABSENT: Councilor Beilstein (excused)

The Mayor and Councilors were joined by facilitator Joseph Bailey, City Manager Jon Nelson, Assistant City Manager Ellen Volmert, Library Director Carolyn Rawles-Heiser, Finance Director Nancy Brewer, Parks and Recreation Director Karen Emery, Public Works Director Steve Rogers, Fire Chief Roy Emery, Police Chief Gary Boldizar, Community Development Director Ken Gibb, and Assistant to City Manager/City Recorder Kathy Louie.

II. NEW BUSINESS

A. 2011-2012 City Council Goal-Setting

The Mayor and City Council conducted goal-setting for the 2011-2012 Council term. The Council will continue discussion of the goals at another work session scheduled for February 22, 2011.

III. ADJOURNMENT

The meeting was adjourned at approximately 7:42 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

Revised - 1/24/11

City Council Goals
1/19/11
Mark O'Brien

Goal- by Dec. 2011 Council will develop and/or amend its policies toward the aim of creating a more financially sustainable City budget by limiting year over year percentage increases in employee compensation, per individual employee, to an amount no greater than the actual percentage increase in prior year property tax revenues.

Goal- by June 2011 Council shall develop an active and mutually responsive channel of communication and cooperation between OSU executive administration and elected City Council Leadership with the aim of averting avoidable conflicts between the populations of OSU and the greater City of Corvallis meeting at least quarterly and providing regular updates to Council.

Goal- by June 2011 Council shall direct Community Development to initiate review of LDC Natural Features chapters with the intent of significantly reducing "regulatory takings" unintended and otherwise. Special attention shall be directed toward relief of "regulatory takings" impacting privately owned property continuously held by the same party since at least 12/31/2005. City Council shall take steps necessary to provide resources for completion of the work using existing funds so it may be completed by June 2012.

Goal-by Dec 2011 Council will complete a comprehensive review of City meeting policies and procedures focusing on Council, boards and commissions with the aim of reducing the number of scheduled meetings and therefore City expenses and elected volunteer's time commitment. Said review will include consideration of sunset of and consolidation of boards, commissions and committees.

To: City Council
From: Dan Brown

January 19, 2011

Goal: By December 2012 I recommend that we create a PLAN (or at least an impact statement) to anticipate the impact on City of Corvallis services and revenues caused by the expected growth in the OSU student population.

In round numbers, OSU students comprise about 35% percent of the human population living within the boundaries of the City of Corvallis. Within fifteen years, this could increase to **50% or more** . . . truly making Corvallis into a "town of students." We are facing significant present and future demographics-related concerns which were never contemplated in *Vision 2020* or the *Corvallis Comprehensive Plan*:

- personal income levels
- employment (and unemployment)
- very low home ownership rates
- supply of and demand for affordable and desirable housing
- family flight to Corvallis "suburbs" (including other cities and counties)
- property tax funding for public services
- public school enrollment
- etc.

Likewise there are implications for City services requirements and community livability:

- enforcement of rental code for clean and safe rental housing
- other demands on City law enforcement, and code enforcement, due to youthful population
- home invasions, property damage, theft, litter
- parking and traffic volumes
- noise
- alcohol and drug related crimes
- garbage accumulation, property maintenance, rats
- sense of neighborhood and community
- etc.

Traditionally, Wards 2 and 4 have been the most affected by the student population, but change is already underway. Recognizable changes have spread into Wards 5 and 6, but hints of the future are popping up in all City neighborhoods. Since I've heard from them myself, I'm sure that every councilor has been approached by constituents to express their concerns about this issue.

My experience over the past four years is that we (The City, OSU, OSP, the County, and 509J) have not made much progress to date, even at identifying obvious concerns. Since We now have an opportunity to plan for an orderly transition into the future.

identify trends ⇔ recognize needs ⇔ visualize necessary changes ⇔ PLAN

Jeanne Raymond
Ward 7

Proposed Council Goals 2011 - 2012

1. General Goal: Work as part of a team with governmental, non-governmental, and non-profit organizations to provide services to people who are without homes, using the Ten Year Plan to End Homelessness

Guides:

Vision 20/20 - "Corvallis offers ...a comprehensive network of health and human services that are easily accessible and available to all residents throughout their lifetime. The public and private sectors collaborate in a network of services to strengthen children and families.
The Ten Year Plan to End Homelessness.

Specific, Measurable, Achievable, Relevant, Time:

Work with Benton County and non-profits on the Ten Year Plan To End Homelessness.

- a. Provide public restrooms at the central bus station on Monroe (already budgeted). July 1, 2011.
- b. Support the community efforts to provide "housing first" and "rent subsidies". Dec., 2011
- c. Provide a plan to serve those who have no place to go after the cold weather shelter is closed on March 15. March 15, 2011 - Dec. 2011.

2. General Goal: Support the City staff in its sustainability programs. Continue the collaboration and support of the community sustainability goals.

Guides:

The Corvallis City Sustainability Plan

SMART

1. Continue the internal progress on sustainability within the City departments, and with community sustainability groups.
 - a. Continue to receive updates from the City and the Sustainability Coalition. Jan. 2010- Dec. 2011
2. Council will select the actions to be implemented with input from the Council, City sustainability and department staff, and community sustainability groups. March 2011.

(For background information) Continuing with the energy and transportation goals:
Community energy information center. Support the Greenhouse gas inventory (already will happen with an EPA grant) by 2012, Grant to launch community conservation and renewal, Large scale solar projects, Transportation goal - to improve bike and pedestrian infrastructure.

3. General Goal: Work on a solution to the budget deficit, cutting as few services as possible. Preserve commissions and groups that have been the "heart and soul" of the City.

Guides:

Vision 2020 - "We envision that Corvallis will be an economically strong and well-integrated city, fostering local businesses, regional cooperation, and clean industry.

SMART

1. Develop and implement a plan to work with community groups to pass the city levy. May 17, 2011
2. Take a close look at those expenditures that have been added that have resulted in the debt. Keep those services that have long served Corvallis. Now - Dec. 2011

**CITY OF CORVALLIS
MINUTES OF THE ARTS AND CULTURE COMMISSION
NOVEMBER 22, 2010**

Attendance

Karyle Butcher, Chair
Rod Davidson
Brenda VanDevelder
Steve Zielke
Noah Stroup
Patricia Daniels, Council Liaison

Staff

Karen Emery, Director
Mark Lindgren, Recorder

Visitors

Nia Ridley

Absent/Excused

Pat Amacher
Eric Kingstad
Shelley Moon
Dan Segal

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call to Order/Introductions	X		
II. Review of Minutes	X		
III. Visitor Propositions	X		
IV. City Budget Reductions Impacting the Arts	X		
V. Mission Statement Subcommittee Update	X		
VI. Resources to Direct Artists to Opportunities Subcommittee Update	X		
VII. Art Promotion Subcommittee Update	X		
VIII. Staff Report	X		
IX. Board Member / City Council Liaison Reports	X		
X. Adjournment	X		The next Arts and Culture Commission meeting is scheduled for 5:30 p.m, December 9, 2010 at the Parks and Recreation Conference Room.

CONTENT OF DISCUSSION

- I. CALL TO ORDER/ INTRODUCTIONS.** Chair Karyle Butcher called the meeting to order at 5:31 p.m. Butcher introduced Nia Ridley from Corvallis Tourism’s visitcorvallis.com; Ridley said she handles sports conference marketing.

- II. REVIEW OF MINUTES.** As there was no quorum, the minutes could not be approved. Butcher asked for discussion of how items are placed on the agenda. She suggested finalizing agendas about ten days before each meeting; the group concurred.
- III. VISITOR PROPOSITIONS.** None.
- IV. CITY BUDGET REDUCTION IMPACTING THE ARTS.** Director Karen Emery related that the Council would discuss tonight potential budget reductions, including a \$40,000 reduction to the Corvallis Arts Center. Noah Stroup asked whether the commission could involve itself in public discussion; Council Liaison Trish Daniels replied that advocacy for arts and culture was part of the group's mission. As well as the Arts Center reduction, another potential budget cut item was arts and festivals, including DaVinci Days and Fall Festival. The commission could vote on making a recommendation, if it wished. Butcher noted that most of the latter item currently goes to Visit Corvallis; the commission could argue for allocations of economic development money, if it wished.

Emery noted that there could be a public meeting for advocates to voice their views on budget cuts prior to the next ACC meeting; given that, the commission could choose to meet earlier in December. The group discussed scheduling the December meeting. Butcher suggested meeting about a week before the public meeting in order to be able to craft a formal commission response to possible budget reductions. Emery said if the Council decided to hold a public advocacy meeting, the purpose would be to allow citizens to give their feedback on the proposed City budget cuts. Emery said the commission could send a designated representative to speak on behalf of the commission.

Emery said the commission could discuss whether to support an alternative funding source, instead of cutting. Butcher said the public poll seemed to support a levy. She asked for staff to provide background information.

- V. MISSION STATEMENT SUBCOMMITTEE UPDATE.** Daniels related that Stroup had done most of the work; he distributed the draft mission statement. He said the group (he, Dan Segel and Daniels) had strong agreement regarding "Who Are We": "The Corvallis Arts & Culture Commission is dedicated to advocating for, advising and promoting Corvallis and its creative community". VanDeveler said she liked it; Butcher concurred, saying the commission could vote on it when there was a quorum; she thanked Stroup for his work.

Stroup read out the draft mission statement: "To ensure Corvallis encourages artistic and cultural growth, enriching its community and making Corvallis a more desirable destination". He noted that some verb problems needed to be resolved. Daniels said it lacked reference to the need that the commission should be for the entire community, not just the artistic community, clarifying that it was important to highlight how the arts and culture brought value to the entire community. Butcher noted that typically mission statements were very bold; she suggested, "The Corvallis Arts and Culture Commission exists to ensure that arts and culture serves economic development of the City of Corvallis". Emery said vision statements were usually very broad, while mission statements are a call to action; what a group will do. She suggested looking at the City's adopted 2020 Vision Statement regarding arts and culture.

In discussion on revised mission statements, Davidson suggested "cultural" not "cultured"; he also asked who Corvallis would be a destination for. Daniels noted that the source of economic development was the room tax. Stroup said it could be a destination for tourists and accomplished artists. Butcher summarized that the wording needed to extend beyond the arts community, needed to include an economic component, and she asked members to submit any other elements that they thought should be

included. VanDevelder said she saw the Civic Beautification and Urban Forestry Advisory Commission (CBUF) vision statement as a good template and said she would send it out to the whole commission for review. Butcher highlighted other possible wording sources, including the Vitality Index, the Eugene Arts and Business Alliance, and the mission statement from the City of Hillsboro's arts group.

Butcher highlighted the Council's charge to the Commission and the summary that Emery developed from the minutes from the October 29, 2009 public meeting. VanDevelder said the Council did a good job in its charge and its Charge embodied the core of what the commission should be about; the commission should simply point people to it. Butcher said she felt some items were missing from the charge.

Emery suggested pulling out three goals from the Council charge that connect with the purpose, and the actions that go along with it; that would result in a work plan. Butcher said she hoped the Council charge to the commission could be turned into goals, though it needs to be tightened up. Daniels noted that the commission doesn't have to feel tied to the Council charge; the commission can focus on the overarching goals and the strategies to get there. Butcher suggested looking at what other communities do and make recommendations.

Steven Zielke said the commission could view the charge as the action plan or it could consider the Council charge as guidelines. Butcher said it's important for the language to be reflective of the Council charge. VanDevelder said she inserted themes from the October forum into the CBUF template; she will email it out and have it put into the packet for next month. It's a big-picture vision statement and is long-term. Butcher said a vision statement was different from a goal statement. She said it was important to have a framework for what the commission supports.

Zielke said the commission could review all city policies that relate to arts and culture and see how they support or stand in the way of development of arts and culture and suggest changes to policies and procedures. It could look at five other model cities' action plans for supporting arts and culture. Butcher clarified that she'd intended using each of the council charges as a goal, and deciding which the group wanted to work on first; Davidson concurred. Daniels said the subcommittee could work on it. Zielke volunteered to work with the committee to rewrite the Charges as goals and put them in pithy action statements. Zielke said that the commission also needed to decode the language of the Council charge.

VI. RESOURCE TO DIRECT ARTISTS TO OPPORTUNITIES SUBCOMMITTEE UPDATE.

Davidson related he met with Moon and started work on the project. He related that Moon was very concerned with pulling minorities into the Corvallis arts and culture community more than they currently are. He related she said there were many minority performers in Corvallis who lacked visibility. There was discussion about linking to existing websites and tagging them in order to make it easier for newcomers to find out information.

VII. ART PROMOTION SUBCOMMITTEE UPDATE.

VanDevelder related she and Pat Amacher met and decided first on a publicity campaign titled "We're All Here" intended to get a critical mass of artists. She said Visit Corvallis was open to making additions. A second goal was building a critical mass of arts and culture listings, utilizing two free web-based tools. The information will be self-generated. A third goal is to provide a user guide for free web publicity. The campaign will help users to use the Visit Corvallis web listing and event calendars and Google Place listings. Butcher suggested talking to the Benton Cultural Coalition; VanDevelder replied it was a big partner, along with others.

Lacking wifi, VanDevelder distributed a paper version of a Visit Corvallis website page. She said it would be available for all arts groups to be listed on the web site, along with the calendar listing. She

said that the two tools would ensure that everything would show up on the Visit Corvallis website. Ridley related there would be a meeting with the web designer next week to make the calendar easier to navigate and use.

VanDevelder said the second web-based tool is Google Places, a free listing. Any business can claim its own place. The site will provide instructions for how to use the tool. She said that once a number of businesses start using it, it will help give people a real sense that a lot was happening in Corvallis. She noted many businesses have not maximized use of the tool. She has created a step-by-step how-to document for using Google Places. She will be trying to foster a sense of urgency for this; the goal was to be able to have enough results to be able to release a press release by January; she will follow up with Pat Amacher. VanDevelder said that arts groups would be guided to use consistent language in order to promote effective Google search results. Davidson asked who was being targeted; VanDevelder replied that all entities were being targeted. She added that it would be easier to reach organizations than individuals; Butcher said that starting just with organizations was a good beginning. Stroup added that once people see how well the tools are working for organizations, they may be moved to start an organization for what they do.

- VIII. STAFF REPORT.** Director Emery highlighted that art wall representatives presented to the PNARB, seeking input on placing the art wall near the skate park; she is checking with ODOT regarding the proposal.
- IX. BOARD MEMBER / CITY COUNCIL LIAISON REPORTS.** None.
- X. ADJOURNMENT:** Meeting adjourned at 6:52 p.m.

**CITY OF CORVALLIS
MINUTES OF THE CIVIC BEAUTIFICATION AND URBAN FORESTRY
COMMISSION
NOVEMBER 9, 2010**

Attendance

Angelica Rehkugler, Chair
Larry Passmore
Dan Bregar
Ross Parkerson
Bill Johnson

Staff

Dave Phillips, Park Operations Supervisor
Becky Merja, Urban Forester
Mark Lindgren, Recorder

Visitors

Absent/Excused

Kent Daniels, Vice Chair
Helen Ellis
Mike Riddle
Joel Hirsch, Council Liaison
Joe Majeski, OSU Liaison

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Review of Minutes	X		
III. Visitors' Propositions	X		
IV. Goals Review	X		
V. Staff Reports	X		
VI. Board Member/City Council Liaison Reports	X		
VII. City Council/OSU Liaison Reports	X		
VIII. Committee Reports	X		
IX. Adjournment	X		The next CBUF meeting will be at 8 a.m. December 9, 2010, at the Parks and Rec Conference Room.

CONTENT OF DISCUSSION

- I. CALL TO ORDER:** Chair Angelica Rehkugler called the meeting to order at 8:03 a.m.
- II. REVIEW OF MINUTES.**
Since there was not a quorum, the October 14, 2010 minutes could not be approved.
- III. VISITORS' PROPOSITIONS.** None.

IV. GOALS REVIEW. See Item VIII: Committee Reports.

- V. STAFF REPORTS.** Dave Phillips highlighted the Parks, Natural Areas and Recreation Board (PNARB) letter to the Mayor and the City Council regarding department budget cuts. The letter highlighted that the main thrust of budget reductions have three major options: closing the Aquatic Center completely, closing it for summer; or closing the Senior Center. The option for closing the pool would save about \$400,000; staff got direction from PNARB to look at big chunks of savings, not many small ones. Many staff and the public would be heavily impacted. He said that there was some discussion of levies. The seasonal maintenance crew season was reduced by one month to seven months and the seasonal maintenance budget was reduced.

Planner Jackie Rochefort added that the letter advocated for equity among the departments, so that the bulk of cuts didn't fall primarily on the Library and Parks and Recreation. Phillips related that the letter cited a disparity in the share of cuts, characterized as "excessive and shortsighted". The City Council work session November 22, 7 p.m. will discuss the options; there will be Visitor Propositions.

Ross Parkerson asked about proposed library cuts; Phillips replied that the library presented three different budget reductions options at \$400,000, \$1 million and \$1.5 million levels. Rochefort added that the Aquatic Center had already reduced its hours; Phillips added that that involved a lot of lost revenue. Rochefort said that swim lessons affected health and safety of kids, by reducing drownings. Phillips said that the PNARB letter made an excellent case for the quality of life that the library and Parks and Recreation provide to the community.

Passmore asked whether there had been discussion of making visible cuts, rather than cuts that were less obvious; Phillips replied that the current focus was on facility closures. Parkerson expressed concern about the loss of opportunity for kids in summer. Forester Merja asked about the strategy involved in the proposed pool closures; Phillips noted that the Aquatic Center had significant ongoing maintenance costs even when the doors were closed. Parkerson asked whether Aquatic Center staffing was already at a minimum; Phillips replied that there were mostly casual employees at the pool; the thrust would be staffing at a minimum needed for activities that bring in the most money. Parkerson highlighted the importance of the library for learning and providing a safe place for kids; Rochefort added that many older persons use it, as well.

Rehkugler added that no decisions will be made at the Council's Nov. 22 meeting; decisions would be made in January. Johnson asked about the staff impacts of closing the pool in the long run; Phillips replied it would directly affect the staffing levels of most facilities. Parkerson asked whether this kind of discussion was going on in every board and commission throughout the City; Phillips replied that it depended on how different departments were funded; Rochefort added that it affected programs funded by property taxes. Johnson commented that the City of Salem responded by turning Parks and Rec programs over to Public Works. Phillips said that there have been discussions of setting up a Park District. Rochefort noted that two current Councilors would not be returning. Parkerson said that the cuts would change lives in the community.

Merja replied to Johnson's comment regarding how Salem has Public Works cut grass, saying that Parks Department had the equipment and expertise to deal with specific maintenance issues; Park departments that have incorporated with Public Works in other areas tend to lose that focus and training. Also, Parks staff do much more than just mowing. Parkerson said the facilities were all on the same level regarding contributing to the quality of life for Corvallis.

Rehkugler asked whether it would be possible to have snapshot information for the funding for different departments and the number of people they serve. Rochefort highlighted the City Survey, but noted that there was no data on the number of people that use a given park over a period of time. Rehkugler said that registrations could give a picture of usage; Rochefort said that a number of people use the same facilities when they are not reserved, as well. Phillips said the Senior Center was proposed to be closed outright, mothballing the facility. Rochefort highlighted the Meals on Wheels program run out of the Senior Center.

Phillips related that the City had hired a contractor to poll 1,600 citizens about possible levies; the results should be released tomorrow. Passmore said that G-T letters were not reflective of general views. Parkerson asked when the facilities would close, if necessary; Phillips replied that any levies would be in May; if a levy failed, a facility would close on July 1. Recorder Lindgren related that some PNARB members had encouraged members to attend the Council meeting to share stories of how the proposed cuts would impact themselves and others.

Forester Merja related that she, Director Emery and Phillips had been working on a draft ordinance for the Urban Forestry Sustainability Initiative Fee (SIF) to be presented at the City Council meeting December 6. Related to that, staff were looking at revisions of municipal code 2.19, the park strip tree code.

She is working with Planning and Public Works on tree-related issues. She related that many people were calling to ask to have trees inspected prior to what they expect to be a heavy winter storm season. A round of tree work in the downtown area has just been completed. Parkerson asked which trees were removed; Merja replied the removals included trees in front of Starbucks, Oregon Camera, and the Benton County Bank; all will be replaced this fall. There was pruning on Jefferson and 2nd Street for clearance and vision. There will be structural pruning on 1st Street.

Parkerson asked about trees in the bus depot multimodal area; Merja replied that Parks was working with Public Works on structural pruning. Some trees did not survive the first year; staff selected replacement trees that better handle the especially high heat of the site. She related that David Sandrock had designed a landscape there using Catalpa. Staff were working on a Norway Maple removal in the park strip at 33rd and Van Buren; it will be the first removal without a public hearing; Parkerson stated that that was a good change. Merja related that she has been updating the tree inventory.

Park Planner related the CIP package was going to the CIP Commission tonight; there will be deliberations. The package focused on areas where maintenance really has to be done, such as restroom doors; health and safety issue projects such as the Shooting Star Trail; on areas where there were strong partnerships, such as the Healthy Kids, Healthy Communities Program based in South Corvallis; and projects that would bring in revenue. She is applying for a grant for the Shooting Star Trail restoration.

She has been working with Community Development on hearings for the Creekside Center. The applicant and the League of Women Voters (LWV) appealed it the Planning Commission's recommendation to the City Council; there was a request to keep the record open; and deliberations will continue Monday. She said the LWV concern was that a trail shouldn't go through a wetland; however, one approach is to preserve resources by exposing the public to them in a controlled manner. She added that the Department of State Lands would specify what kind of path to use there. Parkerson highlighted the G-T article on the issue. Rochefort noted that the Parks and Rec Facilities Plan predates the Natural Resource Inventory; there are plans to revise the Plan in the next fiscal year through a significant public process. She added the applicant objected to a provision regarding details of indemnification for flooding. Applicants already have a permit to do grading in a portion apart from the wetlands. She

noted that the process of building the interconnected trail system does so in pieces during development over time.

- VI. BOARD MEMBER/CITY COUNCIL LIAISON REPORTS.** Passmore highlighted Public Works' stream adoption program, with people planting plants along streams. There is currently enough money so that everyone who applies is approved for funding.

Dan Bregar related details of the Crescent Valley High School native tree-planting event this morning; site preparation started in spring. He said that there will be additional work parties this Saturday and Sunday. Passmore said there is huge potential to do this with other schools; Bregar agreed, noting that a dozen other schools had been lined up by Dave Eckert. He said Benton County Soil and Water Conservation District; Sierra Club, the school district, CBUF, kids and other groups were involved.

- VII. CITY COUNCIL/OSU LIAISON REPORTS.** None.

- VIII. COMMITTEE REPORTS.** Merja related that representatives of the two committees jointly met to review the goals update work previously done on the SmartBoard at last month's meeting. The work further organized how the goals threads worked. Rehkugler highlighted the outline in the packet. She said much work remained to continue fleshing it out, particularly with wording. She said that once this is done, *then* it made sense to go back and refine the CBUF vision statement. Parkerson said the new format was easier to understand. He and Merja noted that it would be difficult to work on the goals today with so many people missing. Merja said the committee reps wanted to get feedback on the format before proceeding further.

Rehkugler highlighted a CBUF accomplishments list; it was composed of items that had been completed and were removed from the Goals. She suggested updating the accomplishments list every year. She said that some items were like the NeighborWoods Program, where more can be done to enhance the program and make it bigger and more successful. Eventually the goals could be split with maintenance items on a separate list, or using color coding. She said the group needed to decide on what projects it wanted to focus on next year, keeping in mind the budget situation. Rehkugler suggested planning ahead for the 10th anniversary of Tree City USA Awards. Lindgren suggested placing CBUF's 10th anniversary on the calendar; Parkerson estimated CBUF had been formed in 2002.

Parkerson suggested listing major CBUF accomplishments on a single sheet of paper that people can take away. Rehkugler highlighted a G-T article on tree safety. She said that given the budget situation it was especially important to make CBUF's work visible. Passmore said that there should be several pre-written letters to the G-T to be ready to respond to common situations.

Passmore suggested having something other than a flier for the library; perhaps a sculpture could be moved to different foyers in City facilities. Parkerson suggested the Art Center could have a contest. Rehkugler suggested an art exhibit regarding trees. Rehkugler suggested having something similar for kids. Passmore said that there is an annual event at LaSelles regarding art and agriculture. Rehkugler said that a big piece of Tree City USA is the partnership with OSU.

Parkerson suggested inviting the Mayor and Maria Tomlinson to the December meeting. There was consensus to do more Goals Update work, have potluck food, with coffee provided by Parks and Recreation.

- IX. ADJOURNMENT:** The meeting adjourned at 9:41 A.M.

**CITY OF CORVALLIS
MINUTES OF THE CIVIC BEAUTIFICATION AND URBAN FORESTRY
COMMISSION
DECEMBER 9, 2010**

Attendance

Angelica Rehkugler, Chair
Larry Passmore
Ross Parkerson
Kent Daniels, Vice Chair
Helen Ellis
Mike Riddle
Joel Hirsch, Council Liaison
Dan Bregar

Staff

Karen Emery, Director
Jackie Rochefort, Park Planner
Mark Lindgren, Recorder

Visitors

Mayor Charlie Tomlinson
Stewart Wershow
Pat Breen
Dave Eckert

Absent/Excused

Bill Johnson
Joe Majeski, OSU Liaison

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Review of Minutes	X		
III. Visitors' Propositions	X		
IV. Brunch Celebration	X		
V. Staff Reports	X		
VI. Commission Member Reports	X		
VII. City Council/ OSU Liaison Reports	X		
VIII. Committee Reports	X		
IX. Review Goals and Objectives; Identify & Celebrate Accomplishments	X		
X. Adjournment	X		The next CBUF meeting will be at 8 a.m. January 13, 2010, at the Parks and Rec Conference Room.

CONTENT OF DISCUSSION

- I. CALL TO ORDER:** Chair Angelica Rehkugler called the meeting to order at 8:05 a.m.

- II. REVIEW OF MINUTES.** Ross Parkerson moved to approve the October 14, 2010 minutes as presented; Kent Daniels seconded; motion passed. Ross Parkerson moved to approve the November 9, 2010 minutes as presented; Helen Ellis seconded; motion passed.

Larry Passmore displayed a "Plant an Acorn" game mounted on an easel intended to help draw people into CBUF booths at future events.

Mayor Tomlinson said that there would be a new mayor at the first of the year and thanked members for their service. He related that people all over the state feel Corvallis is a special place and said CBUF's work helped contribute to the community's livability. He noted that there will be difficult discussions about the budget, with the Budget Commission holding hearings next week and in January. Unless a levy passes, the impact of the \$3 million shortfall on services that contribute to livability will be felt widely. He praised the high quality of the work of staff. He said CBUF was special for its identity, and its T-shirts help it stand out at public meetings. He encouraged CBUF to not take a reticent position during budget cut hearings; it should continue to advocate.

He highlighted a French Alsace playground with the surfaces color-coded for different age groups.

Director Emery related that department heads presented the mayor with an electronic picture frame photo album as a goodbye gift. She presented former Chair Helen Ellis with a card, a gift bowl and tote bag as tokens of appreciation for her years of service as chair. Mayor Tomlinson related that as CBUF Chair, Ellis helped guide appointments of high quality members over the years.

- III. VISITORS' PROPOSITIONS.** Stewart Wershow introduced himself as president of the Garfield Neighborhood Association. He said as the City deals with the budget shortfall, there was consideration of a levy and what should be part of it. He said that Parks and Recreation has to be able to make a compelling case for the relative importance of its programs.

Rehugler said that there had been some discussion of getting statistics to show numbers of users of different facilities. Wershow related that a recent Trust for Public Land article stated that parks and open spaces pay for themselves. Emery said the article, which can be viewed at the TPL website, demonstrates increases in property values near parks; Rochefort added that a number of other articles also make that point. Wershow stated that residential housing doesn't pay for itself; it is cheaper to have a park than houses, when you consider the costs of infrastructure over time. He noted the Sustainability Coalition regularly makes visitor propositions to the City Council to keep its initiatives on the front burner. Wershow added that people *not* a part of CBUF should also show support to the Council. Ellis added that Parks and Recreation facilities and programs help keep kids off the street and people out of jail.

- IV. BRUNCH CELEBRATION.**

- V. STAFF REPORTS.** Director Emery highlighted the upcoming Budget Commission meeting on December 13 at the LaSelles Stewart Center. It is a chance for advocates to make their case to the Budget Commission, including what should be part of a levy, and the amount of the levy. The projected deficit for the next fiscal year is currently around \$3.2 million, and there have been almost \$3 million in cuts this year. It's not clear yet what it would take to raise funds needed to support the already-reduced 2010-2011 service levels; she estimated the levy amount to fund the projected shortfall would be about \$1 per \$1,000 in assessed value.

She said the Council asked the department to look for significant reductions in its budget. Closing the Aquatic center saves about \$400,000 in property tax funds; closing the Senior Center saves \$300,000.

She said the only other major cut to consider would be closing the Parks Division. She related the library was looking at similar levels of reductions (about \$900,000).

Daniels said that the Senior Center hadn't gotten much visible support; this was because a number of users of the Center don't come to evening meetings because they are elderly. He said the elderly receive help and support from the Senior Center that is often invisible to many in the community; closing the Senior Center would be devastating to the seniors in the community. Emery added that the Senior Center also serves as a community center in evenings and weekends; it also contracts with Meals on Wheels and Dial-A-Bus. She agreed that evening meetings tend to limit the degree to which seniors can advocate. Senior Center advocates have begun distributing postcards to the Budget Commission during the day to center users.

Parkerson highlighted that the library collected thousands of advocacy cards. Hirsch said that it would be helpful with that approach to also collect names and addresses of people willing to volunteer to help get a levy to pass. He said he would be advocating for as large a levy as possible. Emery said the Senior Center and Aquatic Center have been collecting volunteer names and addresses. Wershow said that once a levy is approved for a place on the ballot, staff would have to be careful of what they say. He related that the Sheriff was also planning to place a levy on the November ballot to fund a jail; that could constrict the amount that could be sought.

Wershow suggested monitoring Council emails, and to check the November 22 Council packet to look at the poll results and view the meeting video to see how councilors were thinking and what their concerns were. He suggested that if citizens can't attend, they can send an email. Rehkugler asked how to make visible what the department was doing; Emery replied the department was releasing its first annual report in March in the City Newsletter as well doing as a targeted direct mailing. Two videos were completed about the Senior Center to be broadcast on Channel 29; there is also a radio campaign about both facilities.

Park planner Rochefort reported on the partnership with the Rose Society to make improvements to the Rose Garden in Avery Park, including raised planting beds and a plaza, which have improved its appearance and generates revenue from charging for events there. Raised planting beds are slated for miniature roses and for gardening for seniors and people with disabilities. The kiosk there lists donor names; the Rose Society is getting ideas on how to further improve the site.

She is applying for a grant to improve the Shooting Star Trail in the Timberhill area. She is looking for letters of support from a diversity of trail users for the grant; they should email them to her within the next several weeks. The trail is near the southeast corner of Chepenafa Park. The trail was initially built by a developer as a condition of development; unfortunately, it was poorly designed and constructed. It must remain within its footprint, but a number of aspects must be improved, including bringing it to grade and providing boardwalk connections in very wet areas. Much of it lies within wetlands. She suggested users could state in letters that the trail was in poor condition; it is washed out, and the trail fabric and rubber water bars are a tripping hazard; it needs to be built right. Users should say they like the trail but it has become hazardous to use and is not usable during the wet period of the year; if it were fixed, it would get a lot more use.

Parkerson related that one of two ginkgo trees recently planted on 5th Street had disappeared and one was replaced by concrete. Rochefort replied that the project initially mistakenly compensated for its lack of street trees with trees within the parking lot. She worked with Public Works to plant the two trees and said she would find out what happened.

- VI. COMMISSION MEMBER REPORTS.** Dan Bregar introduced Dave Eckert, who highlighted the planting of 19 canopy trees and thirty-one understory trees and shrubs at the new Crescent Valley High School arboretum. They included Bigleaf Maple, Red and White Alder, Oregon Ash, Garry Oak, Madrone, Cascara, California Hazelnut, Pacific and Redtwig Dogwood, Willamette Valley Ponderosa Pine, American Black Hawthorn, etc. Bregar added the long-term idea is to use it with a curriculum for biology; measurements will be taken over time by students. Eckert anticipated a roughly 50% obsolescence rate, since the trees are planted densely. Rochefort added that there was also a planting of shrubs at the arboretum; CBUF is charged with attention to the complete landscape, including a diverse level of heights, such as the shrub layer. Eckert said the soil at the site was horrible. If trees significant to the project die, they could be replaced by commemorative trees to honor various people.

Eckert related that he met with Cheldelin's Principal and Vice-Principal regarding a doing a native planting there; it would be different in structure than that at CVHS.

Daniels highlighted performances this weekend at the Majestic Theater of David Sedaris' "Santaland Diaries" to benefit Heartland Humane Society. Also, "A Christmas Carole" will be performed for the next few weeks. Parkerson highlighted upcoming benefit appearances of Santa at the Whiteside Theater.

- VII. CITY COUNCIL/OSU LIAISON REPORTS.** None.
- VIII. COMMITTEE REPORTS.** It was related that neither POP nor EOY Committees had met.
- IX. REVIEW GOALS AND OBJECTIVES; IDENTIFY AND CELEBRATE ACCOMPLISHMENTS.** Discussion postponed.
- X. ADJOURNMENT:** The meeting adjourned at 10:00 A.M.

CITY OF CORVALLIS
MINUTES OF THE PARKS, NATURAL AREAS AND RECREATION BOARD
NOVEMBER 18, 2010

Attendance

Mary Buckman, Chair
 Lynda Wolfenbarger, Vice-Chair
 Betty Griffiths, Greenbelt Land Trust
 Jen de-Vries

Absent/Excused

Randy Willard
 Greg Lecuyer, 509-J District Rep.
 Joel Hirsch, Council Liaison
 Alejandra Gonzalez
 Nick Todorovich
 Charles Fisher
 Kent Daniels
 Randy Keller

Staff

Karen Emery, Director
 Dave Phillips, Parks Ops. Supervisor
 David Neighbor, Park Ops. Supervisor
 Iris Benson, Park Operations Specialist
 Jackie Rochefort, Parks Planner
 Mark Lindgren, Recorder

Visitors

Tony Farley

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introductions	X		
III. Approval of Minutes	X		
IV. Visitors' Propositions	X		
V. School District Partnership	X		
VI. Budget Reductions	X		
VII. Goals Update	X		
VIII. Staff Reports	X		
IX. Board Member/City Council Liaison Reports	X		
X. Adjournment	X		The next regular Parks, Natural Areas and Recreation Board meeting is scheduled for 6:30 p.m., December 16, 2010 at the Downtown Fire Station Main Meeting Room.

CONTENT OF DISCUSSION

- I. **CALL TO ORDER:** Chair Mary Buckman called the meeting to order at 6:37 p.m.
- II. **INTRODUCTIONS.**

III. APPROVAL OF MINUTES. As there was no quorum, the October 21, 2010 minutes could not be adopted.

IV. VISITORS' PROPOSITIONS.

Graffiti Wall- Tony Farley introduced himself as the head of the Corvallis graffiti collective, and distributed handouts. He said the intent was to re-establish an art wall close to where the old one was located; the site under consideration is under the overpass by the skate park. The youth shelter has offered to help maintain the wall. Eight people in the collective are working on applying for grants, talking to community organizations and arranging for having the wall kept up, once built. He said he was present to get a sense from the board whether the art wall should be on public or private property; and if on public property, what the next steps were.

Farley highlighted a site protected from rain near the basketball court and the river. He said that Knife River manufactured very stable, affordable concrete panels that could be used. Director Emery said the proposed site was between the basketball court and the multimodal path; there was a demonstration art wall there on September 18. She related that Farley made two presentations to the Arts and Culture Commission, which supported the concept of having an art wall that might re-direct vandalism-type graffiti to a designated area. She related that the City Attorney had opined that if it was decided to be placed on public property, there would have to be an artists permit and permission process in order to allow the city to remove non-permitted graffiti; that is what other cities do with such art walls. Farley highlighted the Venice, California program, which doesn't allow any profanity, pornography, hate speech or gang signs.

Planner Rochefort related that an area in the Riverfront Park (where the wall previously was located at Mater Engineering) was specifically designed to make allowance for the Mater art wall to come back, using pavers instead of concrete panels in order to better accommodate dripped paint. Rochefort added that she was not sure why the wall hadn't returned.

Farley asked about how to best proceed with the project on public property. Griffiths noted that there wasn't a conceptual plan for the Shawala Point area and wondered how it fit with the skate park expansion; Farley replied that it wouldn't be sited in conflict where the skate park was planned to be expanded. Rochefort related that an adopted master plan for the Shawala Point area was needed; however, there was nothing currently shown in any plan for this proposed location of the art wall. The Benton County Skate Park is moving forward to fundraise for additional amenities.

Griffiths asked if it was in the floodplain; Phillips replied that it was in the floodplain but was not regularly flooded like Crystal Lake Park is. Emery said the art wall group was seeking the board's feedback on an art wall in the general vicinity, and if there was support, staff could start looking into permits and other needed steps. Jen De-Vries said she liked the general idea and said that a number of small details just remained to be worked out. She asked how long art would remain there; Farley anticipated that often it would only be there one to two weeks. Buckman asked if Farley had been involved with the Mater art wall; he replied that he had been too young at the time. Rochefort related that previously with the private Mater art wall, there was a code of respect that art would remain for a period of time.

Wolfenbarger said she liked the location and the idea. Buckman said there may need to be permits for the wall as well as permits for the artists themselves. De-Vries noted that the lack of a master plan shouldn't hold back the art wall; it seemed like a good complement for the area. Griffiths said she was supportive, but staff needed to investigate whether a Willamette River Greenway permit and other codes were not violated. Buckman summarized that members supported the concept but sought staff

research on permits and said perhaps it was an incentive to push master planning there forward. Buckman clarified that the applicants sought to have the wall built by December 18, 2011. Emery said that Rochefort could determine the permitting information for the next meeting, and staff could determine the permitting models for artists in the next few months. She said she wanted to have Corvallis Police review the design, since a visual barrier was proposed.

Farley related that artists were applying for grants. Buckman said there was no quorum but noted that the minutes would show that there was unanimous support of the board members present. Griffiths added that staff needed to determine whether there would be an added cost of the greenway or other permits and who would pay for it; that was not included in the budget. Dave Phillips said from a maintenance perspective, the panels would be very heavy and the department lacked the equipment to move them; Farley said he thought giant forklifts would be used. Phillips added that Oregon Department of Transportation should also be brought into it; Rochefort offered to contact ODOT.

- V. HERBERT FARM AND NATURAL AREA MANAGEMENT PLAN.** Griffiths expressed concern about going forward on a presentation without a full board to make a recommendation to move it forward. She asked about the monitoring aspect of the proposal. Buckman agreed that more board members should be present for the master plan. Emery related that at the December board meeting, Jerry Wolcott of ODOT would be making a twenty minute presentation on Highway 34 frontage road work, and Steve DeGhetto and Megan Patton-Lopez would help present the strategy for developing the community garden master plan. Following discussion, Iris Benson agreed to reschedule her presentation for the January meeting.

- VI. CREEKSIDE UPDATE.** Planner Rochefort related that the applicants and the League of Women Voters appealed the flooding indemnification and location, respectively, of the proposed Creekside multimodal path to the Council this week, which upheld the Planning Commission's decision. She said that a dirt path would have been washed out seasonally and that approach would have been a departure for both the Transportation Plan and the Parks and Recreation Facilities Plan. The commission also discussed moving the multimodal path to the north; she related that Community Development Director Ken Gibb stated that that assumed that the City would have access to that. In the end, the proposal as presented to the Planning Commission and the Council fit within parameters of the Land Development Code, the Parks and Rec Facilities Plan and the Transportation Plan, and was approved as-is. The developer must go to the Department of State Lands to get a permit and prepay for the path, which the City would build; the DSL will determine a good deal about how the path is laid out and constructed. The developer will grant a 15' easement for the path.

Next steps are that staff must develop formal findings and put together a final draft. She noted that the Council decision could be appealed to LUBA. Rochefort noted that DSL was only concerned about how the path affected wetlands. She related that the Bicycle and Pedestrian Advisory Commission (BPAC) expressed concern that if it truly was considered a multiuse path, a boardwalk wouldn't function well for bike use. Buckman said the use as a transportation path didn't seem very functional. Rochefort said the main thing for Parks is having a connected path system.

Griffiths cited confusion regarding use of the boardwalk at Sunset Park; Rochefort replied that the sign needed to be corrected. She said the intent was to prohibit its use for cars, not bikes.

- VII. FEASIBILITY OF A PARKS AND RECREATION DISTRICT DISCUSSION.** Buckman asked whether there should be full board for the presentation. Griffiths related that she and Emery and the Albany Parks and Recreation Director Ed Hodney visited the Willamalane Parks and Recreation District. She said that it was perhaps the oldest in the State and was well established. The name of the

Willamalane Foundation is currently being changed to Friends of Willamalane, since it was felt that the concept or wording of "foundation" didn't lend itself to donations as well as "friends of". Albany Parks is looking at establishing multiple "friends" groups. She related there will be a meeting of several people to investigate whether it makes sense to establish a friends group with earmarked donations channeled through the Benton Foundation. She also talked to Connie Bartlett, who said that setting up the school foundation was very complicated. Emery said a subcommittee meeting was scheduled for Dec. 2 with De-Vries, Griffiths and Dick Thompson. Griffiths said issues for the Benton Foundation included how much control the "friends" would have over the fund, how to set up rules and whether it would be easy to withdraw and set up a separate foundation, if desired. Buckman asked whether a Parks District was needed in order to set up a foundation; Griffiths replied that the two issues were separate.

Regarding the Parks and Recreation District concept, Emery related that the Willamalane Parks and Recreation Director encouraged Corvallis to go that direction, since his experience was that it was fiscally more efficient than a traditional municipal Parks and Recreation department. The next step is to do a full-scale feasibility study. Staff needs the board's and City Council's support on pursuing the study. Emery said she was looking for direction whether it was a good idea. If it moved forward by citizen vote, then it would be a new government with an elected board, and there would need to be significant discussion with the County if the boundaries were changed from the City. It would be a multi-year effort once a study pointed to whether it was feasible or not.

Griffiths said the foundation work can go ahead whether or not the Parks and Recreation District went forward. Buckman noted the Library has both a foundation and a friends group; Emery related she spoke to the library director, who said she would have preferred having only one of the two groups, since it is difficult managing two groups with a similar purpose.

Griffiths said it was important that a feasibility study be clear on parameters and look at different models, including having a new board, or having the City be the board, or other models. She said the concept has been discussed for years but has not gone forward because some questions haven't been answered, such as whether money would be saved, what the boundaries would be, whether the City and County would join together, the models, the impact on the tax rate, etc. She felt it was worth spending the money on a feasibility study. Buckman said the full board also needed to have this discussion.

VIII. DOG ARTICLES IN CITY NEWSLETTER. Emery highlighted in the packet nine dog-related articles that have appeared in the City Newsletter over the last three years. Buckman said her overall impression was that the City should be more forceful about insisting that dog owners be better behaved and observe the rules. Wolfenbarger added that a key phrase was that dogs needed to be responsibly managed. Griffiths suggested combining the articles to outline the rules at the department website as another way to get the word out. She said she liked the article about the importance of picking up dog waste in order to keep stream water quality clean. Emery said a web article could be easily adjusted over time; Griffiths suggested altering the web piece as issues come up.

IX. GOALS UPDATE. Buckman noted that exploring the foundation was one of the goals. The community garden planning will be on the agenda next month. The department was supporting cultural activities. There will be a presentation on the Herbert Farm management plan in January. Her committee has done no work on volunteerism lately.

Emery related that Griffiths forwarded Phil Hays' trail plan; she asked if members were interested in Hays making a February presentation; Buckman expressed interest, so Emery said she would check with Hays. Rochefort added that the County was working on a trails map that could assist Hays.

Regarding collaborations, Buckman asked about progress on working with the school board; Emery replied that nothing had happened since last month. She will talk to the Boys and Girls Club regarding a gym use proposal in first week in December. There will also be a meeting with the Boys and Girls Club, the school superintendent, the City Manager and herself in early 2011 regarding communication.

- X. STAFF REPORTS.** Director Emery highlighted the concern Dean Codo expressed at the previous meeting about an off-leash dog and police response to that; she related that the issue was being reviewed by the Police Chief and the City Manager. She related that David Phillips looked at the municipal code that Codo related that the police had cited regarding sleeping in a park. Phillips read from the Hours of Use section in Sleeping and Camping: “No person shall sleep in any park between the hours of 10 p.m. and 6 a.m., except as provided in subsection III. No person shall use any tent, shelter, half-motor home vehicle, camper or trailer as a shelter for housing or sleeping in any park area, except as provided in subsection III”. Under subsection III: “The City Manager may, in his or her reasonable discretion, issue permits or designate areas for the use of tents, shelter, half-motor homes, vehicle campers, etc. for housing or sleeping in parks”. Further on, in section 5, there is a discussion of sleeping or lodging in prohibited public places: “No person shall sleep or lodge in or upon any sidewalk, street, alley, public right of way, park, or any property owned by the City of Corvallis, or under any bridge, except as provided by.” (a different subsection of the code).

He summarized the first piece of code was specific to parks, but related to park hours. The second includes parks along with other public spaces. He said the board could address this by removing the word, “park”; the two pieces of code seem to conflict with each other. Buckman said the purpose of the second was to keep people from sleeping on sidewalks; Phillips concurred.

Buckman suggested addressing the code. Emery said this process is typical of how the code is fixed; it would go to a Council subcommittee and then the Council. Phillips said there was a clear distinction between casual napping and camping. Rochefort said that the issue could be tricky at Riverfront Park; Griffiths replied that you could replace “park” with “sidewalk/multimodal path”. David Neighbor said that coast parks prohibit sleeping within enclosed areas. Phillips said the code prohibits sleeping in a tent. Emery said the board seemed to agreed that the code needed adjustment, but since staff’s plate was full, she recommended putting it on the Pending List so it didn’t get lost.

- XI. BOARD MEMBER/CITY COUNCIL LIAISON REPORTS.** Buckman related that the Jackson-Frazier subcommittee meets Monday. Griffith related that at the Willamette Reach meeting there was discussion of a project to determine who had a vested interest in stretches of the Willamette River between Corvallis and Albany and who wanted to work on specific projects.

Wolfenbarger related that yesterday the Senior Council hired a consultant regarding fundraising; the report suggested developing a friends group to largely replace the Senior Council and get more involvement.

Griffiths related the Greenbelt Land Trust was setting up trips to tour proposed natural area purchase sites; if board members were interested, they should RSVP.

- XII. STAFF REPORTS.** Director Emery highlighted that staff completed the budget reduction packages that the board previously reviewed. Administrative Services completed the technology plan for next year as well as a maintenance plan for next year. Staff attended an all-staff department meeting to discuss upcoming organizational changes and what tools were available. She related that Assistant Director DeGhetto attended a three-day conference on the Healthy Kids, Health Communities Initiative grant. The Aquatic Center’s Turkey Trot event is coming up. The Marketing Director is developing a

coordinated approach to requests for sponsoring packages. Staff are working on a pricing scale to sell ads on adult softball fencing. She related that new skate park signage was implemented, including tot time from 7-9 a.m. Signage was also posted where restrooms were removed or closed due to budget reductions.

Emery highlighted that members would tomorrow receive materials regarding the Nov. 22 Council meeting, including budget reduction packages from each department. She highlighted the executive summary of the survey results; she said the key point was that voters were optimistic about the direction of Corvallis and they value living here. The top values were the small-town atmosphere, the livability and quality of life, sense of community and friendliness. Respondents stated that Parks and Rec services and the library contributed to livability, quality of life and sense of community. Two-thirds of voters think there should be some a tax increase to balance the budget; that is more than enough healthy support to move forward. Fifty seven percent said they'd vote for a levy that would increase property taxes by thirty cents per thousand to fund services like police, fire, the library and Parks and Recreation. Overall, the summary points to a positive levy outcome. The thirty cent levy would garner about a million dollars. Griffiths noted that that would not come close to addressing the long-term funding problem; Emery replied that the survey looked at other increments as well, but the other results were not included in the summary; the thirty cent per thousand response generated the highest response. The City Council would want to discuss the amount further. The survey pointed to voters wanting both a degree of cuts and a levy at some percent.

Regarding the budget memo, Buckman asked what the "fire department retiree/brownout" meant; Emery replied that the explanation would be included in the packet that each member would receive in the morning. She said that each service reduction piece would include an explanation. The "Retiree" item refers to positions where directors know the worker was going to retire and they plan to keep the position vacant, providing savings from a retirement as opposed to a layoff. The "brown out" item refers to a rotation of staff from different fire stations to allow closing fire stations on a temporary basis. Neighbor added that vacancies would be rotated. Emery clarified the proposal was to close Fire Station #2 (the Campus Station, on Washington Street) since other stations covered the area, it is the oldest and there is no ambulance there.

Buckman asked about how the board could best make its voice heard at the November 22nd Council meeting; she said she would be out of town, so Wolfenbarger agreed to attend. Griffiths suggested just making several points from Buckman's memo; Buckman noted she'd inadvertently left out the 2020 vision language. Buckman said that board members should talk to friends about the situation.

Neighbor highlighted the possible naming of a city property for Helen Berg; it will come to the board's December 16 meeting for the board to make a recommendation to the City Council. Staff will re-advertise the proposal at the G-T and it is on the departmental website. Griffiths noted that the Riverfront Park was often thought to be Berg's crowning achievement. Rochefort said that renaming Jackson Street Plaza was one possibility; Griffiths suggested re-naming the fountain there or the whole plaza.

Phillips related that the Turkey Trot would be held Thanksgiving morning. The Festival of Light will be held in Central Park on Dec. 7 at 7 p.m. Operations staff have been removing leaves and mulch in Central Park. Megan Patton-Lopez is working with Steve DeGhetto on the Healthy Kids, Healthy Communities project; they will outline the Community Garden master plan process at the December 16 PNARB meeting. The Youth Volunteer Corps is busy with the Leaf Rake program; the YVC has assisted nine senior citizens with home leaf raking and the Senior Center so far. The YVC is also working on the holiday food drive. Rec staff is looking at contracting with Benton County Parks and

Natural Areas to have YVC do work on county projects; this would serve YVC youth on the waiting list. Youth volleyball and football are ending this weekend, with a football tournament in several locations. Fall adult coed volleyball, adult basketball, dodgeball and soccer wrapped up; the winter sports season is about to commence.

Phillips related that all twelve seasonal workers left the last day of October; they represent about 60% of the Parks maintenance labor force; their season will be reduced by a month next year, as part of the budget reduction. Staff are drafting a proposed Sustainability Initiative Fee (SIF) ordinance and implementation plan, including possible projects. Staff having been working the last couple weeks on removing leaves. Staff are working on a Central Park lighting project; funding could come from grants, sustainability funds and other sources. Volunteer coordinator Steve McGettigan is embarking on outreach for funding the Youth Park Corps, which almost got cut this last year.

Rochefort related the CIP packet was presented to the CIP Commission, which approved everything but funding for the Shooting Star Trail project. She will apply for a grant for renovating that trail. The budget packet was kept very lean this year to respond to the budget situation. There was a subcommittee meeting on park master plans. A student specializing in historic preservation will research whether it makes sense to register Owens Farm house and barn on the National Register of Historic Places; the goal of doing that would be getting the ability to seek additional funding sources, including putting a new roof on the barn before it is too late.

XIII. ADJOURNMENT: Meeting adjourned at 8:07 p.m.

CITY OF CORVALLIS
MINUTES OF THE PARKS, NATURAL AREAS AND RECREATION BOARD
DECEMBER 16, 2010

Attendance

Mary Buckman, Chair
 Lynda Wolfenbarger, Vice-Chair
 Kent Daniels
 Alejandra Gonzalez
 Charles Fisher

Staff

Karen Emery, Director
 Dave Phillips, Parks Operations Supervisor
 Steve DeGhetto, Assistant Director
 David Neighbor, Parks & Administration
 Supervisor
 Mark Lindgren, Recorder

Absent/Excused

Jen de-Vries
 Randy Willard
 Randy Keller
 Nick Todorovich
 Betty Griffiths, Greenbelt Land Trust
 Greg Lecuyer, 509-J District Rep.
 Joel Hirsch, Council Liaison

Visitors

Dean Codo
 Stewart Wershow
 Mayor Tomlinson

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introductions	X		
III. Approval of Minutes	X		
IV. Visitors' Propositions	X		
V. Thank you!- Mayor Tomlinson	X		
VI. Hwy. 34 Project- ODOT	X		
VII. Community Gardens Master Plan Update			
VIII. Mayor Berg Memorial Naming.			Motion passed that the board recommend that the City Council consider naming the area where the fountain is located at Riverfront Park "Helen Berg Plaza" (or whatever form of the name the family prefers).
IX. Feasibility Study for Parks and Recreation District			Motion passed that the board recommend that the City Council consider Parks and Recreation conduct a feasibility study for a Parks and Recreation District.
X. Goals Update	X		
XI. Staff Reports	X		
XII. Subcommittee Updates	X		
XIII. Board Member/City Council Liaison Reports	X		
XIV. Adjournment	X		The next regular Parks, Natural Areas and Recreation Board meeting is scheduled for 6:30 p.m., January 20, 2010 at the Downtown Fire Station Main Meeting Room.

CONTENT OF DISCUSSION

- I. **CALL TO ORDER:** Chair Mary Buckman called the meeting to order at 6:32 p.m.
- II. **INTRODUCTIONS.** Director Emery introduced Phil Hays, who had recently been appointed to the board and will start serving in January.
- III. **APPROVAL OF MINUTES.** It was noted there was a wayward “Emery” at the end of the fifth paragraph on packet page 9. Daniels moved and Fisher seconded to accept the November 18, 2010 minutes as corrected; motion passed. Daniels noted that he hated softball field advertisement signs in all venues. Wolfenbarger moved and Daniels seconded to approve the October 21, 2010 as presented; motion passed.
- IV. **VISITORS’ PROPOSITIONS.** Dean Codo, following up his previous presentation regarding an incident involving an off-leash dog and an officer subsequently threatening to cite him for sleeping in a park, related that Officer Bryant had apologized. In addition, the Police Chief apologized and emphasized that what Codo had been doing in no way violated ordinances, and that he’d straightened out some confusion regarding the sleeping in parks ordinance within the department. The ordinance mostly relates to tents. Codo said that he’d had a satisfactory resolution and submitted a cartoon. He said that the impact of unwanted dogs jumping on him had kept him from using parks.

Buckman said Codo was bringing up an issue that was likely impacting a number of other fragile walkers, including seniors. Codo suggested having one day a year when no dogs were allowed in any parks. Buckman said that in January a PNARB subcommittee would start work on the dogs off leash issue. She highlighted the previous month’s minutes regarding a staff presentation on the sleeping in parks ordinance; like many laws, proper enforcement also depends on police interpretation.

Stewart Wershow said that there were many issues on the Council’s plate; he suggested the board write a letter asking the issue be considered as a new Council Goal. Daniels noted that there was a lot of land in the area where dogs are allowed compared to other areas in the state; he said the board should look at increasing the number of no-dog parks. Buckman suggested a letter to the new Council to raise the profile of the issue. Wershow said one of the possible items in the budget (though not recommended to implement) was a loss in the Police Department of the Animal Control Officer position. Police will enforce the no dogs in school areas ordinance, as it is a safety issue, but don’t have the resources to patrol dogs off leash.

Fisher expressed concern that the letter would not contain anything other than what had already been discussed and added that one day a year of no dogs in any park was not enough. He suggested asking for something specific, such as not cutting the Animal Control officer hours. He noted it was less an issue this time of year, since there were fewer non-dog users during rainy weather, so there was some time to address the issue. Buckman said she would draft a short note and distribute it for review in order to put issue on the Council’s radar; members concurred.

- V. **THANK YOU!- MAYOR TOMLINSON.** Chair Buckman thanked the mayor for his many years of service. Mayor Tomlinson said he was saying goodbye to boards and commissions; the new mayor takes office on January 1, 2011. He said the board represented the face of the community and thanked board members for their service. He praised the quality of staff and said it is a great community to represent. The city has budget challenges that will have to address how to fund services; some of these,

including Parks and Recreation and the library, are key to Corvallis' quality of life. He related that the rest of the state thinks Corvallis is doing great things, including its downtown and the riverfront.

VI. HIGHWAY 34 PROJECT- OREGON DEPARTMENT OF TRANSPORTATION.

Emery introduced Jerry Wolcott of the Oregon Department of Transportation (ODOT) to describe the Highway 34 project. He said the project was intended to reduce traffic congestion in downtown Corvallis. He said that ODOT's mission was to provide safe efficient transportation system, balancing the needs of a number of different user groups. The congestion ranges from downtown Corvallis to Peoria Road. He displayed an aerial view of the site, including adjacent Parks and Recreation lands.

He related that a recent traffic study focused on eleven intersections downtown and the bypass intersection. It looked at eight different scenarios over time, with different possible bridge configurations. He summarized that surprisingly, the study found that replacing the Van Buren Bridge or adding a northern bypass bridge alone would not solve the problem. He noted that a north bypass bridge was probably part of the long-term solution, but that would cost \$200 million in today's money and probably wouldn't be built within the next twenty years.

A possible mid-term solution involves slip lanes and south and north frontage roads along Highway 34. It dovetails with the long-planned Roche-Wolcott project, which is designed to improve safety from the bypass road to Peoria Road, and would cost \$6 million. It is fully funded and will be built next summer.

He said that in the traffic study, all the scenarios failed at the existing signalized bypass intersection, so this is what needs to be fixed. The South Bypass to Grove Lane project is scheduled to be constructed in 2013. It adds a slip lane and a south frontage road to Grove Lane (used by Knife River). It provides access to a park and improves the multi-use bike-pedestrian connections.

He said the long-term plan for Alan Berg Park includes a number of facilities and uses, but could not be accessed until the south bypass project is constructed. He related he'd discussed the project with Director Emery; the project will not impact the recreation part of the park and won't have a significant impact on the park. The directional interchange project in the longer-term may impact the Flomatcher Building. To clarify matters like this, ODOT intends to develop the DAP footprint of the 2013 South Bypass project to present to the board to help work together cooperatively. He noted that the Trysting Tree golf course had been developed to take a future north bypass into account.

He said if the board supported the project, ODOT was requesting a letter of support for the project from the Parks Director. He related that ODOT would return in a year with the DAP footprint and collect board and public input on the plans (DAP stands for Design Acceptance Phase).

Daniels noted that the existing master plan for the Alan Berg Park needs to be reviewed, since it was developed so long ago; it could change significantly. He added that the Public Works department is considering a project to reduce river water temperatures; one plan is to have water flow through golf course to a created Alan Berg Park wetland. One of the options for the golf course would be an additional water hazard that would submerge the planned bike path. He related that he was a member of a subcommittee with the Greenbelt Land Trust and the County; it met last week and discussed (among other issues) the Willamette Reach section between south Corvallis and North Albany, to try to coordinate Public Work's work with other projects to enhance and improve riparian projects along the river; that could impact the land in question here. The process could result in funding opportunities for the Alan Berg Park site. He noted that it was likely that the Knife River Corp. would likely leave the site in roughly fifteen years when the gravel is mined out there; the company will be required to rehabilitate the site and he advocated working with the company in the process.

Daniels suggested ODOT place a barrier between the south of Highway 34 and the parallel bike-ped path just a few feet away; there is currently no separation and using the path can be frightening. Emery related that she'd discussed the project with ODOT and Director Steve Rogers of Public Works. She related that Parks would begin work on updating the Alan Berg Park master plan in late spring. Fisher highlighted the difficulty in Knife River trucks making an east turn onto Highway 34; additional traffic from homes and park users also needed to be taken into consideration; Wolcott replied that extending a frontage road all the way to Peoria Road would require buying Wildish property, impacting a couple resources and building an expensive bridge. Fisher noted that making better public use of the park (such as for sports fields) would increase traffic. Daniels suggested requiring drivers go to Peoria Road in order to turn around; Buckman concurred. Wolcott said that a future phase, which would extend the north frontage road, was not funded or scheduled yet. Buckman noted that use of the park would be a big traffic impact.

DeGhetto noted that there was a big septic drain field at north side of the Flomatcher Building. Daniels noted that part of the Flomatcher building was used for set construction by the Majestic Theater; he expressed concern that these users in cars would get backed up behind gravel trucks; Wolcott replied that traffic counts should capture this kind of use. Fisher added that eliminating the Peoria Road traffic light would get rid of traffic pulses that create gaps that currently allow people to turn west onto the highway; Buckman concurred. Daniels asked how bicyclists and pedestrians would get across the new lane near the bridge; Wolcott replied he had worked with the Bicycle Pedestrian Advisory Committee (BPAC); they will look at ways to minimize the impact. Fisher related that that stretch of Highway 34 was very popular for cyclists heading to Peoria Road; the planned changes will be challenging for them. Buckman said the plan seemed to increase access to the park, which has long been desired.

VII. COMMUNITY GARDENS MASTER PLAN UPDATE.

Assistant Director Steve DeGhetto distributed a copy of the draft plan outline. He introduced Megan Patton-Lopez, the Healthy Kids, Healthy Communities Initiative coordinator. He said that developing the master plan was one of the board's goals, with Daniels and Griffiths the board point people on the project.

Patton-Lopez said the handout gave background on the project, which seeks to improve access to physical activity and healthy foods. The plan will reinforce existing resources. There are already community gardens at Starker Arts Park and Avery Park. Community gardens provide opportunities to be physically active, access to fresh fruits and vegetables, as well as a sense of community. The project aims to protect existing community gardens and establish new community gardens on City land, as important community resources. The plan objectives include clarifying the process of starting them, looking at safety and environmental considerations, looking at a definition of community gardens and models of gardens in the U.S., and benefits of community gardens. She highlighted the need for public involvement in the plan, including community workshop meetings starting February 15, stakeholders and PNARB representatives. Additional information must be gathered regarding best practices in garden management. She highlighted the proposed timeframe over the next twelve months.

Gonzalez volunteered to help. DeGhetto said the intent was that it be a multigenerational effort. Buckman asked what we can tell people asking about community gardens; DeGhetto said most details should be worked through by May. Gardens could go forward on a special use basis. Emery related that a community garden was recently installed at Peanut Park on a special use basis. The downside to not waiting for the plan to be finished and creating more gardens on a special use basis is putting a bigger burden on the user group, including paying all expenses, such as insurance. DeGhetto said there could be temporary agreements that may need to be renegotiated when the Plan is completed. Fisher asked

whether it would include a template that a church group could use; DeGhetto replied that there would be a workbook element that includes what to consider in how to implement different visions of a community garden. He said that community gardens are contingent on complying with the Land Development Code. The plan seeks to set the example and help people be successful.

Buckman asked about the three public meetings proposed; DeGhetto said staff would run it by the board and could trim it down if needed. DeGhetto said staff sought advice about the make up of the stakeholder committee. Daniels suggested contacting organizations including Ten Rivers; the First Alternative Co-op; and Oregon Tilth.

Patton-Lopez related they were solicited by the Northwest Health Foundation regarding impacts to health; staff decided to look at urban agriculture projects. She said community gardens were a small part of urban agriculture. There has been a lot of encouragement from state organizations. DeGhetto said that Robert Wood Johnson Foundation will send staff to Washington, DC to talk to the congressional delegation regarding the issues. The plan will only be a recommendation to put the policy before the City Council. Daniels asked about animals in urban areas; DeGhetto replied that there was an ordinance against some animals in public parks.

VIII. MAYOR BERG MEMORIAL NAMING. Parks and Administration Supervisor David Neighbor said the September City Council meeting charged PNARB to seek input in regards to renaming of a public facility, land or street in honor of former Mayor Helen Berg. He highlighted the Council's Naming Proposal criteria, established in Council policy. There were public solicitations highlighted in a Nov. 14 Gazette-Times article, the city website and public announcements in the December 1st and 4th G-T. He highlighted suggestions in the packet and a late arrival naming the proposed landscaped pedestrian walkway on Madison between 9th and 11th Streets (it is a Public Works project). He said staff sought a board recommendation to the City Council regarding naming and highlighted proposals on page 13.

Daniels said there were a number of proposals; one was to rename "Alan Berg Park" to "Alan and Helen Berg Park"; however, the park plan there is likely to be revisited soon. He related a long, unpleasant discussion regarding naming Riverfront Park. Emery read Betty Griffith's proposal to name the Riverfront Plaza where the fountain is, or just the fountain itself after Helen Berg. Fisher agreed, noting it was appropriate to connect her with Riverfront Park, as she was mayor during a difficult time in the park's development. Emery said it is currently called Riverfront Plaza; one proposal is to rename it "Helen Berg Plaza". Phillips said there were a half dozen plaques at Howland Plaza; that naming process went smoothly. Emery said the renaming of the fountain plaza would involve changing the sign and materials; Daniels expressed support for the renaming of the site. Fisher said separating out a section in Riverfront Park to honor her seemed appropriate. Buckman advocated "Helen Berg Plaza" not just "Helen Berg Fountain"; Wolfenbarger concurred. Neighbor highlighted the naming process on page 21 of the packet.

Fisher moved the board recommend that the City Council consider naming the area where the fountain is located at Riverfront Park "Helen Berg Plaza" (or whatever form of the name her family prefers); Daniels seconded; motion passed unanimously.

IX. FEASIBILITY STUDY FOR A PARKS AND RECREATION DISTRICT. Director Emery noted that the proposal was discussed at the previous meeting. She, Griffiths and Albany Parks and Recreation Director Ed Hodney met with the Director of the Willamalane Parks and Recreation District regarding the pros and cons of forming such a district. She related that she and the City Manager thought the next step was to have PNARB make a recommendation to the City Council to do a feasibility study before there is further discussion. She said she sought direction on whether staff ought

to go forward on a feasibility study; also, the board could ask that investigating it be made a Council Goal (the deadline for submitting that is January 7).

Fisher said he felt that having it be a Council goal was putting the cart before the horse; Emery replied that the feasibility study helps understand what such a district means in order to have a conversation about it. Having it as a Council Goal directs staff to work on the study; it also says that the Council supports investigating it, not that they believe that it is a good or bad idea. Daniels noted that the idea had long been considered and that he supported investigating it. He expressed concern that budget reductions could result in having no senior center, no aquatic center, and a part-time library, which is unacceptable, so it is important to investigate this. He said there were many issues and options involved; for example, he advocated having a separate elected governing body, not part of the City. Emery noted that Willamalane, Bend and Tualatin had Parks and Recreation Districts. Emery estimated the study would cost about \$10,000.

Daniels moved that the board recommend that the City Council consider Parks and Recreation conduct a feasibility study for a Parks and Recreation District; Wolfenbarger seconded; motion passed.

Daniels said that one option should be considering combining the city and county parks. Buckman highlighted that the last paragraph on page 7 of the previous minutes of the packet highlighted a list that Griffiths said a study should address. Emery said the board could look at the scope; there are good templates out there. Fisher advocated checking with how Parks and Recreation Districts felt about them. He had the sense that they made them far more political, changing from a staff-organized, board-approved operation to city politics. Daniels added that another option is to have County Commissioners be the governing body of the district.

Buckman asked about whether to make it a Council goal; she felt a study didn't rise to goal level. Emery said it would be necessary to have the Council's buy-in to do the study; Buckman said that just passing this motion does the same thing. DeGhetto related that the Budget Commission had suggested looking at a district. Wolfenbarger said she wasn't comfortable with a Council goal, but the study was a reasonable step; Fisher concurred. Emery clarified that Council Goals changed every year; last year, two Council goals included establishing an Arts and Culture Commission and working with the CPRC & D on wetland restoration projects. Emery said if it is a Council goal, then it's in her work plan. Buckman said it didn't feel like there was enough support to make it a Council goal. Daniels said the board should table the item. Buckman suggested members talk to various representatives and express that the board feels it is important, that it has been on the back burner for a long time, and it is time to either take it off the burner or move forward with it.

X. GOALS UPDATE. Discussion postponed.

XI. STAFF REPORTS. Director Emery related that Planner Rochefort and Administrative Specialist, Chrissy Bevens were writing a grant to renovate the Shooting Star trail; it would be helpful to have a letter of support from the board. Buckman said that it was in the CIP and so the board has already supported it. Buckman said she heard board consensus for a letter in support of the project.

Emery related that staff were preparing for a presentation to the Budget Commission, including how it is looking at current and future challenges. Staff took the review of the department's code of conduct for patrons of Parks and Recreation facilities and programs to the Human Services Committee. It was significantly rewritten as a result of Council changes to the "begging" policy and significant legal review; it also allows police to enforce code violations in parks through a trespass notice. Staff

discussed improvements to the department website. The first annual report will come out in March or April, it will describe how the department contributes to the community's vitality. She highlighted the Festival of Light; Visits with Santa Claus, and the Senior Center's December 25 holiday dinner. She said about two hundred middle-schoolers did volunteer work at Mary's River Natural Area.

She, Merja, and Philips wrote an ordinance to implement the Sustainability Initiative Fee; it will get its second reading at the Council next week. The fee will be on the utility tax, through Public Works, and is specific to urban forestry. It will fund implementation of the first five years of the Urban Forestry Management Plan, including pruning of small trees, public education of "Right Tree, Right Place", and a hazard tree program. It is about \$90,000 per year and will start April 1 if it is not repealed.

Assistant Director Steve DeGhetto highlighted the January 1 Polar Bear Swim at Osborn Aquatic Center. There will be expanded hours during winter break. He said Santa Visits were still available. About 400 people attended the Festival of Light. Elementary and middle school basketball participation numbers are both up. Adult program participation numbers are about the same, even with significant cost increases. Senior Center yoga programs are full; where there are class waiting lists, they are being expanded. There have been discussions on theatrical and art education; there could be a circus program in conjunction with the Art Center and Majestic Theater and perhaps YVC. Online Activnet registration has been very positive.

David Neighbor agreed that online registration was freeing up staff time. Most 2010 meeting notes and agendas are now archived on the website. Regarding clarification requested by the board on the sleeping in the park ordinance, he related that the Chief of Police asked the City Attorneys, who opined that sleeping in parks was only a violation between 10 p.m. and 6 a.m.

He said the OSU Game Day Parking parked 3,450 cars this year during six games, at an average of 575 cars per game (up from 3,206 cars last year, at an average of 534 cars per game). Revenue was increased by 50%; from \$22,000 last year to \$38,000 this year. Buckman asked whether that figure was net; Neighbor said staff do spend some time setting up signs; gross revenue was \$51,000; the net was \$38,000. The contractor (Mary's River Lodge) takes care of directing traffic, printing out tickets, and collecting money. The contractor has completed the first of a renewable three-year contract; it is interested in doing it for the two more years. Daniels said one of the proposals related to the project was to fund improving Avery Park roads; Emery replied that the item is in the CIP; however, the parking program funds are not linked to it; those funds are currently designated to go to the bottom line.

David Phillips related that on Mondays following game days, it takes a couple hours for staff to clean up; cleaning up has been easy with a minimal amount of time. The Herbert Farm and Natural Area Management Plan is close to being done; Iris Benson will present to the board in January. Buckman asked for an electronic version of the HFNA management plan. There is a project to look at renovating lights in Central Park, along with structural pruning of trees and shrubs. Daniels asked how it is decided to create or revise master plans; Emery replied that the board prioritizes which master plans to do next. Areas with an imminent need for plans, such as Berg Park or the skatepark area are probably next; Central Park is not on the current list. The Central Park lighting issue is largely related to liability.

Wolfenbarger asked about progress on the graffiti wall; Emery said staff was waiting to hear from ODOT.

Emery related that at the Budget Commission meeting Monday, staff were asked to look at operating impacts if staff were to take one day per month as a furlough day. Staff recommended keeping Senior and Osborn Aquatic Center open for limited service with casual staff only, and closing Administration

office entirely on that day. She said noted that the Senior/community center had a huge impact on generating revenue; everything is on a schedule. Buckman said that one of the points of a furlough day is to help the public understand that you don't get to cut the budget without something going away; Emery replied staff discussed it at length; they felt that the impacts and loss of participation outweighed that message. DeGhetto said closing Otter Beach one day would cut revenue by \$8,000 to \$10,000.

XII. SUBCOMMITTEE UPDATES. Discussion postponed.

XIII. BOARD MEMBER/CITY COUNCIL LIAISON REPORTS. Daniels related that Majestic Theater was hosting a singing version of A Christmas Carol.

XIV. ADJOURNMENT: Meeting adjourned at 8:45 p.m.

MINUTES

Wednesday – November 17, 2010 3:00-4:30 PM

In Attendance:

- | | | | | |
|---------------------|-------------------|-----------------|-----------------|--------------------|
| ■ Angie Baca | □ Mike Beilstein | ■ Kevin Bogatin | ■ Gary Boldizar | ■ Ed Boyd |
| ■ Floyd Collins | □ Mark Cotter | □ Bill Currier | □ Jay Dixon | ■ Ken Elwer |
| ■ Max Frederick | ■ John Haroldson | ■ Rick Hein | ■ Linda Hukari | ■ Justin Jones (p) |
| ■ Sharon Konopa (p) | ■ Jim Kramer (p) | ■ Al Krug | □ Jeff Lanz | ■ Jeanne Nelson |
| ■ Jon Nelson | ■ Gail Newman (p) | ■ Joe Pickens | □ Jack Rogers | ■ Jon Sassaman |
| □ Dan Schwab | ■ Diana Simpson | □ Angie Stambuk | □ Kate Welter | ■ Stewart Wershow |
| ■ Deb Williams | ■ Locke Williams | □ Karen Zorn | | |
- Present □ Absent

23 Members Present: = **Quorum** (32 positions filled: quorum requirement 17)

Vacancies:

Adair Village Citizen Rep, Adair Village City Councilor, OSU: Director -Dept. of Public Safety, Philomath City Manager/Rep, Benton County Citizen Rep, Rep of Crime Victims

Staff:

Michele Spaulding

Guests:

Justin Carley, David Clark, Scott Jackson, Aaron Mollahan, Tara Williams

ACTIONS:

- ☑ **Action Item** - October 2010 minutes approved as submitted.
- ☑ **Action Item** – Full Council approves writing a letter in support of PrePaid Wireless and OEM 911 funding for all cell phones. Jon Sassaman will write the first draft of the letter.
- ☑ **Action Item** – Full Council approves writing a letter in opposition to OSP charging for ID services. Diana Simpson will write the first draft of the letter.

FUTURE AGENDA ITEMS:

UPCOMING MEETINGS (3:00pm – 4:30pm):

- **January 19th**
- February 16th
- March 16th
- April 20th
- May 18th
- June 15th
- No July Meeting

2010 - 2011 WCJC - Full Council Meeting

Call to Order & Introductions

Ed Boyd called the meeting called to order. Introductions were made; the attendance roster was circulated.

[November minutes have been abbreviated due to technical difficulties.](#)

1. October 2010 Minutes

- October 2010 minutes approved as submitted.

2. WCJC Committees, Projects and LPSCC Activities

- **WCJC DUII VIP Grant Cycle Announcement: Ed Boyd** Handouts available
Call for projects for the DUII VIP 2010-2011 grant cycle; call with requirements distributed to Council electronically.
Project summaries due to Michele Spaulding by December 31, 2010.
- **Drug Treatment Court (DTC) Update: Dave Clark**
Juvenile DTC:
Current Active Participants 10
 - OSU Basketball game – special activity
 - Basketball team formed
Adult DTC:
Current Active Participants 48
 - Newsletter distributed
 - Thanksgiving Dinner at Elk's Club this year

3. Other Business

- **Law Enforcement/Mental Health Partnership: Jon Sassaman**

Discussed how law enforcement and mental health professionals interact during a mental health crisis when law enforcement is called to the scene. Law enforcement has been through a lot of training to identify mental health emergencies; now looking to see if we can partner with mental health to improve the process. When a uniform shows up to someone in a mental health crisis, the situation is only exasperated. Plus a lot of calls don't involve criminal behavior, but rather they are situations where people are acting out, screaming, or making people nervous with their behavior. Can mental health professionals be on the first responder team? Kelly Volkmann and Jeanne Nelson are trained in Mental Health First Aid and could offer this training. Peer Wellness Specialists could be involved.

Could a team similar to the Adult Services Team be created with law enforcement, mental health, a doctor from the psych unit... to meet regularly and talk about the folks regularly being seen and come up with a plan for when they are in crisis? Release of information was discussed. Adult Services Team meets January 2011; will meet monthly. Linn County Mental Health HIPA allows for grief eminence. Nationally the number of claims being filed under HIPA is pretty minimal. Nationally 92% of folks with mental health issues are homeless. The most optimal point to intervene is at the front end with law enforcement as a door to further services. Maybe a crisis resolution center could be developed down the road.

HB 3466 requires the Department of State Police to create a medical health database (voluntary registration in LEDS database) to aid law enforcement in assisting people with mental/developmental disabilities, dementia, and other medical disabilities that affect orientation. It has not been implemented, but it will show diagnosis, behavior manifestations, prescribed medications, and two primary contacts. Perhaps this is a good place to start.

Need to develop protocol around LEDS registry; it isn't about treating people differently, but a way to contact support people and respond in the best way possible. The intent of the database is purely voluntary with plenty of provisions for people to withdraw at any time. Having contact information for people is critical.

2010 - 2011 WCJC - Full Council Meeting

Mental health department representatives are willing to partner. Frank gets a phone call any time LE is called for any issue in Linn County.

The Executive Committee will look into HB3466 to see if there are good avenues for getting people registered. The key is quickly getting the information to officer. Registration is a good place to start.

- **PrePaid Wireless and OEM 9-1-1 Funding: Jon Sassaman**

PrePaid Wireless and OEM 9-1-1- Funding discussed by Jon Sassaman. Council agrees to write a letter in support of PrePaid Wireless and OEM 9-1-1 funding for all cell phones. Jon will write the first draft of the letter.

- ☑ **Action Item** – Full Council approves writing a letter in support of PrePaid Wireless and OEM 911 funding for all cell phones. Jon Sassaman will write the first draft of the letter.

- **Oregon State Police: Chris Brown, Superintendent**

Chris discussed the request that was made of OSP to evaluate the revenue that could be generated by charging for criminal histories. Chris also discussed OSP's budget cuts and funding challenges.

- **OSP ID Services: Diana Simpson**

Diana Simpson discussed the issues around OSP Identification Services – OSP is being required to evaluate charging for criminal histories. Issues discussed including financial impact. Council agrees to send letter against OSP charging for criminal histories. Diana will write the first draft.

- ☑ **Action Item** – Full Council approves writing a letter in opposition to OSP charging for ID services. Diana Simpson will write the first draft of the letter.

Call for Additional Agenda Items

None noted.

Adjournment The meeting was adjourned.

MEMORANDUM

To: City Council Members
From: Julie Jones Manning, Mayor 
Date: January 31, 2011
Subject: Confirmation of Appointments to Economic Development Commission

As you know, at our last regular meeting I appointed the following persons to the Economic Development Commission with the terms of office stated below:

Sam Angelos
Vice President of Technology Development Operations and Site Manager
Hewlett-Packard
Representing: Emerging Technology, Manufacturing
Term Ends: June 30, 2012

Jay Dixon
Benton County Commissioner
Representing: Community at Large
Term Ends: June 30, 2013

Nicholas Fowler
CEO
Perpetua Power Source Technologies
Representing: Green/Sustainable Business, Manufacturing
Term Ends: June 30, 2012

Elizabeth French
Vice President
CH2M Hill
Representing: Professional Services
Term Ends: June 30, 2014

Pat Lampton
Owner
Inkwell Home Store
Representing: Retail, General Business
Term Ends: June 30, 2013

Ann Malosh
Division Dean for Business, Health Care, and Workforce
Linn-Benton Community College
Representing: Higher Education
Term Ends: June 30, 2012

Larry Mullins
President/CEO
Samaritan Health Services
Representing: Health Care
Term Ends: June 30, 2013

Skip Rung
President and Executive Director
Oregon Nanoscience and Microtechnologies Institute (ONAMI)
Representing: Emerging Technology, Green/Sustainable Business
Term Ends: June 30, 2014

Richard (Rick) Spinrad
Vice President for Research
Oregon State University
Representing: Higher Education
Term Ends: June 30, 2014

I ask that you confirm these appointments at our next Council meeting, February 7, 2011

MEMORANDUM

To: City Council Members
From: Julie Jones Manning, Mayor 
Date: February 3, 2011
Subject: Appointments to Advisory Boards and Commissions

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

Committee for Citizen Involvement

Karin Main
Term Expires: June 30, 2011

Karin spent 13 years with Hewlett-Packard, most recently in organizational development/human resources, and now does consulting work.

Parks, Natural Areas, and Recreation Board

Don Williams, CRCST
Term Expires June 30, 2013

Don is the assistant manager of the Sterile Processing Department at Good Samaritan. He is a long-time outdoorsman.

I will ask for confirmation of these appointments at our next Council meeting, February 22, 2011.

COUNCIL REQUESTS

FOLLOW-UP REPORT

FEBRUARY 3, 2011

1. Employee Complaints Process (Nelson)

Elected officials periodically receive employee behavior complaints. When received, they should be forwarded to me for investigation and follow-up (see attached Administrative Policy AP 96-3.07). It is not appropriate for City Councilors to directly contact the employee accused of improper behavior. In reviewing the employee complaint policy, you will note that it is not only designed to correct behavior, but also to protect the employee's and the City's reputations. An administrative investigation is the first step, so the complaint should come to me. We assist the elected official receiving the letter or oral complaint in providing a response, so the constituent is aware of the process, and you are able to acknowledge the complaint. Thanks for your assistance.



Jon Nelson
City Manager

CITY OF CORVALLIS

ADMINISTRATIVE POLICY MANUAL

POLICY AREA 3 - HUMAN RESOURCES MATTERS

AP 96-3.07 Employee Behavior Complaint Response Policy

<u>Adopted</u>	<u>January 1997</u>
Revised	September 1997
Revised	September 1999
Revised	September 2001
Revised	December 2003
Revised	February 2010

3.07.010 Purpose

To protect employee rights and the integrity and reputation of the City and its employees, while promptly addressing citizen concerns regarding the alleged behavior of City employees and facilitating corrective action where necessary.

3.07.020 Background or Goals

This Policy provides for timely investigation and response to citizen complaints regarding the behavior of City employees in the performance of their official duties. The Policy provides for communication with the employee, citizen, and department relating to such complaints.

3.07.030 Definitions

3.07.031 Citizen Complaint – A written complaint regarding the conduct of a City employee generated by anyone other than another City employee.

3.07.032 Criminal – Any action which, if proven, would constitute a violation of a Federal, State, or municipal law.

Administrative Policy 96-3.07

- 3.07.033 Employee – Any regular, temporary, or seasonal employee of the City of Corvallis or any volunteer of the City.
- 3.07.034 Major Violation – A violation of City standards which, if proven, could result in the employee's suspension, demotion, or discharge for a first offense.
- 3.07.035 Minor Violation – A violation of City standards which, if proven, could result in discipline of an oral or written reprimand for a first offense.
- 3.07.036 Represented Employee – An employee of the City who is entitled to representation as a member of a recognized bargaining unit (AFSCME, CPOA, CRCCA, or IAFF).
- 3.07.037 Exempt Employee – An employee of the City who is exempt from representation by a collective bargaining unit.
- 3.07.040 Procedures
- 3.07.041 Departments other than Police shall utilize the following procedure; however, all departments are subject to the processes in Section 3.07.045:
- a. Citizen complaints, which if proven could result in some form of discipline for the employee involved, shall be sufficient to trigger the procedures in this Policy.
 - b. Citizen complaints regarding employee conduct that reflects discredit upon the City or conduct defined as a direct hindrance to the effective performance of City functions, shall also be sufficient to trigger the procedures in this Policy.
 - c. Citizen complaints shall be filed and documented on the form attached to this Policy or any other form which ensures complete information is documented for investigation. Complaints shall bear the name of the complainant and shall be signed by the complainant if the allegation constitutes a major violation. Complaints can be mailed, submitted in person, or faxed to either the Human Resources Division or the employee's department. Anonymous complaints or complaints through a representative of the complainant will be taken and investigated. However, if the anonymous complaint cannot be verified by other evidence, or the representative refuses to identify the complainant, the employee's response will be considered conclusive. All citizen complaints regarding an employee's behavior will be forwarded to the supervisor of the employee alleged to have engaged in a violation. If the employee is not known, the complaint will be given to the Department

Director. If the department is not known, the complaint will be given to the Human Resources Division.

- d. Citizen complaints regarding employee behavior investigated under this Policy fall into the following categories:
1. Behavior which, if proven, would constitute criminal act(s).
 2. Behavior which was consistent with City policy and procedures; therefore, no discipline would result, even if behavior was substantiated.
 3. Behavior which, if substantiated, could result in minor discipline of the employee for a first offense (oral or written reprimand).
 4. Behavior which, if substantiated, could result in major discipline for a first offense, up to and including discharge.

The supervisor, Department Director, or Human Resources Division will first make a determination as to which type of behavior has been alleged. Any supervisor or Director may at any time request assistance from the Human Resources Division to determine the appropriate category of behavior. Based upon this determination, the appropriate process identified in this Policy will be used to conduct the investigation and respond to the complaint. Where necessary due to the serious nature of the allegation(s), the supervisor or Department Director may take temporary action prior to the conclusion of the investigation to protect the public and/or City employees. This may include leave with or without pay or temporary reassignment of work duties or location.

The resolution of the complaint will be defined as one of the following:

EXONERATED – The investigation confirmed that the alleged behavior did occur but that it was consistent with City policy.

UNFOUNDED – The investigation demonstrated that the alleged actions did not occur or did not involve a City employee.

UNSUBSTANTIATED – The investigation did not present sufficient evidence to clearly prove or disprove the allegations.

SUSTAINED – The investigation does disclose sufficient evidence to clearly prove the allegations.

- e. All complaints filed under this Policy shall be responded to within 30 working days, whenever feasible. If final complaint resolution is not possible within the 30-day period, the complainant shall be notified within this time frame as to the estimated completion date of the investigation and report. Complaints investigated at the department level shall be responded to by the Department

Administrative Policy 96-3.07

Director. Other complaints shall be responded to by the Human Resources Division. Once the investigation is complete, a report shall be given to the complainant and the respondent employee (and the department where the investigation is conducted by the Human Resources Division), which shall summarize the investigatory process, the disposition of the complaint based upon the above categories, and whether action will be taken.

- f. The investigation will consist of at least interviewing the complainant, the respondent employee, the employee's supervisor, and any witnesses to the alleged behavior. As soon as possible following the filing of the complaint and the identification of the respondent or potential respondent(s), the investigator will notify him/her of the allegation. If the respondent employee is a represented employee and has a reasonable expectation that the investigation may result in disciplinary action, he or she may request to have representation at the interview, but the investigation shall not be unduly delayed awaiting a particular representative when other representatives are available. No one involved in the investigation, whether as a complainant, respondent, team member, or interviewee, should discuss the matter under investigation outside of the investigation until it is complete (with the exception of the employee's representative). Violation of this provision may subject the offending employee to disciplinary action. The City Manager shall be the final authority relative to disciplinary action required. Nothing in this Policy is intended to abridge any employee's Constitutional First Amendment right to free speech.
- g. Information given to the City in the course of an internal investigation is not confidential. However, except as required by Oregon Public Records Laws or the requirements of a thorough investigation, the City will only release information gathered in the course of an internal investigation on a "need to know" basis. This includes informing the respondent employee of the nature of the allegations that have been brought. Questions about personal safety or personal privacy should be discussed with the Human Resources Division, the City Attorney's Office, or the individual's personal attorney prior to providing information for the investigation (refer to Administrative Policy AP 96-3.09, Prevention of Violence in the Workplace).

3.07.042 If the supervisor, Department Director, or investigation team at any time determines that the nature of the complaint is such that, if substantiated, it could constitute a criminally prosecutable behavior, they shall not investigate the complaint further, but shall forward the complaint to the Corvallis Police Department, through the office of the Chief of Police.

Administrative Policy 96-3.07

- 3.07.043 If the supervisor or Department Director, in evaluating a complaint, determines that the alleged action by the employee did occur but was consistent with City policy (i.e., that the complaint is regarding the policy and not the employee), the employee will be deemed exonerated. The supervisor or Director shall contact the complainant to discuss the policy. The supervisor or Director, where possible, shall also discuss with the employee the nature of the complaint and reassure them that they acted in accordance with established policy. They will also discuss whether there were alternative methods for addressing the situation which may have resulted in a better outcome.
- 3.07.044 If, upon reviewing the complaint, the supervisor or Department Director determines that the nature of the complaint is such that, if substantiated, it could result in discipline of the employee by less than a demotion or suspension, then the supervisor or Director shall instigate an investigation into the complaint. Also, as is consistent with the Oregon Public Records Law and any relevant collective bargaining agreements, the citizen and the employee shall be provided a written summary of the investigation process and whether any action will be taken. At a minimum this investigation shall entail interviewing the complainant, the employee, the employee's supervisor, and any witnesses identified in the complaint; a review of the employee's personnel file, training records, etc.; and a review of any pertinent City or department operating procedures related to the incident. The supervisor or Director may also interview past supervisors and past or current co-workers or others as necessary to reach a conclusion to the investigation.
- 3.07.045 If the supervisor or Department Director determines that the nature of the complaint is such that, if substantiated, it could result in discipline of the employee by demotion, suspension, or termination, he or she shall notify the Human Resources Division. Human Resources shall then be responsible for forming an investigatory team comprised of staff from Human Resources, the City Attorney's Office, and the respondent employee's department. This team shall conduct a full investigation of the complaint, including interviewing anyone with potential knowledge of the behavior alleged; reviewing the employee's personnel file and training records; City and department policies; past practices; and interviewing the current supervisor and (where relevant) former supervisors and co-workers. This process shall also be used for any complaint against any employee that involves discrimination or racial profiling.
- 3.07.046 The results of the supervisor, Department Director, or team investigation shall be documented so as to summarize the alleged behavior, results of the

Administrative Policy 96-3.07

investigation (what was found), and the resulting action taken by the City (what was done), including any disciplinary action taken. Consistent with the Oregon Public Records Law, the report will be sent to the respondent, the complainant, and the department by the investigatory body. The attached form, Part II, shall be used to document the date the report is sent and by whom.

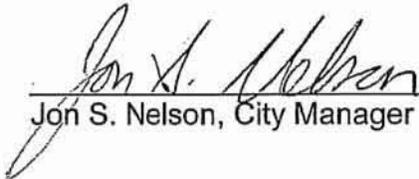
3.07.047 City employee complaints regarding the behavior of other City employees or volunteers are addressed in the following Administrative Policies: AP 96-3.09, Prevention of Violence in the Workplace; AP 96-3.10, Anti-Harassment Policy; AP 92-3.11, Discrimination; AP 96-3.12, Driving Standards; AP 95-3.06, Drug Free Workplace; and AP 92-3.08, Code of Ethics.

3.07.050 Review and Update

The Assistant City Manager shall review this Policy biennially in October.

Attachments

Review and Concur:



Jon S. Nelson, City Manager

4/30/10

Date



**City of Corvallis
Personnel Division
P. O. Box 1083
Corvallis, OR 97339-1083
(541) 766-6902 (phone)
(541) 766-6780 (fax)**

Filing Complaints Regarding the Behavior of a City Employee(s)

The City of Corvallis has established policies and procedures to receive, investigate, and act upon complaints by the public regarding the behavior of City employees. The purpose is to promptly address citizen concerns while protecting employee rights and protecting the integrity and reputation of the City and its employees.

If you wish to file such a complaint, a form is attached which is designed to assist the City in documenting information necessary for a thorough investigation. You do not have to use this form in order to file a complaint, but you will be asked to provide this same information in order to assist us in promptly and fairly conducting this investigation.

If you know the name of the employee(s) whose behavior is the source of the complaint, your complaint will be directed to that employee's supervisor. If you do not know the employee(s) by name, but know their department, the complaint will be directed to that department's Director. If you do not know the employee(s)' department, the complaint will be forwarded to the Human Resources Division for investigation. Complaints regarding a member of the Corvallis Police Department must be directed to the Police Department.

You are asked to sign the complaint to verify that the information is correct. The City of Corvallis will investigate anonymous complaints or complaints filed by a representative of the complainant. However, if the anonymous complaint cannot be verified by other evidence, or the representative refuses to identify the complainant, the employee's response will be considered conclusive.

The City will make every effort to respond to the complaint within 30 working days, whenever feasible. If resolution is not possible within 30 days, you will be notified of the estimated completion time.

Information given to the City in the course of an internal investigation is not confidential. However, except as required by the Oregon Public Records Laws or the requirements of a thorough investigation, the City will only release information on a "need to know" basis. This includes informing the respondent employee of the nature of the allegations that have been brought. If you have questions about personal safety or personal privacy, you should discuss these questions with the Human Resources Division, the City Attorney's Office, or your own attorney prior to providing the information.

PART ONE
Employee Behavior Complaint Response Form

Your Name: _____

Mailing Address: _____

Home Phone: _____ **Business Phone:** _____

Gender: _____ **Age:** _____

Where did this occur?: _____

Date Occurred: _____ **Time Occurred:** _____ **AM/PM**

Description of the Incident (What occurred): _____

Employee(s) Involved: _____

Witnesses, if any, or anyone else who may have knowledge of the incident:

Name: _____

Address and Phone: _____

Name: _____

Address and Phone: _____

Name: _____

Address and Phone: _____

Any other statement you wish to make regarding this complaint: _____

Information given to the City in the course of an internal investigation is not confidential. However, except as required by Oregon Public Records Laws, or the requirements of a thorough investigation, the City will only release information gathered in the course of an internal investigation on a "need to know" basis. This includes informing the respondent employee of the nature of the allegations that have been brought. If you have questions about personal safety or personal privacy, you should discuss these questions with the Human Resources Division, the City Attorney's Office, or your own attorney prior to providing the information.

Signed by: _____ **Date:** _____

Your signature verifies that the information on this form is correct.

Report Received by: _____

Date/Time: _____

Employee's Supervisor: _____

Referred to Department Director (Date): _____

Employee Behavior Complaint Response Policy Form

PART TWO

Summary of Investigation and Determination

The final summary and determination report is attached. Copies of the summary report and determination were sent to Complainant and Respondent (and Department where applicable) on this date: _____

By (Name and Department): _____

**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
Storm Sewer Lines on 15th Street	Hirsch	12-22-10	02-15-11	Rogers		
Employee Complaints Process	Nelson	01-25-11	02-01-11	Nelson	CCR 02-03-11	

areas of public safety. The Budget Commission can direct that, but he cannot professionally recommend it.

Commissioner Ross noted that, at the last meeting, she indicated that she would make a motion tonight regarding the Sustainability Initiative Fees.

MOTION: Commissioner Ross moved that the Budget Commission recommend to the City Council that it rescind the recently adopted Sustainability Initiative Fees. Commission Brown seconded the motion.

Commissioner Beilstein said he will vote against the motion. Part of his goal in approving the sustainability fees was to guarantee that there would be funding for transit; he is not willing to go backward with transit funding.

The motion **passed** by a vote of 11 to 4:

- Yes: Commissioners Brown, Butcher, Carone, Hogg, Davis, French, Mason, O'Brien, Ross, Traber, Wright
- No: Commissioners Beilstein, Hervey, Hirsch, Raymond

III. VISITORS' PROPOSITIONS: None.

IV. CIP PRESENTATION

Engineering Supervisor Greg Gescher and Parks Planner Jackie Rochefort came forward. Mr. Gescher presented the FY 2012-16 Capital Improvement Program (CIP). He said the CIP is a five-year rolling plan that is revised annually. The document comes to the Budget Commission from the CIP Commission. He reviewed projects added to the CIP this year, as detailed in the CIP documents. New projects include:

City Hall Block: Purchase of the Municipal Court building and modifications (funding TBD).

Municipal Buildings Rehab: Library chiller replacement (funding TBD).

Acquisition of Land: Coronado Subdivision (funding from Parks SDC) and Witham Hill (funding TBD).

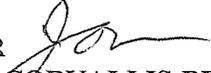
Osborn Aquatic Center: In water climbing wall (funding from donations and grant); pool filter upgrade (funding TBD).

Park Development-New: Coronado Subdivision (funding TBD) and Witham Hill (funding TBD).

Park Facility Renovation: Avery/Riverfront Parks restrooms doors (funding from Parks and Recreation Fund).

* * * M E M O R A N D U M * * *
JANUARY 26, 2011

**TO: MAYOR AND CITY COUNCIL
 BENTON COUNTY BOARD OF COMMISSIONERS
 ENTERPRISE ZONE ADVISORY COMMITTEE**

**FROM: JON S. NELSON, CITY MANAGER 
 MARCY EASTHAM, PRESIDENT, CORVALLIS-BENTON CHAMBER
 COALITION **

SUBJECT: ENTERPRISE ZONE (EZ) PHASE III

Background

Chamber and City representatives met last week to discuss the EZ Phase III policy direction. As you recall, EZ Phase I is in South Corvallis, EZ Phase II expanded the zone to the Hewlett-Packard area and Sunset Research and Technology Park based upon vacant square footage opportunities, and EZ III is considering expansion of the property tax abatement benefits to all industrially zoned properties in the Urban Growth Boundary.

Discussion

Pursuing EZ Phase III is a significant undertaking.

EZ Phase I was fairly straight forward based upon supporting Census block information. EZ Phase II ended up going through an exceptions process that involved more City analysis, staff, and mapping efforts than originally contemplated. For EZ Phase III, besides the public perception and requests for information that will come from neighborhoods surrounding industrially zoned lands, such as Evanite, there needs to be staff allocated to review each industrially zoned area, considering Census and alternate methods justification of the zone expansion. Business Oregon will require this.

The Chamber Coalition contract of \$4,000 per year to administer the EZ did not anticipate this effort. The City Planning Work Program also did not anticipate this effort.

It is our suggestion that EZ Phase III be put on hold. It is also our recommendation that EZ Phase III be forwarded to the City's Economic Development Commission, on which Benton County Commissioner Dixon serves, for their consideration, prioritization, and recommendation of an economic development work plan to City Council.

No action is necessary unless you prefer pursuing a different course of action.

c: Mike McNally, *Corvallis Gazette-Times* Publisher
 Ken Gibb, Corvallis Community Development Director
 Steve Rogers, Corvallis Public Works Director

CORVALLIS CITY COUNCIL GOALS 2009-2010

PREFACE:

This is an update on work accomplished on Council Goals during the last quarter, with expected work to be accomplished in the future also summarized. Overarching Council goals and values throughout the Corvallis 2020 Vision Statement and within the goals listed below include:

- ◆Diversity ◆Citizen Involvement ◆Sustainability ◆Cost Efficiency

Goals	Corvallis 2020 Vision Statement Categories
<p>Develop community sustainability policies and implement selected actions.</p> <p><u>Accomplished through December 31, 2010:</u></p> <ul style="list-style-type: none"> • Worked with OSU students to remove invasive plants along Dixon Creek on wastewater plant property and replant the stream banks with native tree species. • Corvallis received the 2010 Green Power Leadership Award from the US Environmental Protection Agency, recognizing its commitment to advancing the development of voluntary green power markets. • Started 99 Express bus services to Adair Village and the City of Monroe. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • Work with partners to implement the Community Energy Information Center. 	<p>Central City Economic Vitality Education and Human Services Governing and Civic Involvement Protecting the Environment Where we Live</p>
<p>Work with public, private, and nonprofit entities to improve community resources available for combating homelessness, with the aim of providing paths to stability and self-sufficiency.</p> <p><u>Accomplished through December 31, 2010:</u></p> <ul style="list-style-type: none"> • The Corvallis Transit System provided free rides to both men’s and women’s cold weather shelters. • Housing Division staff continued to coordinate the development of City funding agreements for two capital projects that will create permanent supportive housing units: Alexander Court/Seavey Meadows (10 units for domestic violence survivors) and Partners Place (8 units for chronically homeless). Both projects received notices of funding awards from the State of Oregon during the first quarter of FY 10-11, and in both cases the funding needed to move forward with carrying out housing development/acquisition is now committed. • Housing Division staff continued to represent the City on the implementation committee for the <i>Benton County Ten Year Plan to Address Homelessness</i>. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • The Partners Place project is currently under construction with a projected April/May completion date and acquisition to follow in June. Groundbreaking for the Alexander Court/Seavey Meadows project is scheduled for April/May. 	<p>Central City Education and Human Services Governing and Civic Involvement Where we Live</p>

Goals	Corvallis 2020 Vision Statement Categories
<p>Develop an integrated 10-year development plan for the Airport Industrial Park utilizing such tools as the Enterprise Zone.</p> <p><u>Accomplished through December 31, 2010:</u></p> <ul style="list-style-type: none"> The Airport Industrial Park (AIP) Sub-Committee is continuing its work on the integrated development plan. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> Continued review by staff and the AIP committee with completion scheduled by next summer. 	<p>Economic Vitality Governing and Civic Involvement</p>
<p>Establish a commission for arts and culture.</p> <p><u>Accomplished through December 31, 2010:</u></p> <ul style="list-style-type: none"> Adopted a City ordinance establishing an Arts and Culture Commission. The Mayor appointed, and the City Council confirmed, nine members to the new Arts and Culture Commission. Staff established a regular meeting schedule of the 4th Thursday of each month at 5:30pm to begin in July 2010. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> Completed goal. 	<p>Culture and Recreation Education and Human Services Governing and Civic Involvement Where we Live</p>
<p>Continue to implement Prosperity That Fits/Economic Vitality Partnership/ Economic Development and refine as necessary.</p> <p><u>Accomplished through December 31, 2010:</u></p> <ul style="list-style-type: none"> Staff continues to support the Downtown Commission and Council and staff actively participates in the Prosperity that Fits (PTF) Blue Ribbon Committee. Provided staff support to the Administrative Services Committee in the revisions to the Economic Development Policy and creation of the Economic Development Commission. Developed and received City Council approval of a Development Services Enhancement Package that implements several PTF recommendations. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> Assist the newly appointed Economic Development Commission in creating a work plan to develop strategies and programs regarding economic development. Implement Development Services Enhancement Package over a 3 year incremental plan. 	<p>Central City Economic Vitality</p>
<p>Work with Cascades Pacific Resource Conservation and Development and others to seek funding for acquisition or restoration of, and improvement to, publicly owned or protected wetlands, riparian, and natural areas.</p> <p><u>Accomplished through December 31, 2010:</u></p> <ul style="list-style-type: none"> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> 	<p>Culture and Recreation Protecting the Environment</p>

Goals	Corvallis 2020 Vision Statement Categories
<p>Accomplishments Toward the Overarching Goals and Values (Diversity, Citizen Involvement, Sustainability and Cost Efficiency):</p> <ul style="list-style-type: none"> • Citizen Involvement: <ul style="list-style-type: none"> ○ The 2010 Citizen Attitude Survey was completed and results were presented to the Budget Commission. A copy of the full report is available on the City's Web site. ○ The Library now has over 900 fans on its Facebook page. ○ The City partnered with local natural resource agencies to host the 8th annual Kids Day for Conservation event, drawing an estimated 1800 attendees. ○ Public Works staff conducted a community meeting to get input on Department of Environmental Quality (DEQ) Total Maximum Daily Load (TMDL) requirements on the City's wastewater discharge. Evaluation criteria used to develop alternative scenarios for compliance with the regulations were discussed by participants. • Sustainability: <ul style="list-style-type: none"> ○ Transit ridership continues to set new records. ○ For the calendar quarter September through December 2010, Public Works staff distributed 50 incentive rebates for water efficient washing machines and 21 incentive rebates for WaterSense certified high-efficiency toilets. ○ Received seven Streamside Plant Grant applications from property owners interested in being stewards of their local stream reach. • Diversity: <ul style="list-style-type: none"> ○ Sidewalk ramps were installed at intersections, providing access to disabled residents. • Cost Efficiency: <ul style="list-style-type: none"> ○ Exempt employees agreed to freeze the cafeteria benefit dollar amount for the premiums beginning in December 2010. Savings in 2010/2011 are estimated at nearly \$70,000. ○ Library's boiler replacement project resulted in 40% reduction in natural gas consumption. The Library received over \$21,000 from the Energy Trust and a local Business Energy Tax Credit (BETC) partner to help offset the cost of the project. ○ The Library's new Sprinter van to replace the bookmobile was received and is in the process of being retrofitted for library use. The new van is much cheaper than a conventional bookmobile and should be at least 4 times more efficient to operate than the current vehicle. 	

DEPARTMENT ACCOMPLISHMENTS

CITY MANAGER'S OFFICE

- Completed poll of registered voters to determine the level of support for City services and revenue alternatives
- Successfully transitioned to Neogov online recruitment for all regular City job openings.
- Completed temporary relocation from City Hall to the former CH2M Building as part of a seismic upgrade.

COMMUNITY DEVELOPMENT DEPARTMENT

- Housing initiated a Request for Proposals process to identify the activities that will receive Community Development Block Grant and HOME Investment Partnerships Program funding during FY 11-12.
- Housing also began a recruitment process to replace a current Grant Program Specialist position vacancy.
- Rental Housing Program requests continued at a steady pace with 167 contacts received during the quarter noting 324 issues of concern. Of these issues, 44 represented potential violations of the City's Rental Housing Code, and those making contact were advised how to proceed to file a complaint and seek resolution.
- In October, 2010 the City Council adopted changes to Land Development Code Chapter 2.9, and to other chapters related to the City's Historic Preservation regulations. These changes are anticipated to streamline the review process, address regularly recurring issues, and result in more efficient use of City personnel and financial resources.
- In October, 2010 the City Council adopted changes to the definition of "Agricultural Sales" uses in Land Development Code Chapter 1.6 that will allow limited sales of agricultural food products as an "Agricultural Sales" use.

FINANCE DEPARTMENT

- Utility Billing assumed all over-the-counter customer service responsibilities for selling transit passes and parking permits.

- Utility Billing began work on implementing new sustainability fees on the City Services bill.
- Payroll and MIS divisions began working on testing and implementation in the financial system related to Social Security Payroll tax change for employees from 6.2% to 4.2%. Programming changes were made complex by balancing checks in the system due to the employer and employee rates having previously been equal. This is a one-year legislative change, so it may revert back in 2012.
- Payroll staff met with the Volunteer Fire Fighter Association (VFFA) representatives to address the need for payroll tax withholdings on volunteer payments, whether by the City or the VFFA. Conversations are ongoing to determine which agency would be better equipped to handle the tracking/reporting.
- Finance assisted Human Resources with compilation and analysis of information for a Workers' Compensation Audit.
- Budget Office staff coordinated the review and responses to the data cleaning questions for ICMA's Center for Performance Measurement data by the Nov.1st deadline.
- MIS, in partnership with the City of Albany, completed a grant application to IBM Smart City Challenge. IBM plans to award \$50 million of its services and/or technology over the next three years to 100 municipalities nationwide (\$500K each). The Smarter Cities program, funded via IBM's philanthropic division, aims to help municipalities around the world solve local problems.

FIRE DEPARTMENT

- Fire Prevention Officer Jim Patton was invited to present at the Center for Campus Fire Safety's (CCFS) "Campus Fire Forum 10." Representatives from USC, Colorado State / Boulder, Texas A&M, and Princeton were among the universities in attendance during his workshop. This is the fourth time he has been invited to present at a national

campus fire safety conference. CCFS and OSU paid for his travel, food, lodging, and conference registration.

- High Plains records management software was implemented on October 1. It is working well, and minor issues are being "fine tuned."
- A successful annual Open House was held on October 9 at Stations 1 and 6.
- The Department received share of a conditional grant award of \$40,590 from State Homeland Security for multi-agency Urban Search and Rescue training.

LIBRARY

- The Library received a number of "Kill a Watt" monitors from Energy Trust for checkout. The devices measure how much electricity various household appliances use.
- The Alsea Community Library was officially turned over to Alsea Community Effort (ACE) from Benton County, as the five year county ownership requirement for CDBG construction was completed.
- South Benton Community Effort received a number of grants for construction of the new Monroe Community Library.
- The Friends of the Library earned nearly \$3,500 at their annual Holiday Book Sale on December 13th, up nearly \$1,300 from 2009 figures.
- Despite a 20% reduction in library hours, visits to the library increased by nearly 9% in the first half of the fiscal year, as a result of a 25% increase in online visitors. Physical visitors declined by about 7%, totaling about 415,000 visitors in 6 months, with an average of over 2,300 people physically visiting the library every day.

POLICE DEPARTMENT

- CPD Officers participated in the annual Shop with a Cop Event.
- Officers were assigned to the schools during morning and afternoon arrival/departure times to support National Walk and Bike to School Day.
- Police Auxiliary volunteers represented the department at Home Depot's Safety Awareness event.

- Officer Dodge completed the Police Training Program and achieved solo status.

PUBLIC WORKS

- Coordinated the move of offices from City Hall to the former CH2M Hill building.
- Completed the annual leaf pickup program.
- Transit ridership, on all Corvallis Transit System (CTS) services (regular service, Beaver Bus, Philomath Connection, Crescent Valley Area, Holiday Trolley), continues to set new records.
- Submitted five ODOT/Federal Highway Administration "Flex-Fund" grant applications and notice of intent for Safe-Routes to School.
- Met with ODOT, Bend Transit and Rogue Valley Transit to secure approximately \$50,000 in annual Job Access Reverse Commute funding for CTS.
- Completed safety improvements on path adjacent to SW Whiteside Drive.
- Received a \$64,000 Federal Transit Administration of Good Repair grant award to replace the CTS radio system.
- Installed 3-hour parking signs in the free customer parking area downtown to implement the new code.
- Worked with representatives from Benton County, OSU, and Allied Waste to develop a strategy to improve the recycling rate for the Benton County wasteshed.
- Street crews responded to icy weather events and Stormwater crews responded to heavy rain events during the quarter.
- Gave a presentation to City Club on the City's Total Maximum Daily Load (TMDL) compliance alternatives project to meet new Oregon DEQ wastewater utility discharge regulations.

**ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS**

February 3, 2011

MEETING DATE	AGENDA ITEM
February 9	<ul style="list-style-type: none"> • Operating Levy Ballot Title
February 23	<ul style="list-style-type: none"> • Economic Development Allocations Second Quarter Report
March 2 <i>special meeting</i>	<ul style="list-style-type: none"> • Operating Levy Explanatory Statement
March 9	<ul style="list-style-type: none"> • Second Quarter Operating Report
March 23	
April 6	<ul style="list-style-type: none"> • da Vinci Days Loan Agreement Status Annual Report
April 20	
May 4	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 95-4.10, "Public Library Gifts and Donations Policy" • Telecommunications Franchise (Comcast)
May 18	<ul style="list-style-type: none"> • Economic Development Allocations Third Quarter Report
June 8	<ul style="list-style-type: none"> • Third Quarter Operating Report • Allied Waste Services Annual Report
June 22	
July 6	
July 20	<ul style="list-style-type: none"> • Land Use Application Fees Review
August 3	
August 17	
September 7	<ul style="list-style-type: none"> • Economic Development Allocations Fourth Quarter Report
September 21	
October 5	<ul style="list-style-type: none"> • Fourth Quarter Operating Report • Council Policy Reviews: <ul style="list-style-type: none"> • CP 04-1.09, "Public Access Television" • CP 93-1.06, "Guidelines for Use of the City Logo" • CP 94-2.09, "Council Orientation" • CP 91-3.02, "City Compensation Policy" • CP 91-3.04, "Separation Policy"
October 19	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 08-1.11, "Identity Theft Prevention and Red Flag Alerts"

MEETING DATE	AGENDA ITEM
November 9	<ul style="list-style-type: none"> • Council Policy Reviews: <ul style="list-style-type: none"> • CP 91-2.03, "Expense Reimbursement" • CP 98-2.10, "Use of E-Mail by Mayor and City Council" • Comprehensive Annual Financial Report
November 23	<ul style="list-style-type: none"> • Economic Development Allocations First Quarter Report • Utility Rate Annual Review
December 7	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-2.02, "Council Process" • CP 97-10.01 - 10.08, "Financial Policies" • First Quarter Operating Report
December 21	

ASC PENDING ITEMS

- Utility Rate Structure Review
- Voluntary Donations on Electronic Utility Payments

Public Works
Finance

Regular Meeting Date and Location:

Wednesday following Council, 4:00 pm – Madison Avenue Meeting Room

**HUMAN SERVICES COMMITTEE
SCHEDULED ITEMS**

February 3, 2011

MEETING DATE	AGENDA ITEM
February 8	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 97-4.09, "Guidelines for Free Use of Park Facilities"
February 23	<ul style="list-style-type: none"> • Social Services Semi-Annual Report • Council Policy Review: CP 94-4.07, "City-Owned Art Objects on Private Property" • Herbert Farms Natural Area Management Plan
March 8	
March 22	<ul style="list-style-type: none"> • Corvallis Arts Center Annual Report • Public Art Selection Commission Annual Report
April 5	<ul style="list-style-type: none"> • Willamette Neighborhood Housing Services Second Quarter Report
April 19	<ul style="list-style-type: none"> • Boys and Girls Club of Corvallis Annual Report
May 3	<ul style="list-style-type: none"> • Liquor License Annual Renewals • Majestic Theatre Annual Report • Council Policy Review: <ul style="list-style-type: none"> • CP 99-4.13, "Internet Access Policy for Corvallis-Benton County Public Library"
May 17	<ul style="list-style-type: none"> • Fall Festival Annual Report
June 7	<ul style="list-style-type: none"> • Boards and Commissions Sunset Reviews: <ul style="list-style-type: none"> • Community Police Review Board • Parks, Natural Areas, and Recreation Board
June 21	
July 6	<ul style="list-style-type: none"> • Corvallis Farmers Market Annual Report • Parks and Recreation Annual Fee Review
July 19	<ul style="list-style-type: none"> • Willamette Neighborhood Housing Services Third Quarter Report
August 2	
August 16	<ul style="list-style-type: none"> • Social Services Semi-Annual Report
September 7	
September 20	<ul style="list-style-type: none"> • Rental Housing Program Annual Report • Willamette Neighborhood Housing Services Fourth Quarter Report • Communication Plan Annual Report

MEETING DATE	AGENDA ITEM
October 4	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 93-4.11, "Public Library Policy for Selecting and Discarding Materials" • CP 99-4.14, "Use of City Hall Plaza and Kiosk"
October 18	
November 8	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-4.01, "Guidelines for Selling in Parks"
November 22	
December 6	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-1.03, "Naming of Public Facilities and Land" • CP 92-5.04, "Hate/Bias Violence"
December 20	

HSC PENDING ITEMS

- Indoor Furniture Placed Outdoors Community Development
- Municipal Code Review: Chapter 5.01, "City Park Regulations" Parks & Recreation
(Alcoholic Beverages in Parks)
- Social Services Allocations – Fiscal Year 2011-2012 Community Development

Regular Meeting Date and Location:

Tuesday following Council, 12:00 pm – Madison Avenue Meeting Room

**URBAN SERVICES COMMITTEE
SCHEDULED ITEMS**

February 3, 2011

MEETING DATE	AGENDA ITEM
February 10	No meeting
February 24	<ul style="list-style-type: none"> • Total Maximum Daily Load Update • Council Policy Review: <ul style="list-style-type: none"> • CP 91-7.04, "Building Permits"
March 10	<ul style="list-style-type: none"> • Systems Development Charge Annual Review • Three Waters Update
March 24	
April 7	
April 21	
May 5	
May 19	
June 9	<ul style="list-style-type: none"> • Boards and Commissions Sunset Reviews <ul style="list-style-type: none"> • Bicycle and Pedestrian Advisory Commission • Citizens Advisory Commission on Transit
June 23	
July 7	
July 21	
August 4	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 99-7.14, "Prepayment for Public Street Improvements"
August 18	
September 8	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 02-7.15, "Fee-in-Lieu Parking Program"
September 22	
October 6	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-7.01, "Assessments - Sanitary Sewer and Water System Improvements" • CP 91-7.02, "Assessments - Storm System" • CP 91-7.03, "Assessments - Street Improvements" • CP 91-7.11, "Water Main Extensions and Fire Protection" • CP 91-8.01, "Watershed Easement Considerations" • CP 91-9.04, "Street Lighting Policy" • CP 08-9.07, "Traffic Calming Program"

MEETING DATE	AGENDA ITEM
October 20	
November 10	
November 24	No meeting
December 8	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-7.09, "Traffic Control Devices, Cost of" • CP 91-7.10, "Water Line Replacement Policy" • CP 91-9.01, "Crosswalks"
December 22	

USC PENDING ITEMS

- Council Policy Review: CP 91-9.03, "Residential Parking Permit District Fees" Public Works
- DEQ Easement and Equitable Servitude Agreement (United Chrome) Public Works
- Fire Protection Services in Health Hazard Residential Areas Fire
- Reducing Potential for Fire Spread Involving Natural Resources Fire
- Renewable Energy Sources City Manager's Office
- Traffic Calming Program Public Works

Regular Meeting Date and Location:

Thursday following Council, 5:00 pm – Madison Avenue Meeting Room



UPDATED

UPCOMING MEETINGS OF INTEREST

City of Corvallis

FEBRUARY - JUNE 2011
(Updated February 3, 2011)

FEBRUARY 2011

Date	Time	Group	Location	Subject/Note
3	7:00 pm	Budget Commission	<i>LaSells Stewart Center</i>	
3	7:00 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
4	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
5	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
7	12:00 pm	City Council	Downtown Fire Station	
7	7:00 pm	City Council	Downtown Fire Station	
8	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
8	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
8	7:00 pm	Historic Resources Commission	Downtown Fire Station	
9	8:00 am	<i>City Legislative Committee</i>	<i>Cornell Meeting Room</i>	
9	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
9	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
9	5:30 pm	Downtown Commission	Downtown Fire Station	
10	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
40	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
10	7:00 pm	Budget Commission	Downtown Fire Station	
12	10:00 am	Government Comment Corner	Library Lobby - Dan Brown	
14	5:30 pm	City Council	Downtown Fire Station	ballot title
15	4:45 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
16	4:45 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
16	5:30 pm	Watershed Mgmt Adv Cmsn	Osborn Aquatic Center	
16	7:00 pm	Planning Commission	Downtown Fire Station	
17	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
19		No Government Comment Corner		
21		City Holiday - all offices closed		
22	12:00 pm	City Council	Downtown Fire Station	
22	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
22	5:30 pm	City Council	Madison Ave Mtg Rm	goal setting
23	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
23	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
24	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
24	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
26	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein	
28	4:30 pm	Airport Industrial Park Plng Cmte	Downtown Fire Station	

MARCH 2011

Date	Time	Group	Location	Subject/Note
1	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
1	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
2	4:00 pm	Special Administrative Srvc Cmte	Madison Avenue Mtg Rm	
2	7:00 pm	Planning Commission	Downtown Fire Station	

Date	Time	Group	Location	Subject/Note
3	7:00 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
4	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
5	10:00 am	Government Comment Corner	Library Lobby - Jeanne Raymond	
7	12:00 pm	City Council	Downtown Fire Station	
7	7:00 pm	City Council	Downtown Fire Station	
8	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
8	7:00 pm	Historic Resources Commission	Downtown Fire Station	
9	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
9	12:00 pm	<i>Housing and Community Dev Cmsn</i>	<i>Madison Avenue Mtg Rm</i>	
9	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
9	5:30 pm	Downtown Commission	Downtown Fire Station	
10	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
10	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
12	10:00 am	Government Comment Corner	Library Lobby - Hal Brauner	
14	7:00 pm	Mayor/City Council/City Manager Quarterly Work Session	Madison Ave Mtg Rm	tentative
46	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
16	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
16	7:00 pm	Planning Commission	Downtown Fire Station	
17	6:30 pm	Parks, Natural Areas, and Rec Brd	Madison Avenue Mtg Rm	
19	10:00 am	Government Comment Corner	Library Lobby - Mark O'Brien	
21	12:00 pm	City Council	Downtown Fire Station	
21	7:00 pm	City Council	Downtown Fire Station	
22	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
22	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
23	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
24	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
24	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
26	10:00 am	Government Comment Corner	Library Lobby - Linda Modrell	
28	4:30 pm	Airport Industrial Park Plng Cmte	Downtown Fire Station	
29	7:00 pm	Budget Commission	Downtown Fire Station	

APRIL 2011

Date	Time	Group	Location	Subject/Note
1	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
2	10:00 am	Government Comment Corner	Library Lobby - TBD	
4	12:00 pm	City Council	Downtown Fire Station	
4	7:00 pm	City Council	Downtown Fire Station	
5	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
5	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
5	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
6	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
6	7:00 pm	Planning Commission	Downtown Fire Station	
7	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
7	7:00 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
9	10:00 am	Government Comment Corner	Library Lobby - TBD	
12	7:00 pm	Ward 1 Meeting (O'Brien)	Ashbrook School Library	City sponsored
12	7:00 pm	Historic Resources Commission	Downtown Fire Station	
13	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	

Date	Time	Group	Location	Subject/Note
13	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
14	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
16	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
18	12:00 pm	City Council	Downtown Fire Station	
18	7:00 pm	City Council	Downtown Fire Station	
19	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
20	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
20	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
20	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
20	7:00 pm	Planning Commission	Downtown Fire Station	
21	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
21	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
23	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein	
25	4:30 pm	Airport Industrial Park Plng Cmte	Downtown Fire Station	
26	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
28	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
30	10:00 am	Government Comment Corner	Library Lobby - Richard Hervey	

MAY 2011

Date	Time	Group	Location	Subject/Note
2	12:00 pm	City Council	Downtown Fire Station	
2	7:00 pm	City Council	Downtown Fire Station	
3	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
3	7:00 pm	Budget Commission	Downtown Fire Station	
4	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
4	7:00 pm	Planning Commission	Downtown Fire Station	
5	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
5	7:00 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
7	10:00 am	Government Comment Corner	Library Lobby - Jeanne Raymond	
9	7:00 pm	Budget Commission	Downtown Fire Station	
10	7:00 pm	Historic Resources Commission	Madison Avenue Mtg Rm	
11	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
12	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
14	10:00 am	Government Comment Corner	Library Lobby - Linda Modrell	
16	12:00 pm	City Council	Downtown Fire Station	
16	7:00 pm	City Council	Downtown Fire Station	
17	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
17	7:00 pm	Ward 6 Meeting (Hirsch)	Osborn Aquatic Center	City sponsored
18	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
18	7:00 pm	Planning Commission	Downtown Fire Station	
19	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
19	6:30 pm	Parks, Natural Areas, and Rec Brd	Parks and Rec Conf Rm	
21	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
23	4:30 pm	Airport Industrial Park Plng Cmte	Downtown Fire Station	
24	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
26	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
28		No Government Comment Corner		
30		City Holiday - all offices closed		

Date	Time	Group	Location	Subject/Note
	10:00 am	Government Comment Corner	Library Lobby - TBD	

JUNE 2011

Date	Time	Group	Location	Subject/Note
1	7:00 pm	<i>Planning Commission</i>	<i>Downtown Fire Station</i>	
2	7:00 pm	<i>Committee for Citizen Involvement</i>	<i>Madison Avenue Mtg Rm</i>	
4	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - TBD</i>	
6	12:00 pm	City Council	Downtown Fire Station	
6	7:00 pm	City Council	Downtown Fire Station	
7	12:00 pm	<i>Human Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
8	4:00 pm	<i>Administrative Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
8	5:30 pm	<i>Downtown Commission</i>	<i>Downtown Fire Station</i>	
9	8:00 am	<i>Citizens Advisory Cmsn on Civic Beautification and Urban Forestry</i>	<i>Parks and Rec Conf Rm</i>	
9	5:00 pm	<i>Urban Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
11	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - TBD</i>	
14	7:00 pm	<i>Historic Resources Commission</i>	<i>Downtown Fire Station</i>	
15	12:00 pm	<i>Housing and Community Dev Cmsn</i>	<i>Madison Avenue Mtg Rm</i>	
15	7:00 pm	<i>Planning Commission</i>	<i>Downtown Fire Station</i>	
16	6:30 pm	<i>Parks, Natural Areas, and Rec Brd</i>	<i>Parks and Rec Conf Rm</i>	
18	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - Mike Beilstein</i>	
20	12:00 pm	City Council	Downtown Fire Station	
20	7:00 pm	City Council	Downtown Fire Station	
21	12:00 pm	<i>Human Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
22	4:00 pm	<i>Administrative Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
23	5:00 pm	<i>Urban Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
23	5:30 pm	<i>Arts and Culture Commission</i>	<i>Parks and Rec Conf Rm</i>	
25	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - TBD</i>	
27	4:30 pm	<i>Airport Industrial Park Plng Cmte</i>	<i>Downtown Fire Station</i>	
28	12:00 pm	<i>Cmsn for Martin Luther King, Jr.</i>	<i>Madison Avenue Mtg Rm</i>	

Bold type – involves the Council ~~Strikeout~~ type – meeting canceled *Italics* type – new meeting

TBD To be Determined

**ADMINISTRATIVE SERVICES COMMITTEE
MINUTES**

January 19, 2011

Present

Councilor Joel Hirsch, Chair
Councilor Mark O'Brien,
Councilor Biff Traber

Staff

Jon Nelson, City Manager
Nancy Brewer, Finance Director
Carla Holzworth, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Financial Policies Update			Amend the Financial Policies as recommended by staff.
II. Other Business	*		

Chair Hirsch called the meeting to order at 4:03 p.m.

CONTENT OF DISCUSSION

I. Financial Policies Update (Attachment)

Ms. Brewer said Financial Policies are traditionally updated each year prior to the budget process. Staff recommends a minor housekeeping change to correct the name of the Parks, Natural Areas, and Recreation Board, and three more substantive policy changes discussed below.

The first substantive change relates to Governmental Accounting Standards Board (GASB) pronouncement 54 which establishes a standard definition for fund balances for financial reporting purposes. To ensure a consistent understanding of the term in other financial planning areas, staff proposes amending section 10.02 of the City's financial policy on fund balances. In addition to applying the GASB definitions, staff suggests including a Corvallis definition of Budgetary fund balance to provide additional clarity in the City's financial plans.

In response to Councilor Traber's inquiry, Ms. Brewer said GASB 54 seeks to ensure consistent terminology use across jurisdictions. The change does not affect bottom line balances. Rather, it categorizes financial information in Comprehensive Annual Financial Reports (CAFR) so the financial picture of any organization can be seen as a whole.

In response to Chair Hirsch's inquiry, Ms. Brewer said Restricted fund balances are those where a third party, such as the State or Federal government, has placed specific constraints on how the money can be spent. The term "Committed" describes funds whose spending parameters are established by Council. For example, Council directed via ordinance that Parking Fund revenues, such as those from parking meters, may only be spent for parking-related expenses. Council could change Municipal Code language at any time and direct that those revenues be spent for purposes that are unrelated to parking.

The other proposed changes are in the Revenue section of the financial policy and relate to property taxes and property tax allocations. First is approval to adjust the Arts Center allocation

from 0.45% to 0.42% of total property taxes received to align with the allocation reduction approved by Council for the current year. Ms. Brewer noted if there are additional reductions in the budget process, the percentage would need to be adjusted again.

The other change in the Revenue section would give the Finance Director the authority to reallocate property taxes among property tax funds in late June to ensure each fund ends the fiscal year in a positive position. The recent tightening of property tax fund balances is driving the request. Granting such authority would allow staff to appropriately align property tax funds without having to come to Council. Ms. Brewer said staff would inform the Council of any adjustments that were made.

In response to Councilor Traber's inquiry, Ms. Brewer said if monies were overspent in a particular area, appropriations would be exceeded and staff would have to come to Council. Ms. Brewer clarified granting staff authority to make year-end adjustments is more about revenues not coming in as expected. In response to Councilor Traber's inquiry, Ms. Brewer said the four funds that would be impacted are General; Library; Parks and Recreation; and Fire and Rescue. Property Tax revenue is not reflected in the Transit fund beginning in FY 2011-12 due to approval of the Sustainability Initiative Fees. Mr. Nelson noted there were past discussions about combining the funds into one, but doing so makes it difficult to separately track each area's expenses and revenues. Ms. Brewer added that stakeholders have wanted to clearly see that the fees collected for specific activities support the programs for which they are intended. In response to Councilor Traber's inquiry, Ms. Brewer confirmed that fees collected for specific activities are reflected in their respective special revenue funds.

Councilor Traber inquired about whether fees should be adjusted to recover more direct expenses or the full expense of providing a service. Ms. Brewer said the City has many fees with varying rules. For example, the State limits how much can be charged for liquor license applications. In addition, many traditional government services don't assess the full cost of providing the service because there is a segment of the population that could not afford it. Ms. Brewer noted the Parks, Natural Areas, and Recreation Board is discussing cost recovery rates relative to the policy and they will likely come before the Council this summer.

The Committee unanimously recommends that Council amend the Financial Policies as recommended by staff.

II. Other Business

The next regular Administrative Services Committee meeting is scheduled for 4:00 pm, Wednesday, February 9, 2011 in the Madison Avenue Meeting Room.

Respectfully submitted,

Joel Hirsch, Chair

MEMORANDUM

January 11, 2011

TO: Administrative Services Committee

FROM: Nancy Brewer, Finance Director

NB

SUBJECT: Annual Financial Policies Update

I. Issue

For City Council to review and adopt the annual update of the City Council Financial Policies.

II. Discussion

The City Council first adopted financial policies in 1989. These policies have been reviewed and updated each year since they were first adopted. Changes to the policies often are the result of changes in the organization, best practices, or new regulations. Staff recommends a minor housekeeping change in Section 10.03.060 on page 7 to correct the name of the Parks, Natural Areas and Recreation Board. The substantive changes staff recommends this year are the result of changes in regulations and changes in operations.

10.02 – Fund Balance Policies (page 2)

The Governmental Accounting Standards Board (GASB) has issued pronouncement #54 Fund Balance Reporting and Governmental Fund Type Definitions. This pronouncement only sets a standard definition of fund balances for financial reporting purposes – primarily as the term fund balance is used in the Comprehensive Annual Financial Report (CAFR). However, since fund balances for financial planning purposes build off of fund balances in financial reporting, the changes in terminology will have an impact on the City Council's Financial Policy on Fund Balance.

Using the new GASB defined fund balances in the annual CAFR will result in most fund balances being defined as either restricted or committed for the purposes of the fund's operations. For example, most of the Street Fund's fund balance would be defined as "restricted" because state law sets specific restrictions on the use of highway tax monies. This does not mean the monies cannot be expended; it means they can only be expended on state defined purposes which match the expenditures/operations the City budgets for in the Street Fund. In GASB's view, the fund balance is restricted in its purpose and should be reported that way.

Staff recommends adding the GASB's definitions to the Financial Policy on Fund Balance, recognizing that this is how fund balances will be used in financial reporting. Staff also recommends including a Corvallis definition of Budgetary Fund Balance to be used for financial planning purposes. This recommendation is largely the result of the complexity of the property tax funds combined presentation, where the General Fund would have an "unassigned" fund balance and the other funds would have a "committed" fund balance, but both kinds of balances would be available for appropriations, and for balancing the allocation of property tax revenues. Most of the changes are to use the same term – budgetary fund balance – when discussing financial planning.

10.03 – Revenue Policies (section 10.03.030 page 5)

Staff proposes two changes in this section. Language in 10.03.030.024 has been modified to show an allocation of 0.42% of the tax levy going to the Corvallis Arts Center. This matches the decision made when the FY 10-11 budget was adopted to reduce the Arts Center allocation by 6.5%.

Language in 10.03.030-040 is recommended to be changed to allow mid-year flexibility in how property taxes are allocated. This language is recommended based on FY 09-10 action late in the fiscal year to decrease the tax levy to the Transit Fund to be sure the other property tax funds were balanced. As the current year has also seen mid-year expenditure reductions, staff recognizes the need to re-allocate property tax distributions without having to return to the City Council each time. There is a possibility that each year would see several re-allocations as we approach fiscal year end, depending on the performance of other, significant revenue streams. The language proposed would give mid-year flexibility while maintaining the same theory of keeping all of the funds balanced to the same level (i.e., similar ending budgetary fund balances).

Staff may be back with additional financial policy changes mid-year in 2011. The Parks, Natural Areas, and Recreation Board is reviewing the current policy language for cost recovery, and is expected to offer some recommended changes in the future. In addition, depending on the outcome of the current budget process there may be other changes needed in the policies.

III. Requested Action

Review the proposed changes and recommend the City Council adopt updated Financial Policies.

Review & Concur:



City Manager

attachment

FINANCIAL POLICIES

Adopted November 27, 1989

Last Revised January 19, 2010

CP 10.01 FINANCIAL POLICIES PURPOSE AND OBJECTIVES

10.01.010 Purpose

Primary among the responsibilities of the City of Corvallis to its citizens is the care of public funds and wise management of municipal finances while providing for the adequate funding of the services desired by the public and the maintenance of public facilities. Municipal financial operations have a wide variety of oversight or standard setting agencies, including State and Federal governments, the Securities and Exchange Commission, and the Governmental Accounting Standards Board. The City of Corvallis manages public funds within all of these oversight agency requirements. These financial management policies, designed to ensure the fiscal stability of the City of Corvallis municipal corporation, provide guidance in financial management when oversight agencies are otherwise silent or to reiterate best practices that may be codified by another entity.

These financial policies address fund balances, revenues, expenditures, capital improvement, debt management, risk management, investments, and accounting and financial reporting.

10.01.020 Financial Policy Objectives

- 10.01.021 To protect the policy-making ability of the City Council by ensuring that important policy decisions are not controlled by financial problems or emergencies.
- 10.01.022 To enhance the policy-making ability of the City Council by providing accurate information on program costs.
- 10.01.023 To assist sound management of the City by providing accurate and timely information on financial condition.
- 10.01.024 To provide sound principles to guide the important decisions of the City Council and of management which have significant fiscal impact.
- 10.01.025 To set forth operational principles which minimize the cost of government and financial risk, and safeguard the City's assets.
- 10.01.026 To employ revenue policies which prevent undue or unbalanced reliance on certain revenues, which distribute the costs of municipal services fairly, and which provide adequate funds to operate desired programs.
- 10.01.027 To provide adequate resources to operate and maintain essential public facilities and the City's infrastructure.
- 10.01.028 To protect and enhance the City's credit rating and prevent default on any debt issue of the City.
- 10.01.029 To insure the legal use of all City funds through a sound system of administrative policies and internal controls.

10.01.030 Achieving Financial Policy Objectives

10.01.030.010 Annual Analysis

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

10.01.030.020 Focus of the Analysis

It is the focus of this analysis to:

- a. identify the areas where the city is already reasonably strong in terms of protecting its financial condition;

- b. identify existing or emerging problems in revenue sources, management practices, infrastructure conditions, and future funding needs;
- c. forecast expenditures and revenues for the next three to seven years, with consideration given to such external factors as state and federal actions, the municipal bond market, management options being explored and used by other local governments; and
- d. review internal management actions taken during the last budget cycle.

10.01.040 Review & Update

The Financial Policies shall be reviewed by the Finance Director annually in November and updated as appropriate.

CP 10.02 FUND BALANCE POLICIES

10.02.010 Fund Balance Definitions

10.02.010.010 The Governmental Accounting Standards Board (GASB) has defined fund balance for financial reporting to be classified as follows:

- a. Non-spendable: Amounts inherently non-spendable or that must remain intact according to legal or contractual restrictions.
- b. Restricted: Amounts constrained to specific purposes by externally enforceable legal restrictions, such as those provided by creditors, grantors, higher levels of government, through constitutional provisions, or by enabling legislation.
- c. Committed: Amounts constrained by the City Council.
- d. Assigned: Amounts the City intends to use for a specific purpose. The authority to assign resources lies with the City's Finance Director.
- e. Unassigned: Amounts that are not categorized into one of the aforementioned classifications; these resources may be used for anything. Only the General Fund should show a positive unassigned fund balance. For other funds, a negative unassigned balance should be reported if more resources are used than are available in the fund.

10.02.010.020 The City of Corvallis will use the GASB's definitions of Fund Balance for the Comprehensive Annual Financial Report (CAFR) and for all other financial reporting. For all financial planning purposes, the term Budgetary Fund Balance will be used and will include any portion of the fund balance that is available for appropriation. Portions of the fund balance that are not available for appropriation will be identified as a Reserved Balance.

10.02.020 Budgetary Fund Balance

10.02.020.010 Introduction

The budgetary fund balance describes the net financial assets of governmental funds; in lay terms it represents the net revenues in excess of expenditures since the fund's inception. Fund balance is used to provide stable resources for times when service levels might otherwise be impacted by taxes or fees that temporarily underperform, or to cover one-time unexpected expenditures. As a best financial management practice, to maintain the City's credit rating, and to meet state law requirements for no deficit spending, the City shall have a positive ~~undesignated~~ budgetary fund balance for each fund of the City. Actual fund balances for each fund shall be reported in the Comprehensive Annual Financial Report, issued as of June 30 of each fiscal year. ~~Projected~~ Budgetary fund balances shall be reported in the annual budget, and shall be projected for each operating fund as part of the financial planning process to prepare the budget each year.

10.02.020.020 Property Tax Funds Combined — ~~Projected~~ Budgetary Fund Balance for Financial Planning Purposes

Prior to each year's initial Budget Commission meeting, the City Council shall review the Property Tax Funds – Combined fund balance for the purpose of determining whether resources exist to consider activities in 10.02.020.050. This review may include:

- a. determining the ~~unrestricted~~ budgetary ending fund balance which may include a review of any restricted, committed, or assigned balances identified as reserves, and the potential ending fund balance that includes the Historic Norming Adjustment (HNA) that approximates the five-year average difference between budgeted and actual revenues and expenditures,

- b. preserving sufficient budgetary fund balance to cover at least three months' payroll expenses for the combined funds,
- c. establishing the time period over which to allocate any surplus budgetary balance for one-time or ongoing service enhancements,
- d. reserving funds for future year commitments and assumption modeling to determine if capacity exists based upon the Property Tax Funds -- Combined budgetary fund balance in the third year.

Results of this City Council review will be forwarded to the Budget Commission. Subsequent actions by the Budget Commission and/or the City Council may result in the ~~projected~~-budgetary ending fund balance for the Property Tax Funds being different than this recommendation.

10.02.02+0.030 Appropriate ~~Projected~~-Budgetary Fund Balance

- a. Each operating fund shall have a ~~projected~~-positive budgetary ending fund balance for the budget year under discussion.
- b. Through the annual budget development process the Finance Director recommends the appropriate ending budgetary fund balance for each fund. The Finance Director shall take into account the following factors:
 1. the current budgetary fund balance;
 2. the City Council's recommended budgetary fund balance for the property tax funds combined;
 3. cash flow requirements to support expenditures, including up to three months of payroll costs;
 4. future capital needs;
 5. significant revenue and expenditure trends including the HNA;
 6. relative rate stability from year to year for enterprise funds;
 7. susceptibility of the fund to emergency or unanticipated expenditures;
 8. credit worthiness and capacity to support debt service requirements;
 9. legal or regulatory requirements affecting revenues, expenditures, and fund balances;
 10. reliability of outside revenues; and
 11. any other factors pertinent to that fund's operations.

10.02.02+0.040 Ending Budgetary Fund Balance Below Recommended

If the annual budget is recommended by the Budget Commission and accepted by the City Council to be adopted with a ~~projected~~-budgetary fund balance below either the minimum or the recommended ending budgetary fund balance, the ~~projected~~-budgetary ending fund balance for the then current fiscal year will be re-calculated as soon as the audit work for the prior fiscal year is complete. If at that point, the audited ending fund balance contributes to a ~~projected~~-budgetary fund balance which is lower than this policy would dictate, staff shall develop a plan for City Council consideration through the Administrative Services Committee, that addresses the shortfall.

10.02.02+0.050 Ending Budgetary Fund Balance Above Recommended

In the event the ~~projected~~-ending budgetary fund balance is higher than either the minimum or recommended level, the difference may be used to fund the following activities:

- a. one-time capital expenditures or reserves for future capital expenditures which do not significantly increase ongoing City costs;
- b. ~~undesignated reserves assigned or committed balances~~ for future basic operations;
- c. other one-time costs; and
- d. ongoing or new City programs, provided such action is considered in the context of Council approved multi-year projections of revenue and expenditures.

CP 10.03 REVENUE POLICIES

10.03.010 Introduction

The City of Corvallis raises revenue from a wide variety of sources. A significant portion of the City's revenues come from taxes, charges for service and fees. Some of these revenue sources are governed by the Oregon Constitution or Statutes, federal law or regulations; others are assessed solely through the City's home rule authority. These policies provide direction in the management and oversight of existing revenue sources, and for the development of new revenue sources.

10.03.020 General Revenue Policies

10.03.020.010 The City will strive to maintain a diversified and stable revenue system to shelter the government from short-run fluctuations in any one revenue source and ensure its ability to provide ongoing service. In particular, the City will seek alternatives to the property tax for general government services.

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

10.03.020.030 Revenue for capital improvements shall be used to finance only those capital improvements identified in the funding plan (i.e., bond or grant funded projects) that are consistent with the capital improvement program and local government priorities, and where the operating and maintenance costs have been included in operating budget forecasts. Revenue restricted for specific purposes will be expended consistent with those restrictions.

10.03.020.040 One-time revenue includes fund balances and grants which have a specific time limit and/or reason for expenditure. One-time revenue will be used for one-time expenses whenever possible. If one-time revenue is considered for ongoing expenditures (such as adding staff) the Budget Commission or City Council will balance the need for the additional ongoing expenditures with the on-going ability to pay prior to approving the program.

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

- a. Capital projects to be constructed with SDC monies will not be initiated until SDC revenue is available or another financing alternative is developed.
- b. Operations funded partially or wholly from unpredictable revenue will be monitored monthly and mitigating action will be taken if revenues are not received as expected.

10.03.020.060 The City shall manage its revenue collections through a policy that actively pursues collection of all revenues owed to the City.

10.03.030 Property Tax Allocations

10.03.030.010 Background

The property tax base was approved as a charter amendment by Corvallis voters to support the general services of the City. Additional tax levies to support fire operations and equipment purchases, street and road maintenance, recreation programs, and parks maintenance were approved as special charter amendments as early as 1909. Temporary levies were approved and re-approved for transit (first approved in 1980) and the Arts Center (first approved in 1970). Monies from these tax levies were segregated into the General, Street, Fire & Rescue, Parks & Recreation, Transit, and Special Levies (Arts Center) Funds and were combined with other revenues in each fund to provide the resources necessary to maintain services to the community.

The statutory authority to levy property taxes by individual levy was removed in 1997 through the passage of a constitutional amendment, and its implementing legislation, known as Measure 50. Measure 50 has resulted in a single property tax rate and has overridden the requirement that monies be segregated according to the charter. Local option levies for one to ten years in length can be approved by voters to fund operations. The five property tax funds are still allocated property taxes and remain segregated due to other dedicated revenue sources for specific programs in those funds.

10.03.030.020 Council Findings

- 10.03.030.021 Allocations of property taxes which follow the Charter approved proportions of the total levy would result in some funds incurring costs which exceed their revenues.
- 10.03.030.022 The projections of combined revenues and expenditures for all property tax supported funds indicates that a reallocation of property tax monies between funds would result in the ability to fund all operations and capital projects currently included in the financial and business plans for the next fiscal year.
- 10.03.030.023 If a local option levy is needed, the City Council shall weigh the services to be funded by a levy and determine whether it is better to go for a general levy or a special levy focused on certain service areas.
- 10.03.030.024 The Arts Center allocation shall remain at ~~0.45%~~ 0.42% of the total property taxes received.
- 10.03.030.030 Basis for Determining the Allocations
- 10.03.030.031 An analysis of the financial status of all property tax funds shall be reviewed by the City Council each year prior to the update of these financial policies to ensure that the allocations are adequate to support Council approved operating costs identified in:
- a. The Capital Improvement Program;
 - b. Financial plans;
 - c. Department business plans; or
 - d. Master plans.
- 10.03.030.032 Program enhancements or new programs which are presented to the City Council or Budget Commission for review shall include an analysis of the impact of the new/enhanced program on the property tax allocation policy.
- 10.03.030.033 New revenue sources which could reduce the reliance on property taxes will continue to be sought, but will not necessarily result in a reduction of property taxes to the fund unless the new revenue is adequate to address all of the financial and business plans within the fund.

10.03.030.040 Allocation

Property taxes are allocated annually according to the Budget Commission and City Council direction through the annual budget process. This sets a projected demand for property taxes in each fund receiving them for the year. The Finance Director shall review this allocation and modify the actual allocation of funds as necessary during the course of each fiscal year to keep all funds in a positive budgetary fund balance position.

10.03.040 Fees and Charges for Service

Fees and charges for service are assessed to specific users where the user pays all or a portion of the costs to provide the service. When assessed as a fee, the charge generally grants the payer permission or a license to do a specific activity (i.e., franchise fees authorize use of the public right-of-way; a liquor license fee authorizes the license holder to sell liquor). When assessed as a charge for service, the charge is for a specific service, directly used by the payer (i.e., the admission fee at the swimming pool is only assessed to the person going swimming).

- 10.03.040.010 All fees and charges other than those identified elsewhere in City Council policy or via Corvallis Municipal Code shall be set to recover the City's direct expense in providing the attendant service. Fees and charges are reviewed annually, and are updated via Council action when necessary. A revenue manual listing all such fees and charges of the City shall be maintained by the Finance Department and updated concurrent with the review.
- 10.03.040.020 A fee shall be charged for any service that benefits limited interests within the community, except for basic, unavoidable human needs type services provided to persons with limited ability to pay.
- 10.03.040.030 Historically, the City Council has provided very limited tax and fee exemptions.

10.03.040.040 Systems Development Charges (SDC) are set to cover the growth related costs of infrastructure necessary to provide services for future growth. The list of projects eligible for SDC funding shall be updated when facility plans are updated or at least every five years, beginning in 2005, and will be done at all other times to coincide with major updates of infrastructure facility plans. The overall SDC program methodology and population service scenario shall be reviewed at least every ten years beginning in 2010.

10.03.050 Utility Fees (Water, Wastewater, Storm Water)

10.03.050.010 Utility Fee Basis

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

10.03.050.020 Annual Rate Review

Staff shall conduct an annual comprehensive rate review each fall for the Water, Wastewater and Storm Water funds for Council review. Rate increases will be targeted for implementation in February. Every effort shall be made to index/limit rate increases for the entire utility bill (water, wastewater, and storm water) to the rate of inflation (estimated at 2% to 3%) but not more than 7% in any one year unless federal or state mandate, judgment arising out of litigation, or Council approved policy needs dictate otherwise.

10.03.050.030 Rate Adoption

Utility rates will be adopted by ordinance and will be recorded in the Corvallis Municipal Code.

10.03.050.040 Franchise Fees

The City's Water, Wastewater, and Storm Water utilities will pay a franchise fee to the City's General Fund to compensate for the use of the public right-of-way. The franchise fee will be equal to 5% of the utility's gross operating revenue each year, net of interest, intergovernmental monies, miscellaneous water service fees, permit fees, SDCs, and turn-on service fees.

10.03.060 Parks and Recreation Department Fees

10.03.060.010 Cost Recovery

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

- a. total fee support (recover a minimum of 95% of direct program costs)
 - special instruction classes (all ages)
 - recreation trips and outings
 - adult sports leagues
 - major events which charge admission

- b. partial fee support (recover 50% to 75% of direct program costs)
 - outdoor recreation
 - preschool programs/introduction
 - child care oriented programs
 - senior citizen programs

c. minimum fee support (recover 33% to 50% of direct program costs)

- youth programs and events
- playground programs

10.03.060.020 Osborn Aquatics Center Fees

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

10.03.060.021 The City's subsidy will be set at \$653,730 in FY 09-10, and will increase by 2% to 7% annually thereafter, subject to a staff analysis and recommendation regarding specific cost drivers (i.e. energy costs, minimum wage increases, infrastructure maintenance requirements); the actual rate of increase in the subsidy will be included in the Budget Summary each year. All costs in excess of this subsidy will be fee supported.

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

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

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

10.03.060.030 Rate Review

The Park and Recreation Department shall conduct an annual comprehensive review of rates including Osborn Aquatic Center rates. The Parks, Natural Areas and Recreation ~~Advisory~~ Board shall recommend to the City Council, via the Human Service Committee, any alterations or adjustments necessary in specific fees and/or charges to reflect service demand changes, the ability of users to support the demand, and concerns for other City operations.

10.03.060.040 Use of Volunteers

Through an aggressive volunteer recruitment program, the Parks and Recreation Department shall seek to minimize the subsidy required for partial and minimum fee support programs.

10.03.060.050 Alternate Funding Sources

Solicitation of funds through donations, fund raising events, non-traditional sources, and various other modes shall be encouraged by the Parks, Natural Areas and Recreation ~~Advisory~~ Board and other advisory committees. Funds collected for any special purpose shall be earmarked for that purpose.

10.03.070 Ambulance Fees

10.03.070.010 Policy

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

10.03.070.020 Procedures for Rate Changes

- a. Staff shall review ambulance rates annually no later than February 28 to ensure the rates reflect changes in the direct costs of service. In reviewing rates, staff will consider the historic and projected costs of service, service demands, changes in fixed and variable costs, market rates, and changes in service requirements or mandates. The City shall

notify Benton County of proposed fee increases or decreases at the beginning of the City's formal budget review process.

- b. Proposed rate changes will be submitted to the City Council via the Administrative Services Committee for review and recommendation to the full Council no later than April 1 of each year. If no rate change is recommended, staff will note the fact in a Council Report.
- c. The Council shall adopt rate adjustments by resolution. Following Council adoption, the new rates will go into effect by July 1 of each fiscal year.
- d. Notification will be issued to the public 30 days prior to the July 1 deadline. Customers will be notified of rate changes via advertisements in the local newspaper.

10.03.070.030 Special Rate Reviews

If, at any time during the fiscal year, estimated costs of service exceed available revenue, the City Manager may conduct a special rate review. In conducting such reviews the City Manager would follow the above procedures. In this instance, rate adjustments could take place at any time within the fiscal year, with 30 days' public notice.

10.03.080 Grants

10.03.080.010 Grant Opportunities

The City shall aggressively pursue grant opportunities; however, before accepting grants, the City will consider the current and future implications of accepting the monies.

10.03.080.020 Federal Funds

Federal funds shall be actively sought. The City will use these funds to further the applicable national program goal. Because federal funds are not a guaranteed revenue source and are intended for a specific purpose, they will not be relied upon as an alternative source of capital improvement funds unless the federal grant is specifically for capital projects. Use of federal funds shall support City fund goals and services.

10.03.080.030 Grant Review

In reviewing grants the department director and Finance Director shall evaluate each grant offer and make their recommendation to the City Manager after considering:

- a. the amount of the matching funds required;
- b. in-kind services that are to be provided;
- c. length of grant and consequential disposition of service (i.e., is the City obliged to continue the service after the grant has ended?); and,
- d. the related expenditures including administration, record keeping, and auditing expenditures.

10.03.080.040 Single Audit

The annual audit by the City's independent auditors will include all required audit procedures for grant compliance as specified in the federal government's Office of Management and Budget OMB Circular A-133.

10.03.090 Gifts, Donations and Bequests

10.03.090.010 Use of Gifts, Donations & Bequests

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

10.03.090.020 Evaluation

Gifts, donations, and bequests will be evaluated to determine what, if any, obligations are to be placed upon the City. Gifts, donations, and bequests will be considered as "over and above" basic City appropriations.

CP 10.04 EXPENDITURE POLICIES

10.04.010 Introduction

The City expends a significant amount of money each year to provide services to citizens. The largest portion of the expenditures are for the operating costs of the organization. These costs include all of the salaries/wages and related benefits for City staff, materials, services and capital outlays necessary to perform the basic functions of the City. Additional costs associated with capital projects (infrastructure) and debt service are part of the annual budget, based on specific plans for both. These City Council policies provide direction for developing the annual budget, and are in addition to a number of policies set forth by both the federal and state governments (i.e., purchasing rules, federal grant management rules).

10.04.020 Operating Budget -- Pay-As-You-Go

10.04.020.010 Pay-As-You-Go

The City shall attempt to conduct its operations from existing or foreseeable revenue sources. Achieving pay-as-you-go requires the following practices:

- a. current direct and indirect costs for operations and maintenance will be controlled and will be funded with current revenues, and
- b. revenue and expenditure forecasts will be prepared annually for all operating funds prior to budget discussions.

10.04.020.020 Cost Allocation Plan

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

10.04.020.030 Mandated Costs

Costs attributable to mandates of other government agencies shall be included in the annual budget.

10.04.030 Budget Balance

The Finance Director will prepare a budget for each fund each year where resources on a modified accrual basis either equal or exceed all expenditures in the City Council Adopted Budget in compliance with Oregon Administrative Rule 150-294.352(1)-(B)

- a. Resources available include all revenue anticipated in the budget year, including taxes, fees, charges for service, fines, intergovernmental payments, miscellaneous revenue, transfers, other financing sources, expendable reserves, and beginning fund balances.
- b. Expenditures include all planned expenditures for operations, inter-fund transfers, capital budget, debt service, Council Reserves and contingencies.

10.04.040 Budget Performance Reporting

10.04.040.010 Quarterly Reports

The Finance Director shall submit a Quarterly Operating Report (QOR) to the Budget Commission within 45 days of the close of the fiscal quarter. The QOR will be reviewed by the Administrative Services Committee and be accepted by the City Council. At a minimum, the QOR will include income statements developed on the modified accrual (budgetary) basis for all operating funds of the City, and may include other information such as the status of the City Council's Values and Goals and departmental performance information.

10.04.040.020 Performance Indicators

Where practical, the City shall develop and employ performance indicators that are tied to Council values and goals, as well as management objectives, to be included in the budget. Status of the measures will be reported in each Quarterly Operating Report.

10.04.050 Maintenance, Repair & Replacement

10.04.050.010 Master Plans

The City shall maintain master plans for all major infrastructure systems. Master plans provide direction about system needs (such as pipe size and reservoir locations) for predicted population build out of the community. Infrastructure master plans are required for Parks, Transportation, Water Plant, Water Distribution system, Wastewater Plant, Wastewater Collection system, Storm Water system, and the Airport. The master plans shall be adopted by the City Council as amendments to the City's Comprehensive Plan.

Projects identified via an infrastructure master plan will be scheduled based on the priority of the project as identified in the master plan and will be budgeted in the Capital Improvement Program (CIP) when resources are available to implement the project.

10.04.050.020 Annual Inventory

The City will conduct an inventory of all capital assets in conjunction with the annual audit. During the inventory, any excess wear and tear will be noted by staff and used to update replacement plans during the following budget preparation cycle.

10.04.050.030 Equipment Replacement Plans

Assets which are not part of a major infrastructure system or buildings and land, including vehicles, computers, and specialized equipment required for normal work (i.e., defibrillators, bullet proof vests), will be tracked by each department with replacement plans made for at least the financial planning period. These schedules will be updated annually in conjunction with the budget process.

Every effort will be made to develop an equipment replacement schedule that results in a stable annual spending level. If spending levels cannot be stable and would result in a significant dollar amount variance year-over-year, staff will set aside in reserves an amount each year adequate to fully fund the project in the future.

Consideration for scheduling replacement shall include:

- a. Age of the asset and its manufacturer's recommended useful life;
- b. Wear and tear on the asset;
- c. Environmental conditions which may shorten or lengthen the useful life of the asset;
- d. The cost/benefit to complete routine maintenance and delay replacement;
- e. Availability of service and/or parts; and
- f. The cost/benefit of early replacement with more efficient and/or less expensive technology.

10.04.050.040 Facility Maintenance

The facility maintenance schedule for major maintenance or replacement projects for all City-owned buildings will be updated annually. The primary goal of the plan is to complete maintenance projects prior to system failures that would cause a decrease in service levels to citizens. Criteria for including projects are the same as those identified in 10.04.050.030.

10.04.050.050 Maintenance Costs from the CIP

Projects included in the proposed CIP will identify the anticipated operating costs or savings associated with the project. Estimated operating costs from CIP projects will be included in all years of the financial plan for the appropriate fund prior to approval of the CIP by the CIP Commission, Budget Commission or City Council.

10.04.060 Personal Services

10.04.060.010 Compensation Rates

The City of Corvallis shall strive to pay fair total compensation to its employees, in balance with the City's reasonable ability to pay and to provide services to the community in accordance with City Council goals and priorities. Total compensation includes both salary and fringe benefit levels. The City Council has adopted Council Policy 91-3.02 which identifies how total compensation rates will be determined.

10.04.060.020 Compensation Survey

The City shall conduct compensation surveys, both internally and of similar positions in comparable cities as necessary. These surveys shall be the basis for determining fair total compensation in accord with Council Policy and state law.

10.04.060.030 Work Force Changes

The City's work force, measured in FTE (full time equivalent) shall not fluctuate more than 2% annually without corresponding changes in service levels or scope.

10.04.060.040 Cost Analysis

In establishing pay rates a cost analysis of rate increases will be conducted and shall include the effect of such increases on the City's share of related fringe benefits and unfunded liabilities (including non-salary related benefits), impact on total compensation, the City's ability to pay, and the reasonable cost to provide City services in accordance with City Council goals and priorities.

10.04.060.050 Benefits

Long term costs of changes in benefit packages shall be estimated as well as their impact on total compensation, and this information shall be fully disclosed to the City Council before negotiated labor agreements are affirmed. Benefits are considered in the context of total compensation, the City's ability to pay, and the reasonable cost of providing City services.

10.04.070 Transfers

10.04.070.010 General Fund Transfers

To the maximum extent feasible and appropriate, General Fund transfers to other funds shall be defined as payments intended for the support of specific programs or services. Amounts not needed to support such specific program or service expenditures shall be transferred back to the General Fund, unless Council directs the transfer to be used for other purposes.

10.04.070.020 Transfer Reconciliation & Cash Flow

Transfers for specific programs or projects, or to support special operations, should occur on the basis of cash flow needs of the program or service being supported. A reconciliation of actual transfers against budgeted transfers will be included in the year-end audit process.

10.04.070.030 Advances

Where it is necessary to make a one-time advance of General Fund monies to another fund, this action shall occur under the following conditions:

- a. The advance is reviewed, prior to the transfer of funds, by the Administrative Service Committee.
- b. All excess cash balances in the fund receiving the advance shall be invested for the benefit of the General Fund, if allowed by federal and state law and regulations, as long as the advance is outstanding.
- c. Should the borrowing fund accumulate an unexpected unrestricted balance, this excess shall be used first to repay the advance.
- d. At the time of closing out the fund, assets net of liabilities of the fund equaling the unpaid portion of the advance revert to the General Fund, if allowed by federal, state or local law.

- e. For short-term cash deficits in funds other than the General Fund during the course of the year, short-term loans are preferred to advances, except in cases where the receiving fund is legally precluded from paying interest on loans, or where loan transactions would be too numerous and costly to be cost effective.

10.04.080 Contingency

10.04.080.010 Contingency Amount

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

10.04.080.020 Contingency Use

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

10.04.080.020 Contingency in Excess of 2%

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

10.04.080.030 Contingency Below 2%

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

CP 10.05 Capital Improvement Program (CIP)

10.05.010 Introduction

The City has a significant investment in the infrastructure necessary for the general public's use. The infrastructure systems – streets, bikeways and sidewalks, water treatment plants and distribution system, wastewater treatment plants and collection system, storm water conveyance system, airport, parks, recreation facilities, and open spaces, and municipal facilities – are important to the general well-being of the community. The City maintains and enhances the infrastructure systems by developing long-term plans and securing the funding necessary to implement the plans. The Capital Improvement Program is developed to advise the community of the plans for maintaining the public investment, and to ensure the resources are available to invest when the community requires them. These policies provide direction for the development of the annual CIP.

10.05.020 Capital Improvement Program

10.05.020.010 Definition of a Capital Project

A capital project must:

- a. Cost more than \$10,000, and
- b. be a permanent addition to the capital assets of the City, and
- c. purchase land, or
- d. construct a new building, or
- e. remodel or add to an existing building, or
- f. construct/install public infrastructure, or
- g. replace existing infrastructure.

For any project which meets the definition of a capital project, all costs for the project including design, land or right-of-way acquisition, appraisals, construction, construction management, furnishings, and legal or administrative costs will be included in the project budget.

10.05.020.020 Five-year CIP

A five-year Capital Improvement Program (CIP) shall be developed and presented annually by staff to the CIP Commission, reviewed by the Planning Commission for compliance with the comprehensive plan, reviewed by the Budget Commission for compliance with long-term financial plans, and approved by the City Council. This plan shall contain all capital improvements from all funds and departments of the City. The first year of the plan shall constitute the next year's capital budget.

10.05.020.030 Existing Assets

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

10.05.020.040 Construction Standards

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

10.05.030 Capital Improvement Maintenance

10.05.030.010 Maintenance Standards

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

10.05.030.020 Operating Budget Impacts

Future operating budget impacts for new capital facilities will be analyzed and estimates included in all years of the financial plans as part of considering a proposed capital project.

10.05.040 Capital Improvement Financing

10.05.040.010 Appropriate Funding

Within the limitation of existing law, various funding sources may be used for capital improvements. When capital projects are proposed, appropriate funding will be identified.

10.05.040.020 Unspent Funds

Upon completion of capital projects, the Finance Director shall certify any unspent funds from the project. The most restrictive project revenues shall be used first so that unused funds will have the fewest restrictions on future use. Unspent capital project funds, except bond funds, shall be returned to their original source. If there are unspent funds from a bond issue, those monies will be allocated according to stipulations in the bond indenture. In no case shall projects incur a funding deficit without the express approval of the City Council.

10.05.040.030 Interest Earnings in the Capital Construction Fund (governmental fund)

10.05.040.031 Interest earnings shall be allocated to each project based on the project's proportion of the cash balance in the fund. Projects which have a negative cash balance due to timing of reimbursements of grants or loans will not accrue interest revenue or an interest expense.

10.05.040.032 Interest earnings which are restricted due to the funding source (i.e., grant, bond issue) shall be spent in compliance with those restrictions.

10.05.040.033 Interest earnings not otherwise limited will be considered the most restricted City funds in the project and will be spent first in compliance with Financial Policy 10.04.050.030.

10.05.050.040 Interest Earnings in the Proprietary Fund Construction Components

10.05.050.041 Interest earnings which are restricted due to the funding source (i.e., grant, bond issue) shall be spent in compliance with those restrictions.

10.05.050.042 All non-restricted interest earnings will be accrued to the operating fund and will be available to spend on either operations or future capital projects.

10.06 Debt

10.06.010 Introduction

The City of Corvallis operates on a pay-as-you go basis for most capital investment. Systems Development Charge revenue is used to fund capital investments that are required to increase the capacity of the City's infrastructure. Reserves are built over time, or grants are sought to fund some capital investments. However, from time-to-time the City plans for a capital improvement project which is too expensive to finance with cash reserves or needs to be completed before reserves can be developed. When this occurs, the City borrows monies. These policies, along with state and federal laws, govern when and how the City will proceed in the debt market.

10.06.020 Use of Debt Financing

10.06.020.010 Long-term Debt

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

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

10.06.020.020 Use of Debt Financing

Debt financing shall not be considered appropriate for:

- a. Current operating and maintenance expenses (except for issuing short-term instruments such as revenue anticipation notes or tax anticipation notes); and
- b. Any recurring purpose (except as indicated above).

10.06.020.030 Tax/Revenue/Bond Anticipation Notes

Tax and revenue anticipation debt will be retired within the fiscal year issued, and bond anticipation notes will be retired no later than six months after the completion of the project.

10.06.020.040 Short-term Debt

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

10.06.030 Limits on Debt Issuance

10.06.030.010 Vote to Issue General Obligation Debt

The issuance of general obligation bonds requires an affirmative vote of a majority of electors voting. Constitutional limitations implemented by Measure 50 address voter requirements. For elections in May and November a simple majority of

votes is required. For all other elections, a simple majority of registered voters must vote in the election, and of those voting a simple majority must vote affirmatively.

10.06.030.020 Statutory General Obligation Bond Debt Limits

Oregon Revised Statutes chapters 287 and 288 limit the outstanding general obligation principal indebtedness of the City other than bonds issued for water, sanitary or storm sewers to 3% of the true cash value of the taxable property within the City.

10.06.030.030 Council Imposed Debt Limits

The annual general obligation debt service for long-term issues (greater than five years), where the debt service is paid from property tax sources, shall not exceed 15% of the combined operating and capital budgets in the Governmental funds.

10.06.030.040 Limited Tax General Obligation Bonds

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

10.06.030.050 Revenue Bonds

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

10.06.040 Debt Issuance

10.06.040.010 Timing of Debt Issuance

The timing for each debt issue in association with the construction schedule will be carefully considered, using the following criteria:

- a. Projected cash flow requirements for the capital project;
- b. Cash reserves on hand to temporarily fund preliminary project expenses;
- c. Spend down schedules identified by the IRS to meet arbitrage limitations; and
- d. Market conditions.

10.06.040.020 Competitive Sale

All bonds will be sold at competitive sale unless it is in the City's best interest to sell at a negotiated sale. The City reserves the right to reject any and all bids at a competitive sale and sell the bonds at a negotiated sale if it is in the best interest of the City of Corvallis to do so.

10.06.040.030 Refunding Bonds

Refunding bonds may be authorized by the City Council providing the issuance complies with the rules adopted by the State Treasurer and outlined in Oregon Revised Statutes.

10.06.040.040 Annual Debt Payment Limits

To maintain the City's credit rating and expenditure flexibility, the annual debt service payments the City must make on net direct long-term general obligation debt shall not exceed 10% of operating revenue. To achieve this goal, on a per issue basis, the City will structure its debt to pay no less than 33% of the principal on bonds sold during the first half of the repayment term.

10.06.040.050 Overlapping Debt

City staff shall endeavor to notify the City Council of the debt issuance plans of the City's overlapping taxing jurisdictions and the possible impact such debt plans may have on the City's debt capacity.

10.06.040.060 Investment of Bond Proceeds

Receipt of bond proceeds will be timed to occur in conjunction with construction. However, it is acknowledged that in most cases bond proceeds will not be fully expended as soon as they are received. The City shall invest the proceeds from debt issuance in the legally authorized investment instruments for local governments in Oregon to maximize interest earnings available for the capital project. Prior to choosing an investment instrument, staff will take into consideration projected cash flow of the project and the likelihood that Internal Revenue Service (IRS) spend down targets will be met or exceeded. The investment instrument(s) shall be chosen to maximize interest earnings and minimize any arbitrage penalties which may accrue within the established IRS regulations.

10.06.050 Leasing

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

10.06.060 Rating Agency Relationship

10.06.060.010 Reporting

The City shall maintain good communication with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus.

10.06.060.020 Compliance with SEC Rules

The City will comply with all aspects of the Securities and Exchange Commission rule 15c2-12 pertaining to secondary market disclosure.

10.06.070 Debt Management Plan

10.06.070.010 Debt Management Plan

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

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

10.06.070.020 Review

The Administrative Services Committee shall review the Comprehensive Debt Management Plan prior to the issuance of new debt and any recommendations made therein.

CP 10.07 RISK MANAGEMENT

10.07.010 Introduction

The City of Corvallis' basic operations have certain risks associated with them, which could have a significant financial impact if the risks were not managed. Risk Management policies are designed to identify and assess the risks, change factors

that can be changed to reduce risks, ensure that risk is transferred to others when appropriate, and provide insurance to mitigate against losses. These policies set forth the over-arching guidance for the City's risk management functions.

10.07.020 Risk Management Report

The City Manager shall annually prepare a Comprehensive Risk Management Report, including but not limited to:

- a. a summary of the past year's risk management claims,
- b. an identification of current and potential liability risks or activities potentially impacting the City's finances,
- c. specific strategies to address the risks identified, and
- d. a summary of the past year's safety and violence in the workplace activities.

10.07.030 Risk Management Program

The City shall implement and maintain a Risk Management program designed to decrease exposure to risk. At a minimum, the program shall include:

- a. a safety program that emphasizes reducing risks through training and safe work habits,
- b. an annual examination of the City's insurance program to evaluate how much risk the City should assume, and
- c. other risk management activities, including review of all City contracts with respect to indemnification and insurance provisions.

10.07.040 Risk Management Fund

10.07.040.010 Purpose

The Risk Management Fund shall be used to provide for insurance coverage, uninsured losses in excess of \$500, safety program expenses, and prudent reserves, contingencies and fund balances.

10.07.040.020 Catastrophic Reserves

The targeted balance for unappropriated catastrophic reserves shall be \$500,000 each year. Appropriated catastrophic reserves which are drawn down will be rebuilt the following fiscal year. Unappropriated catastrophic reserves which are drawn down below the recommended target will be re-built at the rate of a minimum of 33% of the deficit balance per year over three years, or sooner if practical.

10.07.040.030 Unreserved Fund Balance Target

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

CP 10.08 INVESTMENTS

10.08.010 Introduction

The City holds cash balances as part of its operations. The City invests balances in excess of daily needs in a variety of investment instruments. These policies establish and provide guidelines for the safe and efficient management of City funds, and the purchase and sale of investment instruments. The goal is to minimize risk and ensure the availability of cash to meet expenditures, while minimizing idle funds. These policies provide direction for managing the City's investments.

10.08.020 Scope

10.08.020.010 Application of Policy

These investment policies apply to all cash-related assets within the scope of the City's audited financial statements and held directly by the City. Funds held and invested by trustees or fiscal agents are excluded from these policies; however, such funds are subject to regulations established by the State of Oregon.

10.08.020.020 Pooled Cash

The City of Corvallis will make use of pooled cash to invest under the prudent investor rule. The rule states "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived."

10.08.030 Objectives

The City's investment objectives are:

- a. Preserve capital and protect investment principal,
- b. Conform with federal, state and other legal requirements,
- c. Maintain sufficient liquidity to meet operating requirements,
- d. Diversify to avoid incurring unreasonable risks regarding specific security types or individual financial institutions,
- e. Attain a market rate of return throughout budgetary and economic cycles,
- f. Invest with the intent to hold until maturity.

10.08.040 Responsibility

10.08.040.010 Authority

The authority for investing City funds is vested with the City Manager, who, in turn, may designate the Finance Director as Treasurer to manage the day-to-day operations of the City's investment portfolio, place purchase and sell orders with dealers and financial institutions, and prepare reports as required.

10.08.040.020 Investment Council

To assist the City Manager in carrying out this management responsibility for the investment program, the Investment Council has been created. The Investment Council shall be composed of the City Manager, the Finance Director, the City Attorney, and a citizen of the City of proven integrity and business ability. The City Council President, or the Council Vice-President if the Council President is unable to serve, shall serve ex-officio as a voting member.

10.08.040.030 Investment Council Charge

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

10.08.040.040 Investment Council Meetings

The Investment Council shall meet quarterly. At each meeting, the Investment Council reviews investment reports submitted by the City Treasurer reflecting investment activity for each of the immediately preceding three months. Acceptance of the report must be unanimous. Should the reports not be accepted, the reports shall be revised accordingly by the City Treasurer and resubmitted to the Investment Council at its next regularly scheduled meeting or sooner if requested.

10.08.040.050 Investment Maturity Matches Cash Flow

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

10.08.040.060 Administrative Investment Policy

The City Treasurer shall annually update the City's administrative policy for investments, to be reviewed and approved by the Investment Council prior to adoption. Significant changes to the Investment Administrative Policy shall be submitted to the Oregon Short Term Fund Board for review after City Manager approval.

10.08.050 **Investment Instruments/Vehicles**

10.08.050.010 Investment Instruments

Funds of the City of Corvallis must be limited to those investments allowed by the statutes of the State of Oregon and as identified in the Investment Administrative Policy.

10.08.050.020 Investment Diversification

Funds of the City of Corvallis will be invested in accordance with diversification by financial institution, investment type, and maturity as outlined in the Investment Administrative policy.

10.08.060 **Reporting Requirements**

10.08.060.010 Annual Reports

The City Treasurer shall submit an annual statement certifying compliance with the Investment Administrative Policy to the Investment Council, noting compliance throughout the most recently completed fiscal year. This statement shall be filed by August 1 of each year.

10.08.060.020 Monthly Reports

The City Treasurer shall provide the Investment Council with a Monthly Investment Report reviewing the compliance with the Investment Administrative Policy and providing data on investment instruments being held, as well as any narrative necessary for clarification. The Monthly Investment Report shall include summary information about all investments held in the City's portfolio as of the end of the month, and shall be issued and posted on the City's web site within 21 days after the end of the monthly reporting period.

CP 10.09 **ACCOUNTING AND FINANCIAL REPORTING**

10.09.010 **Introduction**

The City of Corvallis maintains a system of financial management that ensures transactions are appropriately recorded, assets are managed for the benefit of the community, risk of fraud or financial loss is identified and internal controls are developed and maintained to manage the risk. The financial markets and other interested parties rely on the City's annual financial statements to ensure Corvallis bondholders the City's financial condition will allow the City to continue to make all required debt payments. As a result, it is critical that the City's financial condition is reported accurately and timely. These Accounting and Financial Reporting policies have been developed to meet these goals.

10.09.020 **Internal Controls**

10.09.020.010 Internal Control System

The City shall establish and maintain a process that is designed to provide reasonable assurance that the City is achieving the following objectives:

- a. effective and efficient operations,
- b. reliable and accurate financial information,

- c. compliance with applicable laws and regulations, and
- d. safeguarding assets against unauthorized acquisition, use, or disposition.

10.09.020.020 Annual Audit

The City shall hire an independent external auditor to perform an annual audit of the financial statements, including tests of the internal controls. It is the City's objective that the financial statements receive an unqualified opinion, an opinion in which the auditor can state, without reservation, that the financial statements are fairly presented in conformity with GAAP.

10.09.030 Financial System

10.09.030.010 Purpose of the Financial System

The financial system shall be used as the means of recording and reporting financial transactions in a way that will assist users in assessing the service efforts, costs and accomplishments of the City.

10.09.030.020 Financial System Characteristics

The City's accounting and reporting system shall demonstrate the following characteristics:

- a. reliability,
- b. accuracy,
- c. consistency,
- d. timeliness,
- e. efficiency,
- f. responsiveness,
- g. compliance with legal requirements, and
- h. compliance with generally accepted accounting principles (GAAP).

10.09.030.030 Funds

By Council resolution, the City shall establish and maintain only those funds that are necessary by law and for sound financial administration. The funds shall be structured in a manner consistent with GAAP, to maximize the City's ability to audit, measure and evaluate financial performance. The fund structure will be reviewed annually and the Finance Director will recommend changes to improve compliance with Council policies, financial planning, resource allocation and service delivery will be made to the City Manager at the beginning of the annual budget process.

10.09.040 External Financial Reporting

10.09.040.010 Comprehensive Annual Financial Report (CAFR)

The City shall annually prepare and publish, by December 31st of each year, a Comprehensive Annual Financial Report (CAFR) in conformity with generally accepted accounting principles. The CAFR shall include but not be limited to:

- a. an explanation of the nature of the reporting entity,
- b. the extent of activities conducted by the City,
- c. comparison of actual activity to adopted budget,
- d. an explanation of the City's fiscal capacity,
- e. disclosure of short and long term liabilities of the City,
- f. capital assets reporting,
- g. cash policies and compliance reporting,
- h. accounting policies, controls and management responsibilities, and
- i. all other disclosures required by GAAP.

**URBAN SERVICES COMMITTEE
MINUTES
January 20, 2011**

Present

Hal Brauner, Chair
Richard Hervey
Roan Hogg

Staff

Jon Nelson, City Manager
Ellen Volmert, Assistant City Manager
Karen Emery, Parks and Recreation
Director
Steve Rogers, Public Works Director
Jim Brewer, Deputy City Attorney
Mary Steckel, Public Works Administration
Division Manager
David Phillips, Park Operations Supervisor
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Municipal Code Review: <ul style="list-style-type: none"> • Chapter 2.15, "Sidewalk Improvements" • Chapter 2.19, "Tree and Park Strip Planting" • Chapter 3.06, "City Services Billing" 			Amend Municipal Code by means of an ordinance to be read by the City Attorney Amend Municipal Code by means of an ordinance to be read by the City Attorney Amend Municipal Code by means of an ordinance to be read by the City Attorney
II. Council Policy Review: CP 91-7.08, "Sidewalk Policy"			Amend Policy
III. Other Business			

CONTENT OF DISCUSSION

Councilor Brauner called the meeting to order at 5:00 pm.

I. Municipal Code Review: (Attachment)

Public Works Director Rogers explained that the proposed ordinances were prompted by the recently adopted Sustainability Initiatives Funding (SIF) ordinances. Existing Municipal Code provisions must be amended to be consistent with the SIF ordinances.

- Chapter 2.15, "Sidewalk Improvements"

Mr. Rogers noted an error in the staff report. The second-to-last sentence on the first page states, "Second, new language is added, specifically for the repair of sidewalk panels, that puts in place a liability handoff from the abutting property owner to the City." 'Financial responsibility' should replace 'liability' in this sentence. He clarified that the financial responsibility for sidewalk repair would be transferred from the abutting property owner to the City; however, the liability would remain with the property owner. The Code excluded driveway approaches and hazards caused by snow, ice, or vegetation on the sidewalk.

Mr. Rogers said the existing Municipal Code Chapter 2.15, "Sidewalk Improvements" should be amended as follows [*staff report Attachment B*]:

- In two places, the word 'shall' should be changed to 'may.' The change applies to several situations, including driveway approaches, new sidewalk construction, and sidewalk repair. Code flexibility was needed for these situations because the City Manager may still give notice for all these situations, except sidewalk repair, in which case the City would perform the repair.
- A new Section 2.15.170 2) would provide that the City would be financially responsible for sidewalk repairs, per the Council Policy regarding sidewalks. The new provision would also indicate that repairs would be dependent upon available resources, the degree of sidewalk defect, the City budget, City staffing, and other elements affecting prioritization of sidewalk repairs. The new provision would exclude repair of driveway approaches and clearing sidewalks of obstructions, ice, snow, leaves, or vegetation.

Based upon a motion moved and seconded by Councilors Hervey and Hogg, respectively, the Committee unanimously recommends that Council amend Corvallis Municipal Code Chapter 2.15, "Sidewalk Improvements," **by means of an ordinance to be read by the City Attorney.**

- Chapter 2.19, "Tree and Park Strip Planting"

Parks and Recreation Director Emery explained that the proposed significant amendment to Municipal Code Chapter 2.19, "Tree and Park Strip Planting," would require that property owners contact City staff in writing when they noticed a defective tree. As with the previous ordinance, a new Section 2.19.160 2) would include provision that the City's remedies of tree failures would be based upon available resources, degree of tree defect, budget, staff, and other factors as deemed appropriate by the City Manager [*staff report Attachment D*].

In response to Councilor Hogg's inquiries, Deputy City Attorney Brewer explained that a property owner who notified the City in writing about a failing tree would still be liable for any personal or property damage caused by the tree. The proposed ordinance would change the funding responsibility for maintenance or removal of hazardous street

trees. The property owner would remain liable for any damages until the tree problem was abated.

Mr. Brewer further explained that the City inventoried trees identified as hazards. When a tree might drop a branch or fail was not predictable. Staff used its professional judgment to determine the priority of tree removal, given available resources.

Ms. Emery clarified that City Forester Merja inventoried and assessed the condition of the City's street trees. The inventory included trees that prompted concern but were not yet deemed hazards. The proposed ordinance would require property owners to notify the City in writing when they observed defects in street trees.

Councilor Hogg expressed concern that a property owner would notify the City of a defective tree but would not be financially responsible for remedying the problem. The property owner would be liable for any damages if the tree failed before the City remedied the problem.

Ms. Emery responded that the property owner could pay for remedying the tree problem. This procedure was currently used if the City no longer had funds for tree remediation. The City Forester would be involved in the remediation.

City Manager Nelson noted that staff spoke with the City's agent of record and insurance carrier regarding the scenario Councilor Hogg described. The agent of record and City County Insurance Services indicated that the City could establish methods allowing the City to collect and pay for tree removal, urban forest work, and sidewalk work. The insurance carrier would not accept the transfer of liability from property owners to municipalities. Communities with similar programs do not absolve property owners of liability exposure, partially because the insurance industry will not absorb the additional liability for governmental entities.

Assistant City Manager Volmert added that the SIF fee was not intended to pay the City's liability expenses; it was intended to provide financial resources that did not previously exist for sidewalk and tree safety.

Mr. Brewer commented that incorporating self-insurance into the SIF fees would result in significantly higher fees.

Ms. Volmert explained that Oregon law provided for discretionary liability for public officials, based upon the officials' decisions regarding budgeting or fees. When the designated funding is exhausted, the officials are not liable. Mr. Brewer added that the provision is termed "discretionary immunity."

Councilor Hogg noted that Ward 2 had many older trees. Ward 2 property owners expressed concern regarding their liability if the trees failed, as they would not have

financial responsibility for tree maintenance. The property owners believed they should not be liable for damages after notifying the City of tree hazards.

Councilor Brauner summarized that the proposed ordinance would change how street tree maintenance was funded but would not change liability.

Mr. Brewer responded that, barring Council direction otherwise, the proposed ordinance would change street tree maintenance financial responsibility from property owners to the City but would not change liability for property owners.

Councilor Brauner further summarized that property owners could pay for street tree maintenance, but they must notify the City in writing and coordinate the maintenance work with the City Forester.

In response to Councilor Hervey's inquiry, Ms. Emery said Ms. Merja typically responds to reports of hazard trees within one or two days. The current level of reports is manageable. With the funding responsibility shifting to the City, she did not know if the number of reports would increase dramatically.

Based upon a motion moved and seconded by Councilors Hervey and Brauner, respectively, the Committee, by majority vote, with Councilor Hogg opposing, recommends that Council amend Corvallis Municipal Code Chapter 2.19, "Tree and Park Strip Planting," **by means of an ordinance to be read by the City Attorney.**

- Chapter 3.06, "City Services Billing"

Mr. Rogers explained that Municipal Code Chapter 3.06, "City Services Billing" outlines the procedures for billing for City services. Staff recommended several changes throughout the Code Chapter [*staff report Attachment E*]:

- Added definitions for three new fees.
- Amended existing definitions to improve readability.

Mr. Rogers directed Councilors' attention to two specific Code sections:

- Section 3.06.050, "Billing and Payments," subsection 1)a)4] states, "Other City services are considered to be used if a utility services account is active." This means any property with a water, sewer, or storm drainage account would be billed for the other SIF fees. This provision was not proposed for amendment.
- Section 3.06.050 subsection 5) details how payments, including partial payments, are applied to accounts. Payments will be applied first to the SIF fees, then the drainage fees, with the remainder applied to the water fees. Incomplete payment of water service can result in termination of City services; drainage services cannot be terminated for incomplete payment or non-payment.

In response to Councilor Hervey's inquiry regarding people who receive wastewater services only, Mr. Rogers explained that staff periodically determines the average

annual water usage for households. The last estimate was 5.7 units (multiplied by 748 to determine gallons; each unit is 100 cubic feet). This estimate is typically used for rate comparisons with other communities. Prior to 2010, staff assumed the average rate was closer to 8 but used 6 after estimating the average. The wastewater rate was reduced in 2010 because of the newer average calculation.

Based upon a motion moved and seconded by Councilors Hervey and Hogg, respectively, the Committee unanimously recommends that Council amend Corvallis Municipal Code Chapter 3.06, "City Services Billing," **by means of an ordinance to be read by the City Attorney.**

II. Council Policy Review: CP 91-7.08, "Sidewalk Policy" (Attachment)

Mr. Rogers explained that the Council adopted a policy many years ago regarding implementing Corvallis Municipal Code Chapter 2.15, "Sidewalk Improvements." When the Policy was adopted, the Code specified that the abutting property owner was liable and financially responsible for damage claims and sidewalk repairs. The Policy was developed to delineate the annual sidewalk inspection program, how property owners were notified of necessary repairs, the financing program for repairs, the appeal process, and similar elements. Under the recently adopted SIF ordinance, the City is financially responsible for sidewalk repair, making much of the Policy obsolete. Staff recommended some additions to the Policy regarding how repairs are prioritized, as indicated in the Code, and the resources available for the annual sidewalk inspection program. Staff also recommended Policy language specifying how priorities would be determined [Section 7.08.042].

Mr. Rogers said staff intended that the SIF fee would be used to hire contractors to perform sidewalk repairs. A long-term contract would be used for services resulting from sidewalk hazards outside of the current year's sidewalk inspection district. An annual contract would be used for repairs staff identified within the current year's sidewalk inspection district. Staff anticipated that, since the City would now be financially responsible for sidewalk repairs, complaints of sidewalk hazards may increase. The annual sidewalk inspection districts may be smaller during the first few years of the new SIF program to ensure funds were available to respond to reports of sidewalk hazards outside the current year's sidewalk inspection district.

In response to Councilor Hervey's inquiry, Municipal Code Section 5.04.050 2)c) (referenced in Policy Section 7.08.031) is attached to these minutes as Attachment 1. Mr. Rogers said the Code reference was added to the Policy because it and Code Chapter 2.15 both dealt with the Policy. Staff did not propose amending Code Section 5.04.050. Public Works Administration Division Manager Steckel added that Code Section 5.04.050 pertained to property owners being responsible for removing snow and ice from sidewalks.

Councilor Hervey referenced Policy Section 7.08.042, which provided that the City may elect to mitigate sidewalk hazards until repairs could be made. He asked whether the Policy allowed property owners to make sidewalk repairs.

Mr. Rogers responded that the Policy did not permit property owners to repair sidewalks. He said staff would probably roll asphalt over sidewalk hazards as a temporary mitigation measure until repairs could be made.

Based upon a motion moved and seconded by Councilors Hervey and Hogg, respectively, the Committee unanimously recommends that Council amend Council Policy CP 91-7.08, "Sidewalk Policy."

Councilor Brauner said he shared Councilor Hogg's concerns regarding liability from hazardous street trees. He approved the SIF fees because of his desire that all public rights-of-way be treated equally. The SIF fees would not provide a complete solution, but they would help create partial equality among rights-of-way.

Mr. Rogers said the policies and legislation regarding sidewalks were very similar to those of other rights-of-way. If the City was notified of a street pothole but had not remedied the pothole before a vehicle hit it, the City and the adjacent property owner would not be liable for the resulting damage.

Mr. Brewer added that the insurance carrier objected to language that would transfer liability to the City.

Councilor Hogg suggested that property owners be educated, possibly through "*the City*" newsletter, regarding street tree maintenance procedures, responsibilities, and liabilities.

III. Other Business

- A. The next regular Urban Services Committee meeting is scheduled for February 10, 2011, at 5:00 pm, in the Madison Avenue Meeting Room.

Councilor Brauner adjourned the meeting at 5:38 pm.

Respectfully submitted,

Hal Brauner, Chair

**City of Corvallis Municipal Code
Excerpt from Section 5.04 Nuisances**

Section 5.04.050 Nuisances affecting public safety.

The following are nuisances affecting the public's safety and may be abated as provided herein:

1) Attractive nuisances.

a) An abandoned, unattended, or discarded icebox, refrigerator, or similar container accessible to children which has an airtight door with a snap lock or lock or other mechanism which may not be released for opening from the inside.

b) Unguarded machinery, equipment, or other devices on such property which are attractive, dangerous, and accessible to children.

c) Lumber, logs, or piling placed or stored on such property in a manner so as to be attractive, dangerous, and accessible to children.

d) An open pit, quarry, cistern, or other excavation without erecting adequate safeguards or barriers to prevent such places from being used by children.

e) This subsection shall not apply to authorized construction projects if during the course of construction reasonable safeguards are maintained to prevent injury or death to playing children.

2) Surface waters, drainage, snow, ice, mud, gravel, leaves, and other debris.

a) No owner or person in charge of any building or structure may suffer or permit rainwater, ice, or snow to fall from such building or structure onto a street or public sidewalk or to flow across such sidewalk.

b) The owner or person in charge of property shall install and maintain in a proper state of repair adequate drainpipes or a drainage system so that any overflow water accumulating on the roof or about such building is not carried across or upon the sidewalk.

c) It is hereby made the joint and several duty of all owners and/or persons in charge of property adjacent to a sidewalk to maintain such sidewalk free of ice and/or snow, mud, gravel, leaves, and other debris and such owners and occupants are hereby declared to be liable for all damages to whomsoever resulting or arising from their fault or negligence in failing to keep any such sidewalk free and clear of ice and/or snow, mud, gravel, leaves, and other debris.

(Ord. 99-05 § 1, 05/17/1999; Ord. 92-29 § 5, 1982)

MEMORANDUM

January 7, 2011

To: Urban Services Committee

From: Steve Rogers, Public Works Director *SR*
Karen Emery, Parks and Recreation Director *KE*
Nancy Brewer, Finance Director *NB*

Subject: Municipal Code Changes for Chapters 2.15, 2.19 and 3.06

Issue

Passage of the transit operations fee, sidewalk maintenance fee and urban forest management fee requires changes in Municipal Code Chapters 2.15, "Sidewalk Improvements"; 2.19, "Tree and Park Strip Planting"; and 3.06, "City Services Billing".

Background

In December 2010, the City Council approved the three new fees noted above with an implementation date of February 1, 2011. This action created the need to make changes to Municipal Code chapters that dealt with related topics. Municipal Code 3.06 directs the collection of City utility fees and language in this code needs to be modified to account for the collection of the three new fees.

Municipal Code Chapters 2.15 and 2.19 contain sections that designate which parties are responsible for the provision and the maintenance of sidewalks and street trees. The sidewalk maintenance fee and urban forest management fee are intended to relieve the abutting property owner of some of this responsibility, and these Code sections need to be modified accordingly.

Discussion

Municipal Code 2.15, Sidewalk Improvements

Attached are the current version of Municipal Code 2.15 (Attachment A) and a proposed ordinance (Attachment B) modifying selected sections of Chapter 2.15.

This chapter of the Code deals with new construction of sidewalks and driveway approaches, the repair of both, and requirements related to other sidewalk hazards such as snow, ice and vegetation. Because the new fees only affect the requirements for repair of sidewalk panels, only limited changes are needed. First, in two places, "shall" is changed to "may", providing flexibility to address various situations. Second, new language is added, specifically for the repair of sidewalk panels, that puts in place a liability handoff from the abutting property owner to the City. This addition also limits the City's risk exposure.

Municipal Code 2.19, Tree and Park Strip Planting

Attached are the current version of Municipal Code 2.19 (Attachment C) and a proposed ordinance (Attachment D) modifying one section of Chapter 2.19.

The proposed change adds a section to require property owners to give prompt written notice of defective trees, and to establish that the City Manager or designee has the discretionary authority to determine what trees are a hazard and to prioritize a response based on available resources.

Municipal Code 3.06, City Services Billing

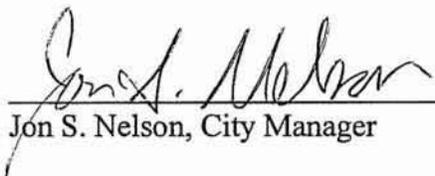
Attached is a proposed ordinance (Attachment E) modifying Chapter 3.06.

The primary change proposed creates a distinction between 'utility services' (which are water, wastewater and storm water) and 'City services' (which are utility services, and the transportation system maintenance, transit operations, sidewalk maintenance, and urban forest management fees). New definitions are created for each and the terms inserted in the draft ordinance where appropriate.

Recommendation

Urban Services Committee recommend to the City Council adoption of the three proposed ordinances.

Review and concur,



Jon S. Nelson, City Manager



City Attorney

Attachments

- Attachment A - Municipal Code Chapter 2.15, Sidewalk Improvements
- Attachment B - Proposed Changes to Selected Sections of Municipal Code Chapter 2.15
- Attachment C - Municipal Code Chapter 2.19, Tree and Park Strip Planting
- Attachment D - Proposed Changes to a Selected Section of Municipal Code Chapter 2.19
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Corvallis Municipal Code

Chapter 2.15

Sidewalk improvements.

Sections:

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Section 2.15.010 Definitions.

- 1) Curb - A raised concrete edging on the side of a street, forming a gutter.
- 2) Driveway approach - The portion of a driveway in the public right-of-way, including, if applicable, the adjacent curb and gutter.
- 3) Sidewalk - A paved pedestrian pathway located in the public right-of-way.
- 4) Owner - A person who holds title to real property or a contract purchaser of real property of record according to the latest assessment roll in the office of the Benton County Assessor.
(Ord. 94-20 § 3, 1994)

Section 2.15.020 Improvements required.

1) All owners of land adjoining any public street in the City shall construct, reconstruct, repair, and maintain in good condition the sidewalks and driveway approaches within the public right-of-way in front of, along, or abutting their land in accordance with the provisions of this Chapter. Construction, reconstruction, repair, and maintenance of sidewalks and driveway approaches is declared to be a routine obligation of the adjacent property owner and deemed necessary to protect the health and safety of persons in the City.

2) The City Manager shall, at such times as he or she determines appropriate, survey or inspect the condition of sidewalks in all or any part of the City. When a survey or inspection reveals sidewalk conditions that may pose a threat to the health and safety of persons in the City, the City Manager shall issue an order to repair the sidewalk pursuant to Section 2.15.090.
(Ord. 94-20 § 3, 1994)

Section 2.15.030 Compliance with standards/guidelines.

No person shall construct, reconstruct, or repair any sidewalk, driveway approach, or curb in a public right-of-way within the City except in compliance with the specifications and guidelines of this Chapter, or exceptions thereto approved as provided in this Chapter.
(Ord. 94-20 § 3, 1994)

Section 2.15.040 Standard specifications/guidelines.

1) The City Manager shall adopt and, from time to time, may amend standard specifications for sidewalks, driveway approaches, and curbs to be built within the City. The specifications may include provisions relating to the kind, type, width, length, location, materials, elevation, and grade of sidewalks, driveway approaches, and curbs. The specifications shall be regarded as the minimum standards reasonably necessary for the health and safety of the public.

2) The City Manager shall adopt and, from time to time, may amend guidelines for the repair of sidewalks and driveway approaches within the City. The guidelines may establish conditions requiring repair provisions relating to the manner of repair, including materials and method, and standards for repair, including the kind, type width, length, location, elevation, and grade of sidewalks and driveway approaches. The guidelines shall be regarded as the minimum standards reasonably necessary for the health and safety of the public.

3) The City Manager may approve exceptions to the standard specifications or guidelines if the circumstances, including but not limited to topography, right-of-way width, pedestrian usage, landscaping, and other aesthetic considerations, reasonably require an exception and the public health and safety will not be unreasonably affected. When granting an exception to the specifications or guidelines, the City Manager may attach conditions which the Manager finds reasonably necessary to protect or enhance the public welfare.

(Ord. 94-20 § 3, 1994)

Section 2.15.050 When improvements required.

1) Newly developed property.

a) The owner of property which abuts any public street improved with hard surface paving and curbs but lacking a sidewalk shall construct a sidewalk within the public right-of-way along the entire frontage of the property when any building on the property, other than an accessory structure as defined in the Land Development Code is constructed, renovated added on to, or remodeled or within three (3) years from final recording of the plat, whichever comes first.

b) No building permit shall be issued for construction, renovation, or remodeling of any building on such property unless the construction plans filed to support the application for the building permit provide for construction of sidewalks and driveway approaches in accordance with this Chapter.

c) Construction of the required sidewalk must be complete and approved by the City within thirty (30) days of completion of the work described in the building permit or occupancy of the building, whichever is sooner.

2) Other property.

The City Manager may determine that the public health and safety require construction of sidewalks or driveway approaches adjacent to property other than that described in subsection (1) above. In that event, the City Manager shall issue an order as provided in Section 2.15.090.

(Ord. 2003-39 §1, 11/17/2003; Ord. 94-20 §3, 1994)

Section 2.15.060 Abandoned driveway approach.

When the City Manager determines that an owner or occupant of a property has discontinued the

use of a driveway approach, the City Manager may issue an order, as provided in Section 2.15.090, requiring the owner to remove the driveway approach and restore or construct a curb and sidewalk in accordance with the provisions of this Chapter.
(Ord. 94-20 § 3, 1994)

Section 2.15.070 Permit requirements.

No person shall construct or repair any sidewalk, driveway approach, or curb within the public right-of-way unless the person holds a valid City permit to perform the specific work. Applications for the permit shall be made on forms provided by the City and shall specify the name and address of the owner of the property, the location of the property, and the name of the person who will perform the work. A person contracted to perform the work must be registered with the Construction Contractors Board, and must demonstrate to the satisfaction of the City Manager the ability to perform the work in accordance with the City's specifications. A permit fee for the construction of a sidewalk or driveway approach or the cutting or altering of a curb as provided in the fees code (Chapter 8.03) shall be paid to the City at the time the application is filed.
(Ord. 2003-39 §2, 11/17/03; Ord. 95-17 §2, 1995; Ord. 94-20 §3, 1994)

Section 2.15.080 Concrete finisher's qualifications.

No person shall accept remuneration for constructing or repairing any sidewalk, driveway approach, or curb in the public right-of-way unless the person is registered with the Construction Contractors Board, and has demonstrated to the satisfaction of the City Manager the ability to perform the work in a workmanlike fashion according to the City's specifications.
(Ord. 94-20 § 3, 1994)

Section 2.15.090 Order; notice to owner.

1) When the City Manager determines that construction, restoration, or repair of a sidewalk is necessary to protect public health and safety, she or he shall issue an order requiring the property owner to perform the required work.

2) Notice of the City Manager's order shall be served upon the owner by personal service or by certified mail, return receipt requested, directed to the owner at the address on the County assessor's most recent property tax assessment roll. The notice shall be deemed served at the time of personal service, or three days after mailing.

3) The notice shall state:

- a) The work required to be performed;
- b) That the City has determined the work is necessary for public health and safety;
- c) That the work must be completed in accordance with City standards within sixty (60) days of service of the notice;
- d) That, if the owner fails to complete the work within the required time, the owner may be subject to a fine of \$250 per day, the City may perform the work at the owner expense, and the cost of the work performed by the City may become a lien against the property;
- e) That the owner may appeal the order by filing an appeal within ten (10) days of service of the notice.

(Ord. 99-20 § 1, 11/15/1999; Ord. 94-20 § 3, 1994)
(99-20, Amended, 11/15/1999)

Section 2.15.100 Performance of required work by City.

If the owner fails to complete the required work within the time prescribed by a final order, the City may complete the work at the owner's expense. Upon completion of the work, the City Manager shall compile a report containing an itemized statement of costs, including actual administrative costs. (Ord. 94-20 § 3, 1994)

Section 2.15.110 Notice of cost; lien.

1) Upon completion of the report required by Section 2.15.100, the owner shall be served with a notice of costs. The notice of costs shall be served in the manner prescribed by Section 2.15.090.

2) The notice of costs shall state:

a) The total cost, including administrative costs, of the work performed by the City;

b) That the costs will accrue interest at the rate of ten (10) per cent per annum, beginning 30 days from service of the notice, and that the costs will become a lien against the property unless paid within 30 days of service of the notice;

c) That the owner may appeal the cost determination by filing an appeal within ten (10) days of service of the notice.

3) If the costs are not paid within 30 days of a final notice of cost determination, the costs as determined shall be entered in the docket of City liens, and from that time the City shall have a lien upon that described property for the total amount of the charge. That lien shall have priority over all other liens and encumbrances of any character, and may be enforced in any manner permitted by law.

4) Any lien imposed under this Chapter is hereby declared to be an incurred charge imposed on property by reason of the owner failure to meet routine obligations of ownership necessary to protect health and safety.

(Ord. 94-20 § 3, 1994)

Section 2.15.120 Appeal.

An owner may appeal the City Manager's order to construct, alter, or repair or the City Manager's determination of costs to a hearings officer. If an appeal is not filed within 10 days from service of the notice, the owner shall be deemed to have waived the right to appeal and the order or determination of costs shall become final.

(Ord. 94-20 § 3, 1994)

Section 2.15.130 Appeal procedures.

1) An appeal shall be filed in writing with the City Manager within 10 days of service of notice of an order or cost determination.

2) The appeal shall include a copy of the notice, and shall state the specific reasons for the owner's objection to the order or cost determination.

3) The appeal shall be accompanied by a \$50.00, nonrefundable appeal fee.

(Ord. 94-20 § 3, 1994)

Section 2.15.140 Hearing.

1) If an appeal is properly filed, a hearing shall be held in accordance with this Section.

2) The hearing shall be held before a hearings officer appointed by the City Manager. The hearing shall be set and conducted within 96 hours of receipt of the request, holidays, Saturdays and

Sundays not to be included. The hearings officer may adopt rules and procedures for the conduct of the hearing. The hearing may be continued to a later date upon the request of the owner. Except as this Chapter or rules adopted by the City Manager prior to the hearing provide otherwise, the hearing shall be conducted in accordance with the Attorney General's Model Rules of Administrative Procedure, 1993 edition.

3) If the appeal is from an order to construct, restore, or repair a sidewalk, curb, or driveway approach, the issue before the hearings officer shall be limited to whether the work ordered is necessary for the health and safety of the public. If the hearings officer determines that it is necessary, the hearings officer shall issue an order requiring that the work be completed within sixty (60) days. If the hearings officer finds that the work is not necessary for the health and safety of the public, the hearings officer shall issue an order so stating.

4) If the appeal is from a cost determination, the issue before the hearings officer shall be limited to the accuracy of the costs assessed. The hearings officer shall issue an order affirming or modifying the costs assessed, and requiring payment within thirty (30) days.

5) The order of the hearings officer shall be made in writing, and shall include a statement of findings supporting the decision.

6) If the owner fails to appear at the scheduled hearing, the hearings officer shall issue an order affirming the City Manager's order or cost determination.

7) The order of the hearings officer shall be served on the City Manager and the owner, by personal service or first-class mail. The notice to the owner, if served by mail, shall be sent to the address provided in the notice of appeal.

8) The decision of the hearings officer shall be final, except that it may be appealed to the City Council as provided in Chapter 1.11. Any appeal to Council must be filed within 10 days of the decision of the hearings officer. If such an appeal is filed, no fines shall be levied, work performed by the City, or liens filed until after resolution of the appeal.

(Ord. 2003-39 §3, 11/17/2003; Ord. 99-20 §2, 11/15/1999; Ord. 94-20 §3, 1994)
(99-20, Amended, 11/15/1999)

Section 2.15.150 Improvement district.

Nothing in this ordinance shall prevent the City Council from forming a sidewalk improvement district or from improving a sidewalk as a part of any other improvement district.
(Ord. 94-20 § 3, 1994)

Section 2.15.160 Sidewalk repair implementation policy.

The City Manager will develop and maintain an administrative policy for sidewalk repairs abutting private property that provides for City financial and administrative assistance to property owners with the repair of sidewalks and driveways.
(Ord. 94-20 § 3, 1994)

Section 2.15.170 Liability of property owner.

It is not only the duty of all owners of land within the City to keep in repair all sidewalks and driveway approaches existing in front of, along, or abutting upon their respective lots or parcels of land or parts thereof, but the owners are hereby declared to be solely liable for all damages to whomsoever resulting or arising from their fault or negligence in failing to keep any sidewalk or driveway approach in repair.
(Ord. 94-20 § 3, 1994)

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Section 2.15.180 Penalties.

Any person who violates any provision of this ordinance shall, upon conviction, be subject to a fine of not more than \$250.00. Each day's violation constitutes a separate offense.
(Ord. 94-20 § 3, 1994)

Section 2.15.190 Captions.

The Section captions and headings in this Chapter are for convenience and reference purposes only and shall not affect in any way the meaning or interpretation of this Chapter.
(Ord. 94-20 § 3, 1994)

ORDINANCE 2011-_____

AN ORDINANCE RELATING TO SIDEWALK MAINTENANCE, AMENDING CORVALLIS MUNICIPAL CODE CHAPTER 2.15, "SIDEWALK IMPROVEMENTS," AS AMENDED, AND DECLARING AN EMERGENCY

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 2.15.020(2) is hereby amended to read as follows:

2) The City Manager shall, at such times as he or she determines appropriate, survey or inspect the condition of sidewalks in all or any part of the City. When a survey or inspection reveals sidewalk conditions that may pose a threat to the health and safety of persons in the City, the City Manager may ~~shall~~ issue an order to repair the sidewalk pursuant to Section 2.15.090. (Ord. 2011- § , 2011; Ord. 94-20 §3, 1994)

Section 2. Municipal Code Section 2.15.090(1) is hereby amended to read as follows:

1) When the City Manager determines that construction, restoration, or repair of a sidewalk is necessary to protect public health and safety, she or he may ~~shall~~ issue an order requiring the property owner to perform the required work. (Ord. 2011- § , 2011; Ord. 99-20 §1, 11/15/1999; Ord. 94-20 §3, 1994)

Section 3. Municipal Code Section 2.15.170 is hereby amended to read as follows:

Section 2.15.170. Liability of property owner.

(1) General liability. It is not only the duty of all owners of land within the City to keep in repair all sidewalks and driveway approaches existing in front of, along, or abutting upon their respective lots or parcels of land or parts thereof, but the owners are hereby declared to be solely liable for all damages to whomsoever resulting or arising from their fault or negligence in failing to keep any sidewalk or driveway approach in repair.

(2) If the property owner participates in the sidewalk utility fee program, the property owner shall give prompt written notice for any defective sidewalks that fail to meet the standards referenced in Section 2.15.040(2). The City Manager or the City Manager's designee shall have discretionary authority to establish priority repairs of sidewalks under the sidewalk utility fee program, based on available resources, degree of defect, budget, staff, and other factors as deemed appropriate by the City Manager. This program shall not include repair of driveway approaches, clearing sidewalks of obstructions, ice or snow, or removing leaves or other vegetation from the sidewalk.

(Ord. 2011- § , 2011; Ord. 94-20 §3, 1994)

Section 4. The general welfare of the public will be promoted if this ordinance takes effect immediately. Therefore, an emergency is declared and this ordinance shall take effect immediately upon its passage by the City Council and its approval by the Mayor.

PASSED by the City Council this _____ day of _____, 2011.

APPROVED by the Mayor this _____ day of _____, 2011.

EFFECTIVE this _____ day of _____, 2011.

Mayor

ATTEST:

City Recorder

Corvallis Municipal Code

Chapter 2.19

Tree and Park Strip Planting

Sections:

2.19.010	Purpose.
2.19.020	Definitions.
2.19.030	Enforcement.
2.19.040	Tree Contractors Qualifications.
2.19.050	Standards/Guidelines.
2.19.060	Permit Requirement - Planting, Pruning, Removal.
2.19.070	Permit Issuance and Conditions.
2.19.080	General Conditions and Restrictions.
2.19.090	Appeals Procedure.
2.19.100	Prohibited Trees, Right-Of-Way.
2.19.110	Sewer Interference.
2.19.120	Removal.
2.19.130	Height Near Rights-Of-Way.
2.19.140	Sight Distances.
2.19.150	Nuisances.
2.19.160	Property Owner Compliance and Liability.
2.19.170	Abuse, Mutilation, Destruction or Topping.
2.19.180	Penalty.
2.19.190	Supplemental Materials.
2.19.200	Severability.

Section 2.19.010 Purpose.

The purpose of this ordinance is to promote and protect the public health, safety and general welfare by providing for the regulation of the planting, pruning and removal of trees, shrubs and vegetation in the public right of way or on public lands within the City of Corvallis. This ordinance will provide the framework to create a healthy, sustainable urban forest that contributes to the economic and environmental well being of Corvallis residents.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.020 Definitions.

1) ANSI A300 - an American National Standard for Tree Care Operations covering standard practices for tree, shrub and other woody plant maintenance. These standards are intended to apply to any person, or entity engaged in the business, trade, or performance of repairing, maintaining, or preserving trees.

2) ANSI Z133.1 - an American National Standard for Safety for Tree Care Operations. These safety requirements are intended to apply to any person or entity engaged in the business, trade or performance of pruning, trimming, repairing, maintaining and removing trees, and cutting brush.

3) Appraised Value – the value attached to a tree as determined by the Council of Tree and Landscape Appraisers Guide for Plant Appraisal.

4) Hazardous Tree - a tree that is dead, or alive and is so affected by a significant structural defect, damage or disease that the potential of the tree or tree part to fall or fail appears imminent and the tree poses a threat to life or property.

5) Arborist - ISA Certified Arborist is a professional who possesses the technical competence through experience and related training to provide for or supervise the management of trees and other

woody plants in the residential, commercial and public landscape as defined by the International Society of Arboriculture. An ISA Certified Arborist has through experience, testing and ongoing education demonstrated a basic level of tree care knowledge. Ongoing education is a requirement to keep this certification. An ASCA Consulting Arborist is a professional who possesses the highest levels of technical and business skill in the industry as defined by the American Society of Consulting Arborist. An ASCA Consulting Arborist is versed in the legal, environmental and regulatory issues concerning trees.

6) Park strip - the space between the curb and sidewalk.

7) Public trees - trees located in public rights of way not defined as street rights of way (i.e., drainage ways) or trees located on property designated as a public park or open space.

8) Property owner - Any person, firm or corporation owning, possessing or having the right to control any property in the City. In the event that more than one person, firm or corporation has joint or concurring ownership in, or has a right to possession or control of the same parcel of ground, then each of said persons, firms or corporations shall be jointly and severally responsible to comply with this ordinance.

9) Short Term Traffic Control Handbook - the most current edition of this quick reference manual for controlling traffic through short term work zones published by the Oregon Department of Transportation. A separate permit for traffic control may be required.

10) Shrub - a low woody perennial plant usually having several major branches and less than 15 feet in height.

11) Street trees - trees located in public rights of way within the City.

12) Topping - the severe cutting back of limbs to stubs within the tree's crown to such a degree as to remove or alter the natural growth habit of the canopy and/or disfigure the tree.

13) Tree - a self supporting, perennial woody plant characterized by one main trunk, or in some cases, multiple trunks with a trunk diameter of at least 1-1/2 inches at a point 6 inches above ground level at the base of the trunk and one main canopy of leaves, usually growing to a height of 15 feet or more.

14) Vegetation - woody shrubs and trees.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.030 Enforcement.

The City Manager or her or his duly authorized representative shall be charged with the enforcement of this Chapter.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.040 Tree Contractors Qualifications.

No person shall accept remuneration for pruning, root pruning, planting or removing any street, or public tree(s) within the City of Corvallis without first meeting or exceeding the current State licensing requirements. That person shall be registered with the appropriate Contractors Board, carry the required insurance and bond, abide by all state and local safety standards and perform the work in a professional fashion according to the City's tree standards/guidelines.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.050 Standards/Guidelines.

The City Manager, with advice from the Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF), shall adopt and from time to time update standards for pruning, planting, root pruning and removal of trees. In addition, a list of recommended trees shall also be maintained as a guide

for citizens who are interested in planting trees in the public rights of way. The City Manager may approve exceptions to the standards or guidelines if these exceptions, including, but not limited to, rights of way width, pedestrian usage, landscaping, utilities and other aesthetic considerations and public health and safety, will not be unreasonably affected. When granting an exception to the standards or guidelines, the City Manager may attach conditions which the City Manager finds reasonably necessary to protect or enhance the public welfare.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.060 Permit Requirement - Planting, Pruning, Removal.

1) No adjacent property owner shall plant, any tree, shrub or vegetation that has the potential to grow 24 inches or taller in the park strip areas and other public lands of the City without first obtaining a permit to do so from the City Manager. The City maintains a list of recommended trees.

2) No property owner shall prune or remove any street or public tree in the City without first obtaining a permit to do so from the City Manager. A separate permit for traffic control may be required, with a written plan that conforms to the Short Term Traffic Control Handbook.

3) In the event of a storm, freeze or other weather event resulting in damage to street and public trees, the City Manager may declare an emergency suspension of the permit requirements, for the removal and pruning only, of damaged trees set forth in this Chapter. Such declaration shall prescribe dates during which permits are not required, but in no event may any single declaration exceed 21 days.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.070 Permit Issuance and Conditions.

1) On receiving an application filed by an applicant containing all relevant facts relating to the request, the City Manager may, in his or her discretion, issue a permit or permits to the property owner or their authorized designee to plant, prune or remove trees, shrubs or vegetation in the park strip areas adjacent to his/her property. A separate permit for traffic control maybe required, with a written plan that conforms to the Short Term Traffic Control Handbook.

2) The City Manager shall give consideration to the following factors in granting such permits and shall not grant a permit if she or he finds that to do so would be detrimental to the public interest:

- a) Width of the park strip or planting space.
- b) Species and growth habit of tree, shrub or vegetation.
- c) Location of parking meters, light standards, crosswalks, buildings, entrance and exit ways, streets, utility poles, alleys, loading zones, and other physical conditions and legal restrictions then existing or reasonably contemplated. Reference Corvallis Land Development Code 4.2.30 (Required Tree Planting), trees shall not be planted within 10 feet of fire hydrants and utility poles; within 20 feet of street light standards; or within 10' of a public sanitary sewer, storm drainage or water line.

- d) Purpose of applicant's proposed action.
- e) Any other factors found by her or him to be relevant.

3) The City Manager shall designate in the permit or in an exhibit attached to it the areas in which planting shall be allowed, the type of plantings allowed, and any other condition or restriction that she or he deems necessary or expedient to protect the public interest.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.080 General Conditions and Restrictions.

1) Each property owner planting, pruning and removing trees, shrubs, or vegetation under permit shall comply with the following general conditions and restrictions:

- a) The permittee shall abide by all of the terms, conditions and restrictions contained in the

permit and abide by the ANSI A 300 for Tree Care Operations, ANSI Z133 Safety for Tree Care Operations as well as all state and local safety regulations.

b) The permittee shall indemnify and save the City, its officers, agents, officials and employees, harmless from any claim or award for damages or injuries to property or persons, including costs and attorneys fees, allegedly arising in whole or in part out of the use, occupation, or disruption of park strip areas by permittee or those acting on his or her behalf or with his or her approval or ratification or allegedly arising in whole or in part out of the failure by the permittee to abide by the terms of this permit.

c) The permit shall be nontransferable.

d) The permit shall be revocable at any time with cause at the discretion of the City Manager and no expenditure of money, lapse of time, or any act or thing shall act as an estoppel against the City or be held to give permittee or the owner of any property any vested right.

e) The installation and care of such plantings shall be at the sole cost and expense of the permittee without cost to the City, and the park strip sidewalks and sidewalk areas in the vicinity of the plantings and the structure served thereby shall be maintained in a good state of repair and maintenance at the sole cost and expense of the permittee.

f) The permittee shall remove, replace or relocate individual plantings or vegetation as the public convenience or necessity warrants and at the request of the City Manager.

g) No permit shall become effective unless the permittee named shall simultaneously with the issuance file with the City Manager in form approved by her or him a notice of acceptance of the terms, covenants, and conditions and an agreement to abide by all of the terms, covenants, conditions, and obligations imposed on permittee.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.090 Appeals Procedure.

Any applicant who feels aggrieved by any action taken by the City Manager may file a written appeal with the City Council, describing in detail the reasons for the appeal within 10 days of City Manager's decision. The Council shall hear the appellant's concerns, along with any other relevant information and thereupon may confirm the decision made by the City Manager, or may choose another appropriate action in relation to the application.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.100 Prohibited Trees, Right-Of-Way.

Certain trees, due to their growth habits, invasive nature, fruit drop or tendency to block sight distance, cannot be planted in the park strip. The City Manager, with advice from CBUF, maintains an up-to-date list of the prohibited trees, which include but are not limited to the following trees: bamboo, poplar, willow, conifer, cottonwood, fruit and nut trees and ailanthus in or on any street rights-of-way or park strip in the City.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.110 Sewer Interference.

It shall be unlawful to plant willow, cottonwood, or poplar trees anywhere in the City unless the City Manager approves the site as one where the tree roots will not be likely to interfere with a public sewer.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.120 Removal.

The City Manager may cause any trees, shrubs, plants, or vegetation in or upon any park strip, street rights-of-way, or other public place in the City to be pruned, or removed and said pruning, or removal may be done by anyone designated to do so by said City Manager. The City shall adopt an administrative policy to eliminate public trees known to be hazardous in a timely and efficient manner, in order to reduce unsafe conditions.
(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.130 Height Near Rights-Of-Way.

Every property owner in the City shall have the duty to and shall prune or remove any tree, shrub, plant or vegetation in or upon a park strip abutting that owner's property to a height of not less than eight feet above any sidewalk and to a height of not less than 12 feet above any street pavement or curb. This work shall comply with current industry standards (ANSI A300, ANSI Z133).
(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.140 Sight Distances.

Every property owner in the City shall have a duty to and shall prune, or remove any tree, shrub, plant or vegetation on her or his property so that such tree, shrub, plant, or vegetation shall not interfere with reasonable sight distance at street intersections, alley ways and private driveways. This work shall comply with current industry standards (ANSI A300, ANSI Z133).
(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.150 Nuisances.

1) Any tree, shrub, plant, or vegetation growing in or upon any park strip, street rights-of-way, or public place, or on private property which is endangering or which in any way may endanger the security or usefulness of any public street, sewer or sidewalk, or which in any way may be dangerous to life or property is hereby declared to be a public nuisance, and the City or the City Manager may remove or prune such tree, shrub, plant, or vegetation or may require the property owner to remove or prune any such tree, shrub, plant, or vegetation in or upon private property or upon a street rights-of-way or park strip abutting said owner's property.

2) The failure by the property owner to remove or prune such tree, shrub, plant, or vegetation within 30 days after notice is given to do so by the City Manager shall be deemed a violation of this Chapter, and the City Manager or designee may at any time thereafter remove or prune said tree, shrub, plant, or vegetation and assess the cost against the property, consistent with the City's Administrative Policies regarding the removal of hazardous trees and vegetation. The amount of the assessment may be docketed by the City Manager in the City lien docket and shall be a lien against the property which can be foreclosed in the same manner as the foreclosure of a street assessment lien. That lien shall have priority over all other liens and encumbrances of any character.
(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.160 Property Owner Compliance and Liability.

It is not only the duty of all property owners within the City to comply with each and every provision of this Chapter, but such property owners are also hereby declared to be liable for all damages to any person, firm or corporation whomsoever resulting or arising from such property owner's failure to comply with the provisions of this Chapter.
(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.170 Abuse, Mutilation, Destruction or Topping.

1) It shall be unlawful for any person to abuse, destroy, top or mutilate any tree in or upon any street right-of-way, park strip or other public place in the City or to attach or place any rope or wire (other than one used to support a young or broken tree), sign, poster, handbill or other thing to, on or in any tree. Abuse and mutilation could include but not be limited to; pouring solvents on roots, girdling the tree, harming any part of the trunk or circumference of a tree, causing compaction around the tree roots, removing / harming any part of the roots, breaking branches by hanging on or climbing a tree etc.

2) Trees severely damaged by storms or other causes or certain trees under utility wires or other obstructions where normal pruning practices are impractical may be exempted at the determination of the City Manager.

3) This action shall not be construed to prevent abutting property owners from minor pruning of a tree, shrub or plant in or upon a street rights-of-way or park strip abutting her or his property in accordance with the ANSI A300's, nor shall it be construed to prevent the City or the City Manager from pruning or removing any tree, plant, shrub or vegetation from any street right-of-way, park strip or other public place in the City.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.180 Penalty.

Any person violating any provision of this Chapter shall, upon conviction thereof, be punished by a fine not to exceed \$500.00 per tree. A violation of this Chapter may be prosecuted as a Class A infraction under the procedures of ORS 153.110 to 153.310. The City Manager or duly authorized representative is authorized to issue a citation to any person violating any provision of this Chapter. In the event that a tree or trees are damaged, destroyed or wrongfully removed, the appraised value of the plant may be additionally applied to this penalty. The appraised value shall be determined by using the Council of Tree and Landscape Appraisers Guide for Plant Appraisal and applied by an ISA Certified or ASCA Consulting Arborist trained in this process. Fines shall be paid into the Urban Forestry Project Account. (Ord. 2005-06 §3, 04/18/2005)

Section 2.19.190 Supplemental Materials.

1) The City shall from time to time adopt supporting administrative policies, standards, guidelines and supplemental material which by this reference are incorporated within this code as if set out completely. These supplemental materials shall be set out by title in this section.

- a) SUPPORTING POLICIES
 - 1. Hazard Tree Abatement
- b) SUPPORTING STANDARDS/ GUIDELINES
 - 1. Planting materials
 - 2. Panting methods
 - 3. Tree establishment
 - 4. Pruning standards
 - 5. Excavation and construction standards
 - 6. Recommended tree list
 - 7. ISA Arborist Certification
- c) SUPPLEMENTS
 - 1. ANSI Z 133.1
 - 2. ANSI A 300 Tree Care Standards
 - Part 1: Pruning
 - Part 2: Fertilization

Corvallis Municipal Code

Part 3: Cable and Bracing

3. Best Management Practices

Pruning

Tree & Shrub Fertilization

Cable/Bracing/Guying

4. Principals of Planting Trees & Shrubs (by G.W. Watson & E.B. Himelick)

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.200 Severability.

If any phrase, clause, or part of this Article is found to be invalid by a court of competent jurisdiction, the remaining phrases, clauses and parts shall remain in full force and effect.

(Ord. 2005-06 §3, 04/18/2005)

ORDINANCE 2011-____

AN ORDINANCE RELATING TO THE URBAN FOREST MANAGEMENT FEE PROGRAM, AMENDING MUNICIPAL CODE CHAPTER 2.19, "TREE AND PARK STRIP PLANTING," AS AMENDED, AND DECLARING AN EMERGENCY

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 2.19.160 is hereby amended to read as follows:

Section 2.19.160. Property Owner Compliance and Liability.

(1) General liability. It is not only the duty of all property owners within the City to comply with each and every provision of this Chapter, but such property owners are also hereby declared to be liable for all damages to any person, firm or corporation whomsoever resulting or arising from such property owner's failure to comply with the provisions of this Chapter.

(2) If the property owner participates in the Urban Forest Management Fee program, the property owner shall give prompt written notice of any defective tree(s) or nuisances under the provisions of this Chapter. The City Manager or the City Manager's designee shall have discretionary authority to evaluate the tree(s) for hazard and establish priority for removal or abatement of defective trees or nuisances under the Urban Forest Management Fee program, based on available resources, degree of defect, budget, staff, and other factors as deemed appropriate by the City Manager.

(Ord. 2011- § , 2011; Ord. 2005-06 §3, 04/18/2005)

Section 2. The general welfare of the public will be promoted if this ordinance takes effect immediately. Therefore, an emergency is declared and this ordinance shall take effect immediately upon its passage by the City Council and its approval by the Mayor.

PASSED by the City Council this _____ day of _____, 2011.

APPROVED by the Mayor this _____ day of _____, 2011.

EFFECTIVE this _____ day of _____, 2011.

Mayor

ATTEST:

City Recorder

ORDINANCE 2011-____

AN ORDINANCE RELATING TO BILLING FOR CITY SERVICES AMENDING CORVALLIS MUNICIPAL CODE CHAPTER 3.06, "CITY SERVICES BILLING," AS AMENDED, AND DECLARING AN EMERGENCY.

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 3.06 is hereby amended as follows:

Sections:

- 3.06.010** Policy.
- 3.06.020** Definitions.
- 3.06.030** Application for utility water, wastewater, storm water, transportation maintenance service.
- 3.06.040** Discontinuation of service.
- 3.06.050** Billing and payments.
- 3.06.060** Meter test.
- 3.06.070** Adjustments.
- 3.06.080** Delinquent accounts.
- 3.06.090** Appeals.
- 3.06.100** Notices.
- 3.06.110** Utility sService outside the City.
- 3.06.120** Special storm water rates and fees.
- 3.06.130** Utility services rRate setting.
- 3.06.140** Utility services rRates.

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, other services requested by the customer, and other fees required by ordinance (transportation maintenance fee, transit operations fee, sidewalk maintenance fee, and urban forest management fee) 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 other fees required by ordinance are accounted for as described in their respective Municipal Code chapters ~~the transportation maintenance fee are accounted for in the Street Fund to be used for the operations and maintenance of the system.~~

(Ord. 2011- § , 2011; Ord. 2006-07 §1, 04/03/2006)

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) City services - As used herein, the services supported by fees on the monthly City Services Bill for utility services, transportation system maintenance, transit operations, sidewalk maintenance, and urban forest management.

45) 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.

56) Consumption rate - As used herein, a charge placed on every hundred cubic feet (HCF) of water as measured by the meter.

67) Customer - As used herein, a person who has applied for and who has agreed to be responsible for the water, wastewater, and/or storm water, and transportation maintenance fee account. The customer who signs up for utility water service is deemed to be responsible for all services billed on the City services bill.

78) Day(s) - is calendar day(s).

89) 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.

910) 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.

1011) 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.

1112) 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.

1213) 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.

1314) Fire protection service - Provision of water to premises for automatic fire protection.

1415) High level service - Areas served by the utility that, in the opinion of the utility, require secondary pumping to provide adequate service.

1516) 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.

1617) 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.

1718) 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~~19) Industrial service - Provision of water to a customer for use in manufacturing or processing activities.

~~19~~20) 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~~21) Monthly - A term referring to frequency of billing indicating a period of 26 to 34 days.

~~21~~22) Multi-Family Unit- For utilityCity-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.

~~22~~23) 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~~24) Person - As used herein, any individual, firm, partnership, agency, company, institution, unincorporated association, public or private corporation, government or government instrumentality.

~~24~~25) Premises - As used herein, the integral property or area, including improvements thereon to which water service is or will be provided.

~~25~~26) 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~~27) 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~~28) 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.

29) Sidewalk Maintenance Fee - the fee levied in accordance with Chapter 3.07 and billed on the monthly City Services bill.

~~28~~30) 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~~31) 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~~32) 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 is likely used for irrigation purposes and is not going through the wastewater system.

33) Transit Operations Fee - the fee levied in accordance with Chapter 3.08 and billed on the monthly City Services bill.

3134) Transportation Maintenance Fee – the fee levied in accordance with Chapter 3.05 and billed on the monthly City Services bill~~utility bill with water, wastewater, and storm water services.~~

3235) TSS - Total Suspended Solids

36) Urban Forest Management Fee - the fee levied in accordance with Chapter 3.09 and billed on the monthly City Services bill.

3337) 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 respective systems.

3438) Utility - As used herein, the City of Corvallis, a municipal corporation of the State of Oregon (Public Works).

39) Utility service - Water, wastewater and/or storm water services provided by the City of Corvallis.

(Ord. 2011- § , 2011; Ord. 2006-07 §1, 04/03/2006)

Section 3.06.030 Application for utility water, wastewater, storm water, transportation maintenance service.

1) Application. Each applicant for utility 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) Social Security number or valid driver's license number.
- g) Agreement to abide by all rules, regulations and ordinances of the utility,

as now existing or as hereafter changed or amended.

h) Such other information as the utility may reasonably request including a valid landlord-tenant agreement to establish proof of occupancy.

(Ord. 2007-13 §1, 06/18/2007)

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 other City services, ~~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.
(Ord. 2011- § , 2011; Ord. 2006-07 §1, 04/03/2006)

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 ~~City utility~~ reasonably well in advance of the desired date of discontinuance. The customer will be required to pay all City services ~~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 ~~City 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.
(Ord. 2011- § , 2011; Ord. 2006-07 §1, 04/03/2006)

Section 3.06.050 Billing and payments.

1) Bills.

a) Bills for City services ~~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 water and wastewater system, and the customer has not notified the utility that the property is vacant and wastewater service is no longer required. Consumption for wastewater service is generally based on the water used as measured on the utility's water meter. 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] Other City services are considered to be used if a utility services account is active ~~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 unit 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) In those cases where commercial or industrial customers can demonstrate that water used is not directly returned to the wastewater treatment system, an adjustment shall be made on the wastewater consumption charge proportionate to the non-returned usage. In order to qualify for this exemption, the customer shall install a wastewater exemption meter per Section 4.03.020.010, Use of Public Sewers Required, to measure water not returned to the wastewater treatment system.

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) ~~City services 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 and other City services:

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 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 following construction, for an amount not to exceed eight units per month.

d) Where by reason of new construction, a 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 following construction, on the basis of actual consumption.

e) 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 City's Utility Billing 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 urban forest management fee, then to the sidewalk maintenance fee, then to the transit operations fee, then to the transportation maintenance fee, then to storm water charges, then to wastewater charges, and finally to the water charges.

(Ord. 2011- § , 2011; Ord. 2008-03 §1, 01/22/2008; Ord. 2006-07 §1, 04/03/2006)

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] For 3/4" meters: \$25.00

b] For 1" - 1.5" meters: \$50.00

c] For Larger than 1.5" meters: 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.

(Ord. 2011- § , 2011; Ord. 2006-07 §1, 04/03/2006)

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) Non-registering 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.

(Ord. 2006-07 §1, 04/03/2006)

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.

2) Procedure.

a) A City services account ~~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.

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 City services account ~~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.

(Ord. 2011- § , 2011; Ord. 2006-07 §1, 04/03/2006)

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 City services water, wastewater, or storm water accounts and for restoring water service after it has been turned off.~~

(Ord. 2011- § , 2011; Ord. 2006-07 §1, 04/03/2006)

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.

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.

(Ord. 2006-07 §1, 04/03/2006)

Section 3.06.110 Utility sService 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. (Ord. 2011- § , 2011; Ord. 2006-07 §1, 04/03/2006)

Section 3.06.120 Special storm water 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 unless those measures have been required as part of a development permit. 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. 2011- § , 2011; Ord. 2010-24 §1, 11/15/2010; Ord. 2006-07 §1, 04/03/2006)

Section 3.06.130 Utility services rRate 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.

<u>Strength Category</u>	<u>Strength Range of BOD and/or TSS</u>
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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.

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 services 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.

4) 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.

5) Fire Service Detector Meters. Fire Service Detector Meters are used to detect water flow. 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.

(Ord. 2011- § , 2011; Ord. 2007-13 §2, 06/18/2007; Ord. 2006-07 §1, 04/03/2006)

Section 3.06.140 Utility services rRates.

Effective for all utility bills rendered on or after February 1, 2011, service rates shall be as follows:

1) Rates for single family customers:

Meter Base Size	Rate	Water Consumption Rates - per hcf			Wastewater Consumption Rate - per hcf		Storm Water Per ESU
		1 st Level	2 nd Level	3 rd Level	Base Rate	All Usage	
5/8"	-\$12.60	0-7	\$1.34	\$1.64	\$1.69		
3/4"		8-13	1.76	2.06	2.11	\$10.07	\$2.99
		≥ 14	2.23	2.53	2.58		\$5.48

1.0" 18.13	0-7	\$1.34	\$1.64	\$1.69	\$10.07	\$2.99	\$5.48
	8-13	1.76	2.06	2.11			
	≥ 14	2.23	2.53	2.58			
1.5" 27.36	0-7	\$1.34	\$1.64	\$1.69	\$10.07	\$2.99	\$5.48
	8-13	1.76	2.06	2.11			
	≥ 14	2.23	2.53	2.58			
2.0" 38.45	0-7	\$1.34	\$1.64	\$1.69	\$10.07	\$2.99	\$5.48
	8-13	1.76	2.06	2.11			
	≥ 14	2.23	2.53	2.58			
3.0" 67.99	0-7	\$1.34	\$1.64	\$1.69	\$10.07	\$2.99	\$5.48
	8-13	1.76	2.06	2.11			
	≥ 14	2.23	2.53	2.58			
4.0" 101.19	0-7	\$1.34	\$1.64	\$1.69	\$10.07	\$2.99	\$5.48
	8-13	1.76	2.06	2.11			
	≥ 14	2.23	2.53	2.58			
6.0" 193.49	0-7	\$1.34	\$1.64	\$1.69	\$10.07	\$2.99	\$5.48
	8-13	1.76	2.06	2.11			
	≥ 14	2.23	2.53	2.58			

2) Rates for irrigation meters:

MeterBase Size Rate	hcf	Water Consumption Rates - per hcf		
		1 st Level	2 nd Level	3 rd Level
5/8" - \$12.17 3/4"	0-7	\$1.27	\$1.57	\$1.62
	8-13	1.67	1.97	2.02
	≥ 14	2.23	2.53	2.58
1.0" 18.15	0-7	\$1.27	\$1.57	\$1.62
	8-13	1.67	1.97	2.02
	≥ 14	2.23	2.53	2.58
1.5" 28.08	0-7	\$1.27	\$1.57	\$1.62
	8-13	1.67	1.97	2.02
	≥ 14	2.23	2.53	2.58
2.0" 40.00	0-7	\$1.27	\$1.57	\$1.62
	8-13	1.67	1.97	2.02
	≥ 14	2.23	2.53	2.58
3.0" 71.82	0-7	\$1.27	\$1.57	\$1.62
	8-13	1.67	1.97	2.02

		≥ 14	2.23	2.53	2.58
4.0"	107.58	0-7	\$1.27	\$1.57	\$1.62
		8-13	1.67	1.97	2.02
		≥ 14	2.23	2.53	2.58
6.0"	206.98	0-7	\$1.27	\$1.57	\$1.62
		8-13	1.67	1.97	2.02
		≥ 14	2.23	2.53	2.58
8.0"	326.25	0-7	\$1.27	\$1.57	\$1.62
		8-13	1.67	1.97	2.02
		≥ 14	2.23	2.53	2.58
10.0"	465.40	0-7	\$1.27	\$1.57	\$1.62
		8-13	1.67	1.97	2.02
		≥ 14	2.23	2.53	2.58

3) Rates for Multi-Family/Fraternity/Sorority:

MeterBase Size Rate	hcf	Water Consumption Rates - per hcf			Wastewater Consumption Rate - per hcf		Storm Water Per ESU
		1 st Level	2 nd Level	3 rd Level	Base Rate	All Usage	
5/8" - 3/4" \$19.48	0-7	\$1.61	\$1.91	\$1.96	\$10.07	\$2.99	\$5.48
	8-13	1.67	1.97	2.02			
	≥ 14	1.90	2.20	2.25			
1.0" 24.44	0-18	\$1.61	\$1.91	\$1.96	\$10.07	\$2.99	\$5.48
	19-33	1.67	1.97	2.02			
	≥ 34	1.90	2.20	2.25			
1.5" 32.72	0-35	\$1.61	\$1.91	\$1.96	\$10.07	\$2.99	\$5.48
	36-65	1.67	1.97	2.02			
	≥ 66	1.90	2.20	2.25			
2.0" 42.62	0-56	\$1.61	\$1.91	\$1.96	\$10.07	\$2.99	\$5.48
	57-104	1.67	1.97	2.02			
	≥ 105	1.90	2.20	2.25			
3.0" 69.10	0-112	\$1.61	\$1.91	\$1.96	\$10.07	\$2.99	\$5.48
	113-208	1.67	1.97	2.02			
	≥ 209	1.90	2.20	2.25			
4.0" 98.86	0-175	\$1.61	\$1.91	\$1.96	\$10.07	\$2.99	\$5.48
	176-325	1.67	1.97	2.02			
	≥ 326	1.90	2.20	2.25			

6.0"	181.57	0-350	\$1.61	\$1.91	\$1.96	\$10.07	\$2.99	\$5.48
		351-650	1.67	1.97	2.02			
		≥ 651	1.90	2.20	2.25			
8.0"	280.80	0-560	\$1.61	\$1.91	\$1.96	\$10.07	\$2.99	\$5.48
		561-1040	1.67	1.97	2.02			
		≥ 1041	1.90	2.20	2.25			
10.0"	396.58	0-805	\$1.61	\$1.91	\$1.96	\$10.07	\$2.99	\$5.48
		806-1495	1.67	1.97	2.02			
		≥ 1496	1.90	2.20	2.25			

4) Rates for Commercial and all other customers: (D = Domestic; M = Medium; H = High; VH = Very High)

MeterBase Size Rate	hcf	Water Consumption Rates - per hcf			Wastewater Consumption Rate - per hcf		Storm Water Per ESU
		1 st Level	2 nd Level	3 rd Level	Base Rate	All Usage	
5/8" - 3/4" \$19.48	0-14	\$1.61	\$1.91	\$1.96	\$10.07	D - \$2.99 M - 3.49 H - 4.78 VH - 6.46	\$5.48
	≥ 15	1.99	2.29	2.34			
1.0" 24.44	0-43	\$1.61	\$1.91	\$1.96	\$10.07	D - \$2.99 M - 3.49 H - 4.78 VH - 6.46	\$5.48
	≥ 44	1.99	2.29	2.34			
1.5" 32.72	0-67	\$1.61	\$1.91	\$1.96	\$10.07	D - \$2.99 M - 3.49 H - 4.78 VH - 6.46	\$5.48
	≥ 68	1.99	2.29	2.34			
2.0" 42.62	0-179	\$1.61	\$1.91	\$1.96	\$10.07	D - \$2.99 M - 3.49 H - 4.78 VH - 6.46	\$5.48
	≥ 180	1.99	2.29	2.34			
3.0" 69.10	0-208	\$1.61	\$1.91	\$1.96	\$10.07	D - \$2.99 M - 3.49 H - 4.78 VH - 6.46	\$5.48
	≥ 209	1.99	2.29	2.34			
4.0" 98.86	0-341	\$1.61	\$1.91	\$1.96	\$10.07	D - \$2.99 M - 3.49 H - 4.78 VH - 6.46	\$5.48
	≥ 342	1.99	2.29	2.34			

6.0"	181.57	0-1,000 ≥ 1,001	\$1.61 1.99	\$1.91 2.29	\$1.96 2.34	\$10.07	D - \$2.99 M - 3.49 H - 4.78 VH - 6.46	\$5.48
8.0"	280.80	0-1,040 ≥ 1,041	\$1.61 1.99	\$1.91 2.29	\$1.96 2.34	\$10.07	D - \$2.99 M - 3.49 H - 4.78 VH - 6.46	\$5.48
10.0"	396.58	0-23,207 ≥ 23,208	\$1.61 1.99	\$1.91 2.29	\$1.96 2.34	\$10.07	D - \$2.99 M - 3.49 H - 4.78 VH - 6.46	\$5.48
12.0"	472.53	0-23,207 ≥ 23,208	\$1.61 1.99	\$1.91 2.29	\$1.96 2.34	\$10.07	D - \$2.99 M - 3.49 H - 4.78 VH - 6.46	\$5.48

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 \$27.17 per month, plus the applicable storm water and other City services transportation maintenance fees.

b) Multi-family unmetered rates shall be \$27.17 per month for the one residential unit and \$17.09 for each additional living unit above one, plus the applicable storm water and other City services 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 system 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): \$1.12.

(Ord. 2011- § , 2011; Ord. 2010-29 §1, 12/06/2010; Ord. 2009-14 §1, 12/07/2009; Ord. 2008-19 §1, 12/01/2008; Ord. 2007-26 §1 ,11/19/2007; Ord. 2007-02 §1, 02/05/2007; Ord. 2006-30 §1, 12/18/2006; Ord. 2006-07 §1, 04/03/2006)

Section 2. The general welfare of the public will be promoted if this ordinance takes effect immediately. Therefore, an emergency is declared and this ordinance shall take effect immediately upon its passage by the City Council and its approval by the Mayor.

PASSED by the City Council this _____ day of _____, 2011.

APPROVED by the Mayor this _____ day of _____, 2011.

EFFECTIVE this _____ day of _____, 2011.

Mayor

ATTEST:

City Recorder

MEMORANDUM

January 7, 2011

TO: Urban Services Committee

FROM: Steve Rogers, Public Works Director 

SUBJECT: Council Policy Review - 91-7.08, Sidewalk Policy

ISSUE

The City Council Policy on sidewalks needs to be updated to incorporate the changes required by the passage of the Sidewalk Maintenance Fee.

BACKGROUND

The Council Policy was first adopted in September, 1961 to establish guidelines for sidewalk construction and repair and for the annual Sidewalk Safety Program.

On December 20, 2010, the City Council passed ordinance 2010-30 creating Corvallis Municipal Code Chapter 3.07, "Sidewalk Maintenance Fee." The funds generated by this fee are to be used by the City to pay for sidewalk repairs in the public right of way "in accordance with a sidewalk maintenance program as described in City Council Policy 91-7.08."

DISCUSSION

The City is now responsible to make the necessary repairs to sidewalks that are determined to be unsafe per established guidelines (Attachment B). As a result, staff is proposing changes to the annual Sidewalk Safety Program outlined in Council Policy 91-7.08 to shift the responsibility for funding these repairs from the adjacent property owner to the City. A draft policy is attached showing these changes (Attachment A).

The sections of the policy related to the construction of new sidewalks remain unchanged.

RECOMMENDATION

Urban Services Committee recommend to City Council that CP 91-7.08 be revised as proposed.

Review and concur:



Jon S. Nelson, City Manager

Attachments

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 7 - COMMUNITY IMPROVEMENTS

CP 91-7.08 Sidewalk Policy

Adopted September 18, 1961 & Revised September 8, 1970 (91-7.08.020)

Adopted May 21, 1973 (91-7.08.030)

Combined and Affirmed October 7, 1991

Revised June 20, 1994

Reviewed November 6, 1995

Revised November 3, 1997

Revised November 15, 1999

Affirmed October 16, 2000

Revised December 17, 2001

Revised November 4, 2002

Revised November 17, 2003

Revised December 20, 2004

Revised December 19, 2005

Revised _____, 2011

7.08.010 Purpose

To establish a policy regarding sidewalk construction and repair **in the public right of way.**

7.08.020 Policy - Sidewalk Construction

7.08.021 Sidewalk construction shall be as per Municipal Code Chapter (CMC) 2.15 Sidewalk Improvements, as amended.

7.08.022 The criteria used to base an order to construct a missing sidewalk in an area that generally has sidewalks will be as follows:

Undeveloped Lot - Where the plat was recorded after November 1997 and has been recorded three years or longer, or when the missing sidewalk creates a

Council Policy 91-7.08

threat to public safety and health as determined by the Public Works Director, and there is no sidewalk on the opposite side of the street unless there is no reasonably safe means for a person to cross the street.

Developed Lot - The City has received a complaint and review by City staff determines that the missing sidewalk presents a threat to public safety and health, and there is no sidewalk on the opposite side of the street unless there is no reasonably safe means to cross the street.

7.08.030 Policy - Sidewalk Repair

7.08.031 The owners of land adjoining any street in the City are responsible for the repair condition and maintenance of sidewalks in front of, along, or abutting their property as established by Municipal Code CMC Chapters 2.15 and **5.04.050 (2) (c)**.

7.08.032 It is the responsibility of the City to construct and repair sidewalk wheelchair access ramps at intersections, repair and maintain sidewalks at public alley approaches, and repair and maintain sidewalks in front of, along, or abutting City owned property.

7.08.033 The City will maintain an ongoing annual program to identify hazardous sidewalk conditions, ~~notify those responsible of necessary repairs, and will~~ **determine the priority within which repairs for these hazardous sidewalk conditions may be completed, or the priority within which mitigation for these hazardous sidewalk conditions may be made, taking into account the resources available for the Annual Program, Section 7.08.040.** ~~ensure that repairs are completed.~~

7.08.034 The City will provide year-round inspections of sidewalk hazards identified by citizen complaints in all areas of the City. **The City may include repairs for these hazards, as needed, in the contract for repairs performed in the Annual Program, Section 7.08.040.**

~~7.08.035 As per Municipal Code Section 2.15.160, as amended, the City will establish an optional program as per 7.08.040 Annual Program - Sidewalk Safety Program to assist property owners with repairs to hazardous sidewalks as well as the financing of those repairs as per 7.08.060 - Optional Financing of Repair Costs.~~

7.08.0365 The City will attempt to accommodate trees and planting strips by considering sidewalk relocation options, including easements on private property.

7.08.040 Annual Program - Sidewalk Safety Program

Council Policy 91-7.08

- 7.08.041 Annually, the City will identify a district within the city limits containing public sidewalks to be inspected based on the Sidewalk Safety Districts map maintained by Public Works. The City will provide notification to all residents and owners of property within that year's district describing the program.
- 7.08.042 Sidewalk hazards will be identified and marked following guidelines prepared by the City Public Works Department. **The City will take responsibility for repairs of structural deficiencies identified in accordance with these guidelines. The City will prioritize repairs on the basis of highest risk to public health and safety. The City may elect to mitigate sidewalk hazards until repairs can be made. Sidewalk repairs will be performed within the available funds generated by the Sidewalk Maintenance Fee established per CMC Chapter 3.07. Structural deficiencies identified but not repaired will be included and prioritized with the repairs identified in the following year.**
- 7.08.043 In conjunction with the annual sidewalk inspection, City staff will identify locations in need of wheelchair access ramps, **substandard wheelchair access ramps** and as well as sidewalk repairs designated as City responsibility.
- ~~7.08.044 Property owners will be notified by letter of repairs to sidewalks abutting their property as per Municipal Code Section 2.15.090, as amended. An estimate of repair costs will be provided with the notification. For owners of property outside the Central Business District who participate in the annual program by utilizing the City's contract, if the sidewalk is wider than five (5) feet, the property owner shall be responsible for the costs related to a width of five (5) feet; the City shall be responsible for the cost of the additional width calculated on a proportional basis. Property owners who choose to arrange for the repairs themselves, regardless of sidewalk width, shall bear the entire cost of repairs.~~
- ~~7.08.045 Property owners will be given the option of insuring completion of the repairs themselves or notify their intent that the City coordinate repairs and will indicate their choice to the City. If a property owner chooses to insure the completion of the repairs, a permit must be obtained from the Development Services Division as per Municipal Code Section 2.15.070.~~
- ~~7.08.046 Property owners who choose to arrange for the repair work themselves will be required to complete all repairs by City permit, as per Municipal Code Section 2.15.070, as amended, and within 60 days of the initial notification of repairs. Property owners who fail to respond within 30 days from the date of the notice issued as per 7.08.044 will be issued an order as per Municipal Code Section 2.15.090. Copies of sidewalk construction standards and specifications are available from the Development Services Division.~~

Council Policy 91-7.08

- 7.08.047 — ~~Property owners who choose to complete the work themselves will be required to sign a statement that they have reviewed and understand the adopted City sidewalk standards and provide proof of liability insurance in order to receive a permit. Property owners may also contract directly with a qualified contractor.~~
- 7.08.048~~4~~ — The City will advertise ~~the all other work~~ for bids according to City purchasing code and State law requirements in conjunction with its annual program to construct **or retrofit** wheelchair access ramps and repair sidewalks designated as City responsibility.
- 7.08.049 — ~~Once bids are received, the City will provide a notification of the actual repair costs to the property owners who indicated their intent that the City coordinate the repairs. Repair costs will include the actual cost of construction plus administrative.~~
- 7.08.050 — ~~Once actual repair costs are made available to them, property owners will be given an additional opportunity to decide whether to arrange for the repairs themselves or commit to an agreement that the City coordinate repairs.~~
- 7.08.051 — ~~Property owners who were notified as per 7.08.049 and choose to arrange for repairs themselves or fail to respond to the notification within 30 days from the date of that notification, will be given 60 days from the date of the notice in which to complete repairs.~~
- 7.08.052 — ~~Property owners who request that the City coordinate repairs must, within 30 days of the notification issued as per 7.08.049, either pre-pay the entire cost of repairs or apply for optional financing with the City.~~
- 7.08.053 — ~~Should the City coordinate repairs for the property owner and additional work that should have been identified by the City during the initial inspection be required during the course of construction, the additional cost to complete that work will not be passed on to the property owner.~~
- 7.08.060 — **Optional Financing of Repair Costs**
- 7.08.061 — ~~An optional fixed rate loan will be made available to all property owners who request coordination of repairs by the City. The loan duration will be equal to one year for every \$250 borrowed up to a maximum of five years and will be secured by property liens. Loan applications will be distributed and collected by Public Works staff.~~
- 7.08.062 — ~~The Finance Department will set loan rates by April 1 of each year for the following fiscal year. It is the intent of this policy to set loan rates lower than those currently offered for unsecured loans, yet high enough to discourage those who can afford to pay the full cost of repairs from tying up available loan funds.~~

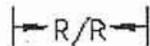
Council Policy 91-7.08

- ~~7.08.063~~ — ~~Financing will be offered within loan funding levels at no interest to those property owners who qualify for low income assistance. Low income is defined as income at or below 80% of Benton County median income based on family size.~~
- 7.08.0750 Enforcement
- 7.08.0751 Property owners who fail to construct new sidewalks or complete the required repairs within the time frames established in this document and by Municipal Code will be subject to fines as established in the Municipal Code **CMC** Chapter 2.15, as amended.
- ~~7.08.072.~~ — ~~To ensure that property owners who are noticed as a part of the annual sidewalk safety program as per 7.08.040 are given every opportunity to comply, a follow-up letter will be sent after the 60-day repair period has expired, reminding them of their responsibility, and requesting that repairs be made within 30 days.~~
- ~~7.08.073~~ — ~~Those cases that do not respond to the follow-up letter sent as per 7.08.072 will be referred to the City Attorney's Office (CAO). The CAO will issue a new letter, requiring repairs to be made immediately.~~
- ~~7.08.074~~ — ~~Cases that are referred to the CAO will be evaluated individually to determine the reason for non-compliance. In each case, an effort to work out voluntary compliance will be exhausted before legal enforcement procedures are implemented. Legal action will seek compliance and recovery of legal costs incurred by the City.~~
- 7.08.080 Review and Update
- This Community Improvement Policy shall be reviewed by the Public Works Director triennially in October and updated as appropriate.

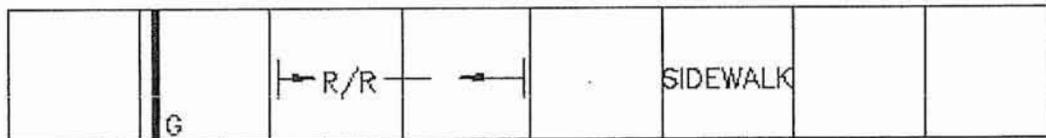
SIDEWALK MARKING CODE & CONDITIONS REQUIRING GRIND OR REPLACEMENT

 = GRIND

VERTICAL SEPARATION BETWEEN $\frac{1}{2}$ " AND 1". GROUND SURFACE SHALL HAVE A MAXIMUM SLOPE OF 1.5" PER FOOT (1:6). GROUND SURFACES 4" OR MORE IN WIDTH SHALL BE ROUGHENED.

 = REMOVE AND REPLACE SIDEWALK, BETWEEN "TEE" MARKS WHEN THE FOLLOWING CONDITIONS APPLY:

- A VERTICAL SEPARATION OF MORE THAN 1" AT EITHER JOINT OR CRACK
- B HORIZONTAL SEPARATION OF 1" OR MORE AT EITHER A JOINT OR A CRACK
- C THE CROSS SLOPE OF SIDEWALK IS GREATER THAN $\frac{3}{8}$ " PER FOOT (1:10)
- D SEVERELY ROUGH, UNEVEN SURFACE DUE TO SPALLING OR SCALING
- E SEVERE CRACKING RESULTING IN MULTIPLE LOOSE OR UNSTABLE INDIVIDUAL PIECES WITHIN A PANEL



DESIGNED
DRAWN
CHECKED
DATE 11/24/04
SCALE: NTS

CITY OF CORVALLIS
 Public Works Department
 Sidewalk Marking Code



C:\Users\Public\Documents\Engineering\Civil\Projects\Standards\Construction Specifications\Non-Standard\Sidewalk Marking Code.dwg

MEMORANDUM

TO: Mayor and City Council
FROM: Nancy Brewer, Finance Director *NB*
DIRECTOR: January 12, 2011
SUBJECT: Re-Authorization of the Purchasing Chapter of the Municipal Code

I. Issue

State law requires the City Council to re-authorize purchasing practices that are different from State law each year.

II. Discussion

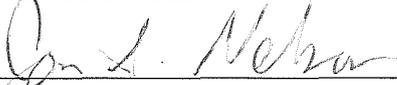
The State sets forth guidelines for governments to purchase goods and services. Local governments may adopt their own rules for purchasing as long as the rules are more strict than the State's rules. The local government's rules must be re-adopted each year or the State's rules will supersede the local government's rules. The City follows all state rules, but in some cases has developed rules that are more strict than the State would require. The most obvious instance is that the state would not require a formal written solicitation until a purchase exceeds \$150,000, whereas the City requires a formal written solicitation when the purchase will exceed \$50,000. In addition, the State would allow personal services contracts without any formal solicitation process, but the City pursues the formal process to ensure that there is competition in the purchasing process and that the best economic value is obtained.

The current rules (Attachment A) seem to be working well, and staff has no recommendations for changes.

III. Requested Action

Adopt the attached resolution re-authorizing Chapter 1.04 Purchasing of the Corvallis Municipal Code.

Review & Concur:



City Manager

Attachments

Chapter 1.04

**Purchasing [repealed by Ord. 2005-01 and reenacted by Ord. 2005-01 on
02/07/2005]**

Sections:

- 1.04.010 Title.**
- 1.04.020 Local Contract Review Board.**
- 1.04.030 Purchasing Agent.**
- 1.04.040 Purchasing, Procurement, and Contracting Process**
- 1.04.050 Prohibition of Interest.**
- 1.04.060 Gifts and Rebates.**
- 1.04.070 Unauthorized Purchases.**
- 1.04.080 Street, Sewer, and Water Improvements.**
- 1.04.090 Penalties.**
- 1.04.100 Validity.**

Section 1.04.010 Title.

This Chapter shall be known and may be cited as the Purchasing Chapter of the City of Corvallis Municipal Code.
(Ord. 2005-01 §1, 02/07/2005)

Section 1.04.020 Local Contract Review Board.

- 1) The City Council is hereby designated as the Local Contract Review Board and, relative to contract concerns of the City, shall have all the power granted to the Local Contract Review Board. The Local Contract Review Board may delegate any of its powers and duties to the Purchasing Agent.
- 2) The Local Contract Review Board may, by resolution, adopt rules pertaining to purchasing as identified in state law.
- 3) The Local Contract Review Board may, by resolution, exempt contracts not exempted by State law from competitive bidding if it finds:
 - a) The lack of bids will not result in favoritism or substantially diminished competition in awarding the contract; and
 - b) The exemption will result in substantial cost savings.
 - c) In making such findings, the Board may consider the type, cost, amount of the contract, number of persons available to bid, and such other factors as the Board may deem appropriate.
- 4) The Local Contract Review Board may determine that a contract is exempt from competitive bidding if the Board determines that emergency conditions require prompt execution of the contract. A determination of such an emergency shall be entered into the record of the meeting at which the determination was made. The Board shall adopt rules allowing the governing body to declare that an emergency exists. Any contract awarded under this subsection must be awarded within 60 days following declaration of the emergency, unless the Board grants an extension.
- 5) The Local Contract Review Board may determine that a contract is exempt from competitive bidding to address or mitigate public health and safety impacts of a natural disaster, or similar scale, emergency occurrence. The Purchasing Agent may

award any contract necessary to address or mitigate a natural disaster, or similar scale emergency, within 30 days following the declaration.

6) Real property may only be sold with the approval of the Local Contract Review Board, except as allowed under Chapter 2.12 of this Municipal Code.

7) The Local Contract Review Board shall establish the dollar amounts which require that a solicitation for work, goods, or services shall be subject to formal solicitation processes. The City Manager shall incorporate these dollar amounts into the Corvallis Purchasing Manual.

8) In addition to the powers and duties established hereby, the Local Contract Review Board shall have such additional powers as authorized by State law.
(Ord. 2005-01 §2, 02/07/2005)

Section 1.04.030 Purchasing Agent.

The City Manager is, by Charter provision, designated as the Purchasing Agent of the City. The City Manager may delegate any of the powers and duties to any other officers or employees of the City. The City Purchasing Agent shall have the power and duty to:

1) Purchase or contract for all supplies and contractual services needed by any using agency which derives its support wholly or in part from the City, in accordance with purchasing procedures as prescribed in this Chapter and such rules and regulations as the City Manager shall adopt for the internal management and operation of the City.

2) Establish and amend rules and regulations which are necessary and proper to fulfill the intent of this Chapter for procurement as well as disposition of surplus property. In the event of delegated responsibility, all changes will be subject to the approval of the City Manager.

3) Adopt an official City of Corvallis Purchasing Manual. The City of Corvallis Purchasing Manual shall constitute the local rules authorized by ORS 279A.065(5)(a)(B) and ORS 279A.070. The City of Corvallis Purchasing Manual shall be reviewed, revised if necessary, and readopted by the City Manager each time the Attorney General modifies the Model Rules.

4) Prescribe and maintain such forms as may be reasonably necessary in the operation of this Chapter.

5) Declare vendors in default in their quotations, irresponsible bidders, and to disqualify them from receiving any business from the City for a stated period of time.

6) Declare a vendor a sole source vendor, upon development of written findings as identified in ORS 279B.075.

7) Define special procurement procedures that differ from the standard procedures for a class of purchases, upon development of written findings that describe the proposed procedures, the goods or services or the class of goods or services to be acquired through the special procurement, and the circumstances that justify the use of special procurement procedures, in accord with ORS 279B.085.

8) Make, without further authorization from Council, all expenditures reasonably necessary for the orderly, uniform operation of the City as long as the same are within the budget allowances allotted for said operations for the fiscal year in which the expenditures are made, and also within said budget provisions, to make, without further authorization from Council, such expenditures as are reasonably necessary for goods,

wares, merchandise, services, or in payment of obligations ordinarily and reasonably needed or incurred by cities in the State of Oregon of comparable size and engaging in like pursuits as the City, together with authority to make all expenditures incidentally and reasonably needed in connection therewith.

9) Sell or dispose of all personal property which has become obsolete and unusable. All property acquired with Federal dollars shall follow Federal guidelines for the disposal of such properties.

10) Declare the existence of a natural disaster, or similar scale emergency, that may require immediate City purchases of goods, materials or services to mitigate the public health and safety impacts.

(Ord. 2005-01 §2, 02/07/2005)

Section 1.04.040 Purchasing, Procurement, and Contracting Process

1) Except as set out in the Purchasing Manual the City of Corvallis adopts for local public procurement and purchasing requirements those statutes and administrative rules enacted by the State of Oregon which relate to public purchasing and procurement, and which generally are contained in ORS Chapters 279A, 279B and 279C and the current Oregon Attorney General's Public Contract Manual, as these may be amended from time to time.

2) The rules, procedures and processes specifically set forth in the City of Corvallis Purchasing Manual shall be applied by the City rather than any model rule that conflicts with the City of Corvallis rule, procedure or process.

3) Nothing in this section shall prevent the City from using any alternative means of procurement allowed by State law even if the City of Corvallis Purchasing and Procurement Manual is silent about the alternative means of procurement.

(Ord. 2008-06 §1, 02/04/2008; Ord. 2005-01 §2, 02/07/2005)

Section 1.04.050 Prohibition of Interest.

No officer or employee of the City shall use his or her official position or office to obtain financial gain, other than official salary, for himself or herself or for any member of his or her household, or for any business with which he or she, or a member of his or her household, is associated.

(Ord. 2005-01 §2, 02/07/2005)

(99-08, Amended, 06/21/1999)

Section 1.04.060 Gifts and Rebates.

The Purchasing Agent and every officer and employee of the City are expressly prohibited from accepting, directly or indirectly, from any person, company, firm, or corporation to which any purchase order or contract is or might be awarded, any rebate, gift, money, or anything of value whatsoever, except where given for the use and benefit of the City.

(Ord. 2005-01 §2, 02/07/2005)

Section 1.04.070 Unauthorized Purchases.

Any purchase order or contract made contrary to the provisions hereof shall not be approved by the City officials, and the City shall not be bound thereby.

(Ord. 2005-01 §2, 02/07/2005)

Section 1.04.080 Street, Sewer, and Water Improvements.

Nothing contained herein shall be construed in any manner to render invalid any street, sidewalk, sewer, or water improvement or assessment.

(Ord. 2005-01 §2, 02/07/2005)

Section 1.04.090 Penalties.

Any person violating any provision herein shall, upon conviction thereof, be punished by imprisonment for a period not to exceed 30 days, or by a fine not to exceed \$1,000, or by both such fine and imprisonment. Each violation of a provision herein shall constitute a separate offense; and each day or portion thereof over which the same violation occurs shall constitute a separate offense.

(Ord. 2005-01 §2, 02/07/2005)

Section 1.04.100 Validity.

If any Section, subsection, sentence or part herein shall be held to be void by any court of competent jurisdiction, the remaining parts herein shall remain and be in full force and effect; and Council hereby declares that the provisions of the Chapter are not interdependent.

(Ord. 2005-01 §2, 02/07/2005)

RESOLUTION 2011-

A RESOLUTION RELATING TO PURCHASING, RE-ADOPTING CORVALLIS MUNICIPAL CODE CHAPTER 1.04.

Minutes of the February 7, 2011, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, the City Council has adopted Municipal Code Chapter 1.04 Purchasing to direct purchasing practices in the City; and

WHEREAS, state law requires the City Council to re-adopt the Municipal Code provisions or have the State's model contract laws take precedence; and

WHEREAS, the City Council finds that the City's Municipal Code Chapter 1.04 Purchasing is more restrictive than the State Law and the City Council would like to keep the more restrictive language;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES to re-adopt Corvallis Municipal Code Chapter 1.04 Purchasing.

Councilor

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



Memorandum

To: Mayor Manning
City Councilors

From: Roy Emery, Fire Chief *RE*

Date: January 20, 2011

Re: Evaluation of Albany and Corvallis Fire Departments for Collaborative Opportunities

DISCUSSION: The Cities of Albany and Corvallis are facing similar financial challenges in light of the current economy. In an effort to identify potential cost-saving opportunities, a meeting for the two City Managers and two Fire Chiefs was held. As a result, an additional meeting was held with representatives from Emergency Services Consulting International (ESCI), which specializes in fire and Emergency Medical Service (EMS) consulting services. ESCI works with fire agencies across the county, recently working with Eugene and Springfield to consolidate some administrative and support functions resulting in savings to taxpayers and more efficient service.

Representatives from both cities acknowledge the potential for cost-savings through collaboration within the fire departments and see value in hiring ESCI to evaluate and make short-term and long-term recommendations toward these efforts.

The total cost is estimated at \$20,000, to be split evenly between the cities. Estimated cost of \$10,000 for the City of Corvallis will be paid from the Fire Department's operating budget. This money is available due to three additional vacancies incurred by the department this FY. The \$10,000 was held back from submitted personnel savings. Our goal is to have this study completed by the end of this summer. Staff will share the results of the study with Council and prior to any actions recommended.

RECOMMENDATION:

Staff recommends Council approval for the City Manager to hire a consultant in conjunction with the City of Albany to evaluate both fire departments for collaborative, cost-saving opportunities.

Reviewed and concur:

Jon S. Nelson

Jon S. Nelson, City Manager

Corvallis, OR
February 5, 2011

To the editor:

The "sustainability fees" recently imposed by the City Council are sticking in the craw of a lot of the citizens of our fair city. The situation is going to become even more so when people, unaware of these "fees", receive their next utility bill. Not only are they going to see an increase in the cost of the utilities themselves as a result of rate increases taking effect this month but they will discover that they are paying a new "fee" that allows people to ride city buses for free.

There are other cost increases affecting all of us every day. Pacific Power customers will see a rate increase of about 11% beginning this month. We are all aware of the every day increases we are experiencing at the grocery store and at the gasoline pump.

The council says that the bus "fee" will supplant the property taxes now used to subsidize the transit system and the property taxes can be used for other purposes. If the "fee" replaces the property tax, then is the "fee" not a tax? Taxes are supposed to be approved by a vote of the people. A fee is supposed to directly benefit the individual that paid the fee.

The budget commission is in the process of setting up a levy to provide the best possible provision for city services that the people have indicated that they want, given the financial circumstances we face at the present time. It should not be encumbered with having to do this with some uncalled for, and unnecessary, "fees" imposed by some of the members of that commission.

There are a lot of intense and ongoing sustainability efforts being practiced and carried out in Corvallis every day. Most of these efforts can be placed in the category of "making ends meet".

The city council should be encouraged to rescind the "fees" and work with the budget commission to provide the people of Corvallis with what they have indicated they want. If the people of Corvallis want the services that the "fees" provided, they should be allowed to vote for those taxes in the levy.

Lyle M. Ellis

To: City Council
From: Dan Brown, Ward 4

February 7, 2011

Subject: Financial Policies Update

Today we are considering a recommendation from Administrative Services Committee about amendments to the Financial Policies. In my opinion, these minor housekeeping changes are not adequate in light of our forecasted future. This is the last ASC annual review before the Council will make budget decisions.

Motion: I move that the City Council send Financial Policies (CP 10.01) back to the Administrative Services Committee to consider "policy" in addition to "minor housekeeping changes" -- in the annual financial policies update.

Examples include those policies identified in I. through V. below.

I. 10.03.050 Utility Fees, (Water, Wastewater, Storm Water)

The City Council approved Sustainability Initiative Funding fees, but we have no financial policies regarding them. In order to be complete, we should have policies for these fees just as we do for other City Services Fees. In addition, the policy with regard to Franchise Fees (10.03.050.030) might be clarified relative to SIF.

II. 10.03.060 Parks and Recreation Department Fees

In recognition of expected constraints on property tax revenues for the next five years, the Council should carefully consider reconsider raising cost recovery percentages (10.03.060.010), especially for those where City support covers 50% or more. If users consider these services to be critical, they can be expected to contribute more to covering expenses, particularly those who do not have a "limited ability to pay" (10.03.040.020).

III. Increases in the City's Subsidy of Osborn

While the City's budget is requiring significant cuts, 10.03.060.021 is in the City's financial policies,

"The City's subsidy will be set by \$653,730 in FY 09-10, and will increase by 2% to 7% annually thereafter, subject to a staff analysis and recommendation regarding specific cost drivers (i.e. energy costs, minimum wage increases, infrastructure maintenance requirements);

This policy should be reconsidered in light of the upcoming operating levy which will cover the next three years. What does this policy mean in the case the levy fails? What does it mean if the levy passes?

Further, this subsidy policy should also consider economic conditions, overall personnel costs (not just minimum wage), and the City's ability to pay.

IV. Equipment Replacement Plans

In our recent budget discussions, we have considered tradeoffs between brownouts and equipment reserves for 2011-12. If budget deficits continue as forecasted, these discussions will be resurrected again in future years. I was on the Council a few years ago when we had to "pay the piper" after a previous Council had cut fire equipment reserves from annual budgets; the resulting fire equipment expenditures had a big impact on the annual budget. Fortunately we were not in the middle of a deficit then!

10.04.050.030 - replace "at least the financial planning period"
with "considering projected future budget deficits"

In the future, consideration for scheduling replacement shall include

g. the anticipated stream of future revenues

V. Rate Review

10.03.060.030 Rate Review states:

The Park and Recreation Department shall conduct an annual comprehensive review of rates including Osborn Aquatic Center rates. The Park and Recreation Advisory Board shall recommend to the City Council, via the Human Service Committee, any alterations or adjustments necessary in specific fees and/or charges to reflect . . . **concerns for other City operations.**

Since the HRC would be involved in adjusting rates and charges for the Osborn Aquatic Center, we should direct them to **expedite** their review so that it can be incorporated into the 2011-12 budget.