



HUMAN SERVICES COMMITTEE

Agenda

Tuesday, June 7, 2011
12:00 pm

Madison Avenue Meeting Room
500 SW Madison

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| Discussion/ Possible Action | I. Boards and Commissions Sunset Review: <ul style="list-style-type: none">• Community Police Review Board (Attachment) |
| Discussion/ Possible Action | II. Boards and Commissions Sunset Review: <ul style="list-style-type: none">• Parks, Natural Areas, and Recreation Board (Attachment) |
| Discussion/ Possible Action | III. Majestic Theatre Annual Report (Attachment) |
| Discussion/ Possible Action | IV. Fiscal Year 2011-2012 Social Services Allocations Recommendations (Attachment) |
| Information | V. Other Business |

Next Scheduled Meeting

Tuesday, June 21, 2011 at 12:00 pm
Madison Avenue Meeting Room, 500 SW Madison Ave

Agenda

Greenbelt Land Trust Purchase

**CORVALLIS POLICE DEPARTMENT
MEMORANDUM**

TO: Human Services Committee

FROM: Gary Boldizar, Chief of Police



DATE: May 19, 2011

SUBJECT: Community Police Review Board Sunset Review

ISSUE:

In April of 2007, the Community Police Review Board was created by the City Council with the provision for a four year sunset review. This report provides details of the work of the Review Board during the past four years and requests a re-establishment of the Board for a period of four years. Council action is required.

BACKGROUND:

The Community Police Review Board was created in April of 2007 by Corvallis Municipal Ordinance 1.16.330 and states as follows:

- 1) There is hereby created a Community Police Review Board for the City.
- 2) This Board shall consist of seven (7) voting members, all appointed by the Mayor.
 - a) Initial appointments will be three (3) members appointed to a three (3) year term; two (2) members appointed to a two (2) year term; and two (2) members appointed to a one (1) year term.
 - b) Board members may be appointed for two additional consecutive terms of three (3) years.
- 3) The objective of the Community Police Review Board is to:
 - a) Provide the community with an objective, unbiased, citizen-based, accessible process for the review of complaints against the Police Department and Police Officers.
 - b) Provide the community with information regarding the accountability of its Police Department in a way that builds trust and enhances communication between the Police and all members of the community.
- 4) Duties of the Board may include:
 - a) Reviewing unresolved complaints against sworn members of the Police Department.
 - b) Holding public meetings to conduct Requests for Review.
 - c) Taking testimony.
 - d) Reviewing and discussing confidential information in executive session.
 - e) Taking minutes at Board meetings.
 - f) Making written findings regarding Requests for Review.
 - g) Reviewing and making recommendations on Council, Administrative, and Police Department policies and procedures.
 - h) Reviewing and analyzing complaint summaries and trends of the Police Department.

- i) Referring issues to the Chief of Police.
 - j) Conducting public outreach to educate the public on the mission of the Board including direct outreach to the Community Policing Forum.
 - k) Requesting additional training on civil rights, legislation, community concerns, diversity and cultural issues.
- 5) The Board shall meet at least quarterly, or more frequently if necessary.

DISCUSSION:

As required by the Municipal Ordinance, the Board has met at least quarterly since April of 2007. While most of the work for the past four years has been policy review and the review of complaint and commendation summaries, the Board has also had three formal complaint reviews and one formal hearing. In each of these reviews and the hearing the Board ultimately agreed with the findings of the police complaint investigation.

While there have only been these few requested reviews, what is most important is the process that is followed. The complaint procedure requires the police department of immediately advise the complainant in writing that if they are not satisfied with the findings of the police complaint investigation they have the right to request a hearing by the Community Police Review Board. By doing this, the complainant knows up front that there is an element of transparency in the process and the department has found that considerably fewer complainants suggest that their issues are going to be dismissed without proper investigation. For this reason alone, the Community Police Review Board is of great value and there is a continuing public need for it to be re-established.

RECOMMENDATION:

Staff recommends that the Council re-establish the Community Police Review Board for a period of four years.

Review and concur:


Jon Nelson, City Manager



MEMORANDUM

To: Human Services Committee
From: Karen Emery, Director *SDAC*
Date: April 29, 2011
Subject: Sunset Review - Parks, Natural Areas and Recreation Board

Issue: The Parks, Natural Areas and Recreation Board (PNARB) is scheduled for sunset review at the end of the fiscal year. Review by a standing committee and the Council is needed for re-authorization.

Background: City Municipal Code 1.16.225 outlines the purpose and objectives of the Parks, Natural Areas and Recreation Board. The Board was established in 1981 and has been advising the City Council on parks and recreation issues since that time. The Board consists of 9 voting members and 1 non-voting School Board member, serving as liaison. The breadth of issues delegated to the Board include, but are not limited to:

- A. Cooperate with other governmental agencies, volunteer organizations, and City groups in the advancement of park and recreation planning and programming;
- B. Recommend policies on parks and recreation services for approval of Council;
- C. Advise on development of recreation facilities, programs, and improved parks and recreation services;
- D. Recommend the adoption of standards on areas, facilities, programs, and financial support;
- E. Recommend acquisition of park lands;
- F. Interpret the policies and functions of the Parks and Recreation Department to the public.

Administrative Policy 96-2.02 *Sunset Review of Boards and Commissions* provides the guidelines for the process to review the City's boards and commissions.

Discussion: The Board meets once a month: the 3rd Thursday evening of each month at the main fire station. Subcommittees meet intermittently. The Board reviewed its purpose and objectives at its April 21, 2011 meeting.

Accomplishments and Activities:

- A. Supported annual Capital Improvement Process (CIP), providing advisory recommendations regarding capital improvements to the parks and recreation system;
- B. Supported the Senior Center and Chintimini Park redevelopment;
- C. Liaison to community groups planning process, ie, Benton County Natural Areas and Parks (BCNAP) Comprehensive Plan, BCNAP Habitat Conservation Plan;

- D. Researched the development of a Parks & Recreation Foundation and/or Friends group. Supported the development of a Friends Group with investments managed by an existing Community Foundation;
- E. Held two joint annual board meetings with BCNAP and Greenbelt Land Trust (GLT), developed three subcommittees to work on an integrated trails plan, trails audit, and waterways restoration;
- F. Developed a draft recommendation of an integrated trails plan, integrating City trails with BCNAP and GLT trails;
- G. Supported recruitment of a youth PNARB member appointed by the Mayor;
- H. Supported the development of the Urban Forest Management Plan and the Herbert Farms and Natural Area Plan;
- I. Developed two strategies to create a land acquisition/land banking fund;
- J. Supported the development of dog off leash areas guidelines to use for evaluation of current and future areas;
- K. Reviewed plans for the development of the fenced dog park;
- L. Supported budget process, including recommendations for budget reductions;
- M. Reviewed Parks and Recreation fees and charges and made recommendations for changes;
- N. Encouraged enhanced communications with the 509J School District;
- O. Ongoing and periodic review of facility use and management issues;
- P. Supported enhancing program possibilities with Majestic Theatre Management;
- Q. Supported the Healthy Kids/Healthy Communities project including the development of a Community Garden Master Plan.

Future Activities/Action Plan

- A. Assist with the feasibility study to create a Parks and Recreation District;
- B. Assist with the update of the Parks and Recreation Master Plan and Cost Recovery Guidelines;
- C. Continued review and recommendation on CIP project implementation and annual program analysis;
- D. Continued review of Parks and Recreation fees and charges;
- E. Continue to enhance communication with 509J School District;
- F. Revise/update the Board's goals and objectives;
- G. Promote the benefits of public recreation and importance of stewardship of public lands;
- H. Support the Department's effort to decrease the use of pesticides and lower water use in the park system;
- I. Increase volunteerism for Parks and Recreation;
- J. Support the development of a Community Gardens Master Plan;
- K. Ongoing and periodic review of facility use and management issues.

Analysis of Shared Responsibilities

PNARB currently interfaces with the other three Boards and Commissions:

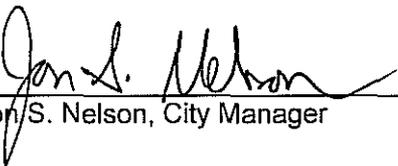
- A. PNARB interfaces with the Civic Beautification and Urban Forestry Commission (CBUF) and there can be a duplication of plan review, such as with Park and Natural Areas Master Plans. However, the work of CBUF largely supports and expands the work of PNARB as opposed to duplicating the effort.
- B. PNARB interfaces with the CIP Commission and the Budget Commission by providing recommendations for projects and budget priorities. This interface is of evaluative and supportive nature and is not a duplication of service.
- C. PNARB interfaces with the Arts and Culture Commission (A&CC) and both groups can review the same community request. However, the work of A&CC,

like CBUF, largely supports and expands the work of PNARB as opposed to duplicating the effort.

Analysis of responsibilities that may be added to the "charge"

PNARB reviewed Municipal Code, Section 1.16.225 and has requested adding an additional charge (see attached MC, Section 1.16.225). They also recommended making a few minor word edits.

Recommendation: The Board recommends that the City Council renew the Parks, Natural Areas and Recreation Board service to continue meeting the needs of the community, as outlined in the Municipal Code, Section 1.16.225 with recommended edits.



Jon S. Nelson, City Manager



Nancy Brewer, Finance Director

Attachments:

1. Administrative Policy-AP 96-2.02
2. Corvallis Municipal Code 1.16.225, with edits
3. Parks, Natural Areas and Recreation Board Meeting Minutes - April 21, 2011

CITY OF CORVALLIS

ADMINISTRATIVE POLICY MANUAL

POLICY AREA 2 - MAYOR AND CITY COUNCIL

AP 96- 2.02 Sunset Review of Boards and Commissions

<u>Adopted</u>	<u>August 1996</u>
Revised	September 1997
Revised	February 2001
Revised	October 2003
Revised	October 2006
Revised	September 2009

2.02.010 Purpose

To establish a formal and consistent procedure and a structured format to follow in the annual review of the City's advisory boards and commissions to ensure that sunset reviews include complete information.

2.02.020 Background

2.02.021 The City's advisory boards and commissions are established by Municipal Code Chapter 1.16 to advise Council on their respective areas of municipal policy. A four-year sunset review period is stipulated for all of them except the Budget Commission, Planning Commission, Historic Resources Commission, and Board of Appeals, which are State-mandated bodies.

2.02.022 Departments responsible for various boards and commissions have structured sunset reviews in different ways.

2.02.023 During past review processes, standing committees noted that, while past and current practices are usually well-covered, policy documentation is important. To assist Council in its review of the board or commission, members recommended that projections of goals for the re-authorization period be included, as well as discussions of shared responsibilities, additional responsibilities, or responsibilities which might be assigned to a different group.

2.02.030 Definitions

Sunset review – Council's discussion and evaluation of the Board or Commission and its purpose, usefulness, and viability in order to either discontinue the advisory body or authorize its continuance for an additional four-year period.

2.02.040 Procedures

The following shall be the procedure and format for all advisory Boards' and Commissions' sunset reviews:

- a. **Issue** [The board or commission is scheduled to sunset at the end of the fiscal year; review by a standing committee and Council is needed for re-authorization.]
- b. **Discussion** [Cite the Municipal Code sections applying to membership, term, and specific charge to the board or commission or issues to consider; also cite the date of establishment of the board or commission.]
 1. *Accomplishments and Activities since last review*
 2. *Future Activities/Action Plan to next sunset review*
 3. *Analysis of shared responsibilities, or an overlap or a void, with other boards or commissions; recognizing that, although there may be an overlap or a void, the specific charges will differ*
 4. *Analysis of responsibilities that may be added to the "charge" to the board or commission*
 5. *Synopsis of board or commission discussion relating to sunset review*
- c. **Recommendation** [Board or commission and staff recommendation and reasons.]
- d. **Action Requested** [Amend Municipal Code Chapter 1.16 to continue/modify/delete.]

Administrative Policy 96-2.02

2.02.050 Review and Update

This Administrative Policy shall be reviewed triennially in September by the Assistant to City Manager/City Recorder and updated as appropriate.

Reviewed and concur:

Jon S. Nelson, City Manger

Date

Section 1.16.265 Parks, Natural Areas and Recreation Board

1) A Parks, Natural Areas and Recreation Board is hereby created for the City.

2) This Board shall consist of 11 voting members. The voting membership shall include one representative nominated by the Greenbelt Land Trust. In addition, a member of the School Board or School District staff shall serve as a non-voting, liaison participant. Appointments to the Board should be selected to typify the functions of the broad services and activities of the Department, in order to represent the diverse nature of the community.

3) The functions of the Board may be accomplished using subcommittees, task forces, or stakeholder committees.

4) The Board shall advise the Council and the Department in all matters pertaining to recreation, parks, natural areas and other services and activities of the Department. Such matters shall include, but not be limited to, the following:

a) Recommend policies regarding Department services for approval by the City Council

b) Advise and propose strategies to the City Council on acquisition, protection, maintenance, and enhancement.

c) Cooperate with other governmental agencies, volunteer organizations, non-profit, for-profit and City-related organizations in the advancement of Department planning and programming.

d) Advise on development of recreation facilities, programs, and improved Department services, ~~both passive and active.~~

e) Recommend the adoption of standards on areas, facilities, programs, and financial support.

f) Recommend and support financing alternatives and resources for all activities related to Department activities.

g) Interpret and communicate the policies and functions of the Parks and Recreation Department to the public.

h) Oversee the development and implementation of management plans and best management practices.

i) Promote outreach to and solicit involvement of the community to inform and engage ~~citizenry~~ residents.

j) Develop a comprehensive vision and strategic plan for the City's network of parks and natural areas and their role in the regional environment.

K) Advise Department regarding dogs in parks, natural areas and other facilities.

(Ord. 2007-21 §2, 08/06/2007)

CITY OF CORVALLIS
MINUTES OF THE PARKS, NATURAL AREAS AND RECREATION BOARD
APRIL 21, 2011

Attendance

Lynda Wolfenbarger, Vice-Chair
 Kent Daniels
 Betty Griffiths, Greenbelt Land Trust
 Jen de-Vries
 Randy Willard
 Charles Fisher
 Phil Hays

Absent/Excused

Alejandra Gonzalez
 Nick Todorovich
 Don Williams
 Joel Hirsch, Council Liaison
 (Vacant) 509-J District Rep.

Staff

Karen Emery, Director
 Jackie Rochefort, Park Planner
 Dave Phillips, Parks Operations Supervisor
 Mark Lindgren, Recorder

Visitors

Jeanne Raymond, City Councilor
 Jessica McDonald, Greenbelt Land Trust
 Aaron Manley, Public Works

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introductions	X		
III. Election of Board Chair			Betty Griffiths was elected board Chair.
IV. Approval of Minutes	X		
V. Visitors' Propositions	X		
VI. Bald Hill Land Acquisition			Motion passed to support the GLT purchase of the Bald Hill Farm and to request the City Council to pass a resolution in support of the GLT purchase of Bald Hill Farm.
VII. Mary's River Interceptor Project	X		
VIII. Sunset Review of Parks, and Natural Areas, and Recreation Board			Motion passed to adopt the staff report recommendations on sunseting with changes as reflected in discussion.
IX. Additional Budget Reductions Proposed	X		
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., May 19, 2011 at the Parks and Recreation Admin Building Meeting Room in Avery Park.

CONTENT OF DISCUSSION

- I. **CALL TO ORDER:** Vice-Chair Lynda Wolfenbarger called the meeting to order at 6:31 p.m.
- II. **INTRODUCTIONS.**
- III. **ELECTION OF BOARD CHAIR.** Daniels nominated Betty Griffiths for Board Chair; Randy Willard seconded; motion passed.
- IV. **APPROVAL OF MINUTES.** Wolfenbarger noted the March meeting was a joint meeting. Fisher moved to approve the January 20, 2011 minutes as presented; Griffiths seconded, motion passed.
- V. **VISITORS' PROPOSITIONS.** Corvallis City Councilor Jeanne Raymond related she had been contacted by Director Emery this morning about the possibility of siting a fenced dog park on a permanent or temporary basis at Martin Luther King, Jr. Park. She said the neighborhood park was in her ward. She stated that it was an inappropriate site for that purpose since the site would be too small for a good dog park. It would be sited adjacent to an area used seasonally for softball and other uses. There are already two off-leash spaces in the park as well as an off-leash park in the nearby Woodland Meadows Park, which should be sufficient for dog owners. She said MLK Park was not the right place for a temporary fenced dog park, either. She said she was the liaison to the MLK Jr. Commission and objected to the possibility of an "MLK Jr. Dog Park".
- VI. **BALD HILL LAND ACQUISITION.**

Emery introduced Jessica McDonald, Greenbelt Land Trust (GLT) Development Director. McDonald stated the organization was in its 22nd year. It serves the entire mid-Willamette Valley, including Benton Linn, Marion and Polk Counties. Its mission is to conserve and protect ecologically sensitive native habitats for wildlife, working lands, land of great beauty, and to connect people to nature on protected lands of the Willamette Valley. Early last year the group was offered a chance to buy Bald Hill Farm, a flagship property. The GLT finalized an option agreement to purchase the property and it has until 2013 to assemble the funds to purchase the property. She displayed the boundaries of the site. It is a 587-acre property, running from Bald Hill Natural Area and Oak Creek to West Hills Road; adjacent to it is another GLT property.

GLT retains a conservation easement on the adjacent Bald Hill Natural Area, which it purchased in 1991 and later deeded to the city. The GLT also purchased the nearby Fitton Green property and then deeded it to the County. The Bald Hill Farm site is in the middle of a number of protected properties and contains oak woodland, wetlands and upland prairie, which are rare in the valley. There are different zonings on the site; much is EFU. The site contains ecologically sensitive plants and animals; there are public trails, which can be expanded. There is an opportunity to use Bald Hill Farm as a learning laboratory and outdoor classroom for local schools; and use innovative sustainable ecological farm practices. She said that the site was in the center of the Benton County Prairie Conservation Strategy, published in 2010. It contains a mix of critical native habitats and serves as a corridor.

The farm can use sustainable agriculture. Rotational grazing of livestock will be used to enhance native habitats; food originating on the land can be sold locally; and an adaptive and flexible management plan can be used. She said public access is important. She highlighted almost three miles of existing public trails on the farm, and over 2 miles of potential future trail connectors have been identified there.

McDonald stated that the farm can be used as a nearby learning laboratory for schoolchildren. The GLT is partnering with OSU on research opportunities and internships.

She highlighted a number of organizations that have formally endorsed the GLT effort to purchase the farm; she said that this was a big help in seeking grants. She asked the board to consider a letter of support. The total cost of the property is around \$5 million; she said that \$2 million in local grants can be used to leverage another \$3 million in grants over the next 18 months. Griffiths suggested board members check the GLT website to sign up for a tour of the property.

Daniels moved to support the GLT purchase of the Bald Hill Farm and to request the City Council to pass a resolution in support of the GLT purchase of Bald Hill Farm; Willard seconded; motion passed.

VII. MARY'S RIVER INTERCEPTOR PROJECT.

Public Works Project Manager Aaron Manley stated that the sanitary sewer line replacement project is intended to eliminate recent surcharging in the Brooklane area by replacing an undersized sanitary sewer line. He displayed a drawing to show the existing and proposed sewer lines. The dig will be 20' deep and the new pipe 54" in diameter. Part of the sustainability goal will entail reusing the soil, requiring a large soil staging area. After consideration and discussion with Parks, they decided on using the new fenced dog park near the skate park. He said it had not been decided where a temporary or permanent facility fenced dog park facility would be.

Director Emery said that even though closing the new fenced dog park was a hard sell, by using it as a staging area, parking for businesses and their employees can remain and it saves the project about \$120,000 in soil transportation costs. This would pay for a new dog park. Griffiths asked about impacts to trees along the dog park fence; Planner Rochefort answered that the new trees planted along the fence will not be impacted. Existing cottonwoods (inappropriate for the dog park) will be removed and replaced with native Big Leaf Maple. Just outside the dog park, other cottonwoods will also be replaced with a Big Leaf Maple; the cost or replanting will be borne by Public Works.

Manley said that a section of 2nd Street in the area would be closed for the duration of the project. The street will be repaved after the project; there will be temporary access. The multiuse path between the skate park and the dog park would be closed. Rochefort added that the Wednesday Farmers Market would be relocated to the Saturday Market site for this year. Griffiths asked if it were not possible for the trenching to go under the street; Manley replied that that didn't make sense for a line of this short length; trenchless techniques are much more expensive. The expectation is to work from July to September; the work must be done during dry weather.

Rochefort related that the skate park would remain open all summer, though with limited access, and the restroom should remain open for most of the project. Rochefort said that Public Works will repair or replace anything they impact at the dog park; the existing surfacing will probably be improved. Emery related that along with repairing the existing dog park at the end of the project, Public Works had offered to build a second fenced dog park.

Rochefort said that with the proposed degree of construction, keeping part of the park open wasn't feasible. Concerns about a temporary facility include concerns by some that a temporary site would become permanent. Staff is just starting to look at whether a second permanent park was a viable option. They went back and looked at what parks were considered as options during the 2008 process for siting the existing dog park, as well as Natural Features Inventory impacts and new flood plain issues. They've looked at having a fenced park of roughly the same size as the existing one; she noted that there have been no complaints of the size of the current fenced dog park. In considering siting a

dog park elsewhere in the community, they looked at Village Green Park and Martin Luther King, Jr. Park. (They also considered Washington Park and the Pioneer BMX site and Pioneer Park; however, floodplain consideration precluded the last two). Both Village Green Park and Martin Luther King, Jr. Parks have an open grassy area not slated for other purposes that wouldn't pose conflicts with other users. Staff will put together a map as they move through the process.

Village Green Park has a field that faces Conifer Boulevard. Users could park on the street, with direct access, though there is limited parking; also, users of the playground must pass the dog park. A benefit of the site is that people currently use the nearby Cheldelin School fields to run their dogs, against school district policy; a dog park could help mitigate this. Evening users could use the Cheldelin School parking, though it would require crossing the street.

She said MLK, Jr. Park is more complicated; natural features overlays limits use. There are ball fields, an off-leash area, a playground, and a barn. Completely separated from these elements is an open grassy field, a portion of which is being considered for the fenced dog park. An advantage of the site is that there is plenty of parking and it is separated from all other park uses. Washington Park doesn't have a lot of available area and it has floodplain issues, limited parking and conflicts with a ball field and the playground.

Staff would like quick action to reach out to neighbors to find what they would like; where they want one; etc, through public process. Griffiths asked whether the Bald Hill Park Reservoir Road entrance had been considered; there is a DaVinci Days event there but it is flat and there is parking. Rochefort said that having a water source is helpful; non-potable water is available at the two under consideration.

Griffiths suggested Woodland Meadows; Rochefort said parking there was limited. Emery added that it was looked at in 2008; some neighbors said they would like more multiuse use there; also it has a significant gopher population, so it is not safe for a dog park. Phillips said that staff will bring the site selection matrix to the board. Griffiths asked why water was important; Phillips replied it was supplied at Woodland Meadows and the 2nd and B dog park; Rochefort added that it is probably not a deal-breaker.

Rochefort stated that at MLK, Jr. Park there were no houses looking at portions of the park, while at Village Green, there are a couple homes that look down at that section of the park. Hays asked why mitigating one summer's park closure was necessary; Rochefort replied that it was only one year old and it is not necessary to reduce that service. Emery added that there are reduced opportunities to provide amenities, and this is an opportunity to provide another and reduce driving. Rochefort added that it is somewhat of a windfall. Also, it gives Parks Maintenance opportunities to close one or the other dog park in order to perform maintenance. Manley said funds for both projects would come from Capital Projects.

Jen de-Vries said that staff and board work in developing dog park siting criteria was now proving useful. Daniels said that if this isn't done, somewhere there would be a savings; Manley replied that that was correct. Rochefort said it is not unprecedented to close a facility; it would just be unfortunate. Daniels said that Corvallis does more for dogs than anywhere else in the state.

Rochefort noted that in terms of balancing money, if Public Works were not using the dog park for staging, and instead staged in the parking lot, they would have to do a lot of reconstruction of the parking lot. Manley added that due to reconstruction costs, staging in the parking lot would cost a lot more than using the dog park site. Rochefort said that it was possible that a couple other trees would be

affected on Second Street; Manley highlighted them on the drawing. Rochefort said that anything that is removed would be replaced.

Willard asked whether there will be strategy for informing the public and dog park users; Rochefort said that there is no strategy yet, since the full story is not yet known. Emery said staff will bring the criteria for dog park siting and will ask for a recommendation by the board. If the board chooses MLK, Jr. Park, Rochefort will get input from the MLK, Jr. Commission and the neighborhood. Daniels suggested getting publicity on the project as soon as possible; Rochefort said staff would do it as soon as it gets direction.

VIII. SUNSET REVIEW OF PARKS, NATURAL AREAS AND RECREATION.

Director Emery noted that there is a four-year sunset review for boards and commissions and highlighted initial recommendations to include in the staff report to the Council for the board's review and discussion. Griffiths praised the report. Emery said she would like feedback on accomplishments and activities since 2008 in Sections A through O, as well as Future Activities in A through L.

Fisher asked where "recruitment of youth member" was; Emery clarified that the Council had not designed such a position, but rather recommended that the board consider a youth when filling a position. Fisher said it would be difficult to find a student to fill a normal three-year position. Wolfenbarger added that there was initial discussion of the youth position being for a year at a time; Emery stated that the Council had chosen not to act on that recommendation.

Emery said that in the section on analysis of shared responsibilities, it seeks to look at duplication between different boards and commissions; she highlighted work the board did in collaboration. Griffiths suggested adding the Arts and Culture Commission. Wolfenbarger suggested adding the Healthy Kids, Healthy Communities grant under accomplishments. Fisher asked about the Majestic Theater; Emery clarified that Majestic Theater was not part of the Arts and Culture Commission. Fisher suggested adding work that the board has done regarding the Majestic Theater as an accomplishment, as well as the seismic work. Daniels suggested including work regarding Majestic programming.

Emery asked if anything related to the board's charge was missing or should be removed. Griffiths suggested consideration of a Boys and Girls Club representative as a non-voting member. Also, she suggested changing #2 to "Appointments to the board should be selected to typify the function of the boards service and activities of the department in order to represent the diverse nature of the community, *including all ages*". Emery noted that there was no senior or Senior Center representative, either, so that change would address that. Fisher said adding a Boys and Girls Club representative didn't seem necessary, since when you specify one group you leave another out. Regarding a Boys and Girls Club representative, Fisher related that a previous School District representative had found service extremely boring, since he was never actively involved in what the board was doing; and anything involved with the district he had already heard. He would only occasionally be asked about how the district did something. Griffiths said that increasingly the Boys and Girls Club was providing recreational services and sometimes they come into conflict with Parks programs and services, so having a rep on the board might give them a better understanding of the scope of Parks and Rec services. De-Vries noted that the Boys and Girls Club was not the only other group providing recreation services.

Griffiths suggested adding in the code section as (K), "advise the department regarding dogs in parks, natural areas, recreation areas and other facilities" since the board spends a lot of time on that. Emery Griffiths said that "H" should be Best Management Practices (not Best Practices). She suggested under (I) replacing "citizenry" with "resident". In (D), she suggested replacing the words "active" and

“passive” as they refer to recreation types; she suggested using “unstructured”, “informal” or “organized” instead. Emery replied that they are old industry words, though still in use, and suggested striking the words entirely; the board concurred. Wolfenbarger suggested taking the capital off (i) in Section 1.16.265.

De-Vries moved to adopt the staff report recommendations to the City Council regarding sunseting with changes as reflected in discussion; Willard seconded; motion passed.

IX. ADDITIONAL BUDGET REDUCTIONS PROPOSED.

Director Emery related that she had been asked by the City Manager to reduce an additional \$100,000 in order to help meet a projected \$640,000 deficit in the budget. She recommended to the Manager eliminating a second Operations Supervisor position occupied by David Neighbor and have Neighbor occupy a reinstated Management position which was eliminated in the past budget year but the department doesn't function well without. (Neighbor has been filling both Management Assistant and Operations Supervisor jobs over the last year). To help adjust to the loss of the second Operations Supervisor position, there has been some reorganizing, including giving more responsibility to two Lead Workers. She also recommended to reduce a Parks Operations Specialist position from fulltime to 0.5 and to leave three vacant seasonal Parks Worker positions vacant for this year. Operations Supervisor Dave Phillips added that nine of twelve Seasonal Parks Workers returned on April 1. He said that with the reduction, we're giving up an equivalent amount of one of those positions in FY10-11 and about 1.2 or 1.3 in funding for FY11-12. We're holding the FTE, but are giving up almost two-thirds of the funding for those positions.

X. GOALS UPDATE.

Griffiths related that the board's dog subcommittee met March 15. It developed a scope of the committee, including education for dog owners and non-dog owners; looking at dog off-leash areas, especially Willamette Park and Bald Hill; and finding ways to pay for dog services in parks. The second meeting developed ideas for brochures; one would be similar to the State Parks on how to deal with dogs in parks; the other would be on how to keep a dog away from oneself. The group is recommending the Animal Control Officer update the existing brochure; the committee wants a vet or animal supply store to underwrite the cost and to distribute it more widely. Another idea is to add \$5 to animal licenses to help support enforcement on dog control or dog parks. Also, the subcommittee recommends that the cost of dog waste bags continue to come from the Stormwater Fee. A dog-free day in parks was considered but discarded in favor of a more positive educational approach. They discussed problems with signage at parks, including Willamette Park and Bald Hill. She will contact the County to clarify Bald Hill signage, since it's not clear from the signage whether it is an on-leash or off-leash area; it should be clarified to be an on-leash area.

Griffiths said that Lane County has greatly increased dog licensing by going door to door. She related that the County Elections Officer felt that about one-third of dogs in the City are either unlicensed or are not licensed in the City. She said there are about 6,000 dogs licensed in the County and it should probably be at least double that. The subcommittee is seeking ways to try to get more people to license their dogs. De-Vries said that the university holds a Pet Day every year; Fisher said that it is this Saturday. Griffiths said the next subcommittee meeting will be in May.

Fisher highlighted the Corvallis to Peoria Road highway project. He said that there were a number of complaints from cyclists regarding the proposed slip lane design. In response, there is now a proposal for a flashing blinking yellow light is under consideration for the Van Buren Bridge intersection. Griffiths asked what ODOT thought about the blinking yellow light; Fisher said ODOT had little experience with it. He related that Public Works' Steve Irwin found that there had been no problems

with the light at the Fairgrounds. Hays related that the Trails Connections Committee felt the solution was for an overpass over the Van Buren intersection and down and the slip lane merging into that; this should help relieve rush hour congestion. Fisher said that the Van Buren Bridge was built to accommodate two pedestrian lanes. Hays said in the long run an overpass will be built. Daniels related that ODOT had cut a number of trees along Highway 34; Fisher said ODOT will build a road on the north.

- XI. STAFF REPORTS.** Emery related that fee review was underway and the board will review it in May. Staff are planning a May 14 Helen M. Berg Plaza renaming; the board is invited. Staff are working with Benton County and the Greenbelt Land Trust to develop an integrated trails website and an accompanying agreement of understanding; this should assist in seeking future trails grants. The three have also written a letter of declaration that the board will review at its next meeting; the purpose is to describe how the parties intend to cooperate on restoration and rehabilitation of natural areas; this will be useful in future grant applications. An Oregon Arts Commission Grant was received for a plenary event on September 10, where artists will come to parks and their paintings sold at the end of the day.

Staff will meet with the school district regarding if a possible May elementary school early release day is adopted; Parks programming has been developed to respond to that. There will be a meeting the school district in May to discuss communications; Griffiths will represent PNARB. The Mayor has requested the school district replace Liaison Greg Lecuyer, who has retired.

The first of three community meetings has been held regarding the Community Garden Plan; Assistant Director Steve DeGhetto will update the board on the process at the next meeting. The City received the Tree City USA Award, which was presented to the City Council at its April 18 meeting; John Hinkle wrote a fun Arbor Month proclamation in "Dr. Seuss" format. Seasonal Parks staff returned April 1.

Staff is working with a citizen group seeking installation of an art wall near the skate park; they got a grant from the Benton County Cultural Arts Commission and have raised other funds as well, and now have sufficient funds to build the wall. The Arts and Culture Commission supported the project. The next step is to get engineering plans and the permitting process finalized. The group will work with staff to develop rules and regulations for use of the wall.

Operations Supervisor Dave Phillips reported that with return of seasonal workers, restrooms are open, all areas are mowed, fountains are on, and shelters and restrooms have been pressure washed. Sports fields are still closed since they are still soft. Some plantings along Country Club are being replaced with more drought-tolerant materials. There have been discussions with Benton County regarding equipment sharing.

Planner Rochefort related a grant submission was made to State Parks regarding Tunison Park. Outreach was done to neighbors regarding the two-acre park; over three hundred fliers in Spanish and English were distributed. The concept of healthy, active living is being targeted. It is designed with an opportunity for strong volunteering on the project. Rotary is participating by giving a small grant. A natural, sustainable playground that promotes activity is being considered, along with a circulation system that promotes walking and tricycle riding.

An RTP grant for the Shooting Star Trail renovation is still under review. The Central Park grant of \$50,000 in matching funds is still on hold. She said Administrative Assistant Chrissy Bevans has been assisting in writing the grants and has done a great job, especially in developing a distinctive "look" for the grants.

She expected that at the next board meeting a representative from Community Development and possibly a developer would attend to discuss a potential annexation vote of the McFadden property adjacent to Hewlett-Packard. If the annexation goes through, developers would be required to provide a multiuse path and a small trail.

She related that the CIP would come to the board for review in May and June this year instead of later in summer; this should help to better coordinate with Public Works. She related that the Civic Beautification and Urban Forestry Advisory Commission (CBUF) would give out Beautification Awards, with "Beauty Grows Here" signs going out. CBUF will have a booth at the Spring Gardening Festival on May 1.

Griffiths asked about apartments going up on Walnut; Rochefort related that at Timberhill Park, on the corner of Walnut and 29th Street, an apartment was quickly going up. A requirement is to provide a 5' wide concrete path along the property line in the area; this will require removal of a couple trees, which are in poor condition. Griffiths noted that it is a very wet area along 29th area; sidewalks there already flood. Rochefort said she has not seen plans yet; she said that retaining walls there drain onto park property; this is a violation and developers have been notified and they have been given options, including to install an adequate drain pipe. They must provide a full drainage plan for the path. Griffiths said that drainage should be underground; adding more water aboveground doesn't make sense; Rochefort said that underground drainage was the most cost-effective option.

Rochefort related that water-wise pesticide free plantings were planned for new pedestrian crosswalks being built on Circle Boulevard.

Emery related that Mayor Manning provided gift tote bags for board members in appreciation for their service (May is National Volunteer Month).

XII. SUBCOMMITTEE UPDATES. See Goals Update.

XIII. BOARD MEMBER/CITY COUNCIL LIAISON REPORTS. None.

XIV. ADJOURNMENT: Meeting adjourned at 8:23 p.m.



MEMORANDUM

To: Human Services Committee
From: Karen Emery, Director *AK*
Steve DeGhetto, Assistant Director *SD*
Date: May 5, 2011
Subject: 2010 Majestic Theatre Management Annual Report

Issue:

The Majestic Theatre Management, Inc. (MTM) is scheduled for its annual review before the Human Services Committee.

Discussion:

In September 2000, the City renewed the agreement with Majestic Theatre Management, Inc. (MTM) for the day-to-day operation of the facility located at 115 SW 2nd Street. The City retains ownership of the building and is responsible for major maintenance of the facility, not related to operations. The City determined it is in the City's best interest that an entity experienced and qualified in management, operation and maintenance of a community theater manage this facility.

During the reporting period from September 1, 2009 to August 31, 2010 the City completed the seismic upgrade for the Majestic Theater building. Phase III of the project began in July 2010 and conclude in September 2010. MTM received a total of \$29,647 from the City during FY 2010. The breakdown of these funds consisted of \$9,647 in endowment interest and \$20,000 from property taxes.

Highlights of FY 2010 are:

- Individual contributions and underwriting totaled \$43,238, up \$3,741 from the previous year.
- The web site has been redesigned, providing site visitors with user friendly information.
- The Board of Directors initiated a review of the Majestic Theatre's policies and procedures.
- The Board of Directors initiated a review of the Majestic Theatre's mission, establishing goals and objectives to increase efficiencies in operations.

- The Board of Directors also reviewed the staffing model and instituted staff reductions. The resulting cost savings is moving the Majestic toward a better financial position.

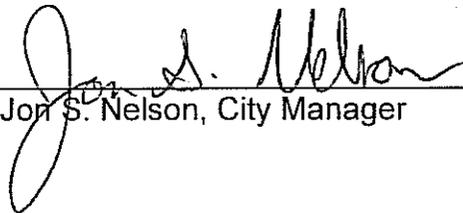
Future endeavors include:

- Revitalizing the Majestic Theatre's education program.
- To review and execute a new Operating Agreement with the City by June 30, 2011.

Recommendation:

The Human Services Committee recommends to City Council to accept the Majestic Theatre Management, Inc. 2010 annual report.

Review and Concur:



Jon S. Nelson, City Manager



Nancy Brewer, Finance Director

Attachments:

1. MTM Annual Report
2. MTM Financial Statement for Fiscal Year 09/10
3. MTM Financial Update, FY 09/10 compared to FY 10/11
4. Corvallis Finance Department's Financial Review



ANNUAL REPORT

FOR FY 2009-2010

TO CITY COUNCIL

CITY OF CORVALLIS

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APPENDIX

BALANCE SHEET AS OF AUGUST 31, 2010

PROFIT & LOSS, SEPTEMBER 2009-AUGUST 2010

BALANCE SHEET AS OF MARCH 31, 2011

PROFIT & LOSS, SEPTEMBER 2010-AUGUST 2011 (FIRST 7 MONTHS)

INTRODUCTION

Majestic Theatre Management, Inc. (MTM), a non-profit corporation, marked its nineteenth year of operation in 2010. The year saw many changes as the theatre worked to continue its mission to operate a quality performing arts facility and support the performing arts and civic needs of the community.

The reporting period, September 1, 2009 to August 31, 2010 represents the fiscal year for MTM. Financial losses which had begun in 2009, continued throughout 2010. The net loss for the year was \$75,626.25. These losses were an extension of the 2009 season. Contributing factors included six months of being closed for renovation, the loss of the Education Theatre program, low ticket sales for Majestic productions, stagnant occupancy rental rates and, significantly, a continued decline in interest income from the endowment fund.

Staffing at the Majestic was tumultuous. By the end of December 2010, only one staff member who was employed by the Majestic in September 2009 was still with the organization on September 1, 2010. In 2009, MTM reported three full-time employees, with benefits, and four part-time employees. At present there are five part-time employees representing approximately 3.0 FTEs; none of the employees receive benefits. The profit and loss statement for the period September 2010 through March 2010 reflects a net income of \$24,958.87.

Understaffing between June 2010 and the December 1, 2010 resulted in a late fall fund drive with income from this drive dropping from \$39,497 in 2009 to \$13,376 in 2010. A gap in staff appears to have resulted in MTM's failure to update contact information with the Oregon Cultural Trust resulted in the Majestic's name and contact information being dropped from the OCT website as a participating organization. This has been corrected. While contributions to the Majestic during this time period were still eligible to receive the OCT tax credit this oversight may have impacted the decision of some donors to renew their pledge.

The Board of Directors responded to the gaps in staffing by volunteering significant hours managing the daily operation of the facility. Board President, Kent Daniels, and Treasurer, Jim Noels, worked to establish an action plan guided by a mission driven set of goals and objectives and, in July 2010, secured the services of a consultant to assess the organization's situation and make recommendations for improving MTM's performance. This work continued for six weeks and resulted in a review of the mission statement and the development of a set of specific goals and objectives. These are included in the appendix.

A part-time Managing Director and Theatre Operations Manager were hired and began working November 29, 2010. On December 3, 2010 a part-time Administrative Assistant was hired. A part-time house manager was added in

January; this individual works during performances and has provided continuity in handling box office and concession funds as well as securing the building. MTM has also limited official business hours; these are now Monday through Friday, 12:00 pm to 5:00 pm. Significant reductions in staff and hours, the elimination of benefits, and flexible work schedules have resulted in cost-savings and modest profitability between December 2010 and March 1, 2011.

While every effort has been made to review existing records in the creation of this report and ensure its accuracy, no one involved in the creation of this document was part of the MTM staff during the 2009-2010 fiscal year.

Of Note for 2009-2010

- Facility rental revenue for the year 2009-1010 was \$52,455.94, while equipment rentals brought in \$11,751.75; the total for both facility and equipment rental was \$64,207.69. In 2008-2009, facility and equipment rentals totaled \$121,457.46; this represents a loss in revenue of \$57,249.77.
- In 2009-2010 individual contributions and underwriting totaled \$ 43,238.33. In 2008-2009, the total was \$39,497.00.
- The Web Site was redesigned and features added.
- Seismic upgrades were completed in September 2010.
- The Board of Directors initiated a review of its policies and procedures.
- The Board of Directors initiated a review of its mission and the development of a detailed set of specific goals and objectives designed to increase efficiencies, cut costs and lead to sustainability of the organization.
- The Board of Directors initiated a review of staffing and staffing options and reduced staff and cut benefits; this has resulted in significant cost savings and is moving the organization towards financial health. Between September 2009 and August 2010 the Majestic posted modest gains.

Board of Directors

Kent Daniels, President (541) 757-7238 wally@peak.org

Kent Daniels retired from Oregon State University in 2001 after serving as the Co-Director of the Office of International Research and Development. From 1987-1990 he served on the Corvallis City Council and from 1991 to 1997 he was a Benton County Commissioner. Mr. Daniels also serves on the Corvallis Parks, Natural Areas and Recreation Board and the Corvallis Civic Beautification and Urban Forestry Commission. A life-long supporter of the arts, Mr. Daniels and his wife, Trish, raised and nurtured Sheila Daniels. Sheila Daniels is the Associate Director for the prestigious *Intiman Theatre* in Seattle.

Jim Noel, Treasurer (541) 753-3593 jim@thenoels.us

Jim Noel has a long-time history of community involvement. He is a past President for the Rotary, past President for the Corvallis School Board; he has also been a set designer and set builder for Corvallis Community Theatre. He is a retired businessman and former owner of The Toy Factory. Jim and his wife are also musicians and ballroom dancers.

Barbara Edwards (541) 754-5883 barbara.edwards@hp.com

Barbara Edwards is a long-time resident of Corvallis. She is the past president of the Art Center. She is also a member of the Assistance League of Corvallis. She works as a manager for Hewlett Packard.

David Cudo (541) 753-0835 davecudo@aol.com

David Cudo is an investment portfolio manager. He has served as Campaign Chair for the Benton –Lincoln County United Way, the Performance Coordinator for the Valley Children’s Choir and as a member of the Corvallis Library Art Fundraising Board. He is an active rugby player and a musician who has supported and worked with many local artists.

Dan Rayfield, Vice-President (541) 927-9147 dan@nelsonandmacneil-law.com

Dan Rayfield is an attorney with the firm of Nelson and MacNeil. He is also enjoys acting and has been involved with a number of local productions including the 2009 MTM Production of *Chicago*.

Vicki Wills, (541) 231-5936 vickela@msn.com

Ms. Wills is an established member of Corvallis' arts community, and a dance instructor. She has taught dance and environmental education through an art and movement based frame-work for schools, youth groups, and youth and teacher training workshops. She is the director and creator of SummerDance, a multidisciplinary dance workshop in Corvallis, Oregon. Victoria is interested in supporting events which use art making for community building and engaging citizens in the spirit of inclusivity. She also loves hiking the precious green space around Corvallis and protecting banana slugs.

Sally Duncan (541) 754-8320 737-9931 sallyduncan1@comcast.net

Sally Duncan is the Policy and Research Director of the Institute for Natural Resources at Oregon State University and has a background in journalism and history. She is a long-term supporter of community theatre, green spaces, and food/housing concerns. She is currently serving her tenth year as a member of the Board of Directors for MTM.

Charlotte Headrick (541) 758-3473 737-4918 cheadrick@oregonstate.edu

Charlotte Headrick, PhD is a senior faculty member in the Oregon State University Theatre Department where she directs and teaches a wide-range of classes, including acting and theatre history. She is a member of Actors Equity and has received a number of awards from Kennedy Center/American College Theatre Festival (ACTF); she has also received the OSU Liberal Arts Excellence Award and the Elizabeth Ritchie Award for outstanding undergraduate teaching. She has published a number of articles on Irish theatre and, in 2010, published a book on the subject.

Ian Johnson, Secretary (541) ian@studiogeologie.com

Ian Johnson has lived in Corvallis off and on for 25 years, and is interested in helping to shape a comprehensive approach to the arts at the Majestic in cooperation with other venues. His company, Geologie, has worked with a number of local nonprofits over the last decade, specifically in branding, naming, design, and general marketing efforts. He is interested in bringing more music, films, and other events to the Majestic Theatre. Ian is also co-owner of Luc restaurant in downtown Corvallis.

RENTAL RATES

Rental rates for the Majestic have remained relatively unchanged since 2004. This has been identified as a contributing factor in the continuing imbalance between income and expenditures as MTM costs, including labor, utilities, insurance and other goods and services have continued to rise.

Throughout this time period, calculating rates was complicated with separate charges being assessed for incidental services. For example, separate, *de minimus* fees were charged for the use of individual microphones and stage lights while the cost of staff time—particularly office staff—was not accounted for in assessing or fixing rates. Standard contracts were not regularly reviewed or updated. For example, groups that wanted to rent the grand piano were charged \$75 for the tuning of the piano when the actual cost for this service was \$90.

Furthermore, the prices fluctuated significantly based on individual contract rates with frequent and/or historical user groups. Thus while the rates for the 3,000 square foot main stage and auditorium were identified on the rate sheet as being set for \$500 for peak periods, including Thursday through Saturday evening, the actual contracted rate was typically \$200-\$250 per evening. Similarly, rent for the 1,000 square foot rehearsal room was set at \$15 per hour—while the actual fee charged for use of this room has been \$10 per hour. Rates for other users for the smaller classroom and community room were \$25 per hour during this same time period.

Efforts are being made to charge new user groups fair rental value for the use of facilities. As old contracts expire, the rates for long-term users will be carefully reexamined and negotiated. The standard use contract has been updated to include contact information on each user, identify all of the contracted-for goods and services and calculate an up-front sum for anticipated goods and services, and incorporate policies pertinent to use of the building,

2009-2010 Facility Use

The theater was closed between September 1, 2009 and January 1, 2010.

Main Stage	Number of Days in Use	Number of Performances, Events or Classes	Rehearsals & Auditions	Number of Renters
	105	44	83	12
Rehearsal Room	134			4
Classroom		145		8
Lobby	300			

In 2009 the loss of the Well Covenant Church as a tenant was reported as attributable to the seismic upgrade work. The church group, Doxology, has replaced Well Covenant as a renter. Doxology has an active education program, which includes theatre as one of its components. Santiam Christian School, which has ties to Doxology, rents the theatre for its family-friendly theatrical productions.

RENTAL CUSTOMERS IN 2009-2010

Performing Arts Organizations

Corvallis Community Theatre
Corvallis Folklore Society
Santiam Theatre
Tears of Joy Childrens' Theatre
Willamette Stage Company

The Gazette Times
Town & Country Realty
The Event Managers, LLC
Madison Avenue Collective

Educational Programs

Andaire Academy of Irish Dance
Celtic Arts Mid-Valley
Dance Corvallis
Modern Dance Technique
Oregon Dance
Pacific Tap Dance Co.
Rainbow Dance Center
School of Rock
Willamette Apprentice Ballet
Zumba with Amy
East West Chinese Dance
Tribal Bellydancing

Non-Profit Agencies & Groups

1000 Friends of Oregon
Heart of the Valley School of Massage
Institute for Applied Ecology
Institute for Natural Resources
Oregon Community Foundation
Doxology
Willamette Chinese School
Willamette Neighborhood Housing

Business & Private Groups

Corvallis Clinic
Heresco Chiropractic
OSU Federal Credit Union

Schools & Government

Benton County (multiple departments)
City of Corvallis (multiple departments)
Corvallis Montessori School
Oregon State University (multiple departments)
Santiam Christian Schools

FACILITY CONDITION REPORT

Overview

The Majestic Theatre is in overall good condition. The City of Corvallis has made numerous improvements to the facility including the completion of the seismic upgrade and repairs and improvements to the roof. MTM is especially appreciative of the City's Public Works Department prompt response to requests for emergency repairs and in the coordination of work schedules. MTM continues to maintain the building and has instituted an ongoing maintenance operation program.

Building Maintenance

Several rooms were painted, including the concessions area and kitchen. Once again area youth who are performing community service have been recruited to help out with regular cleaning and maintenance. As the auditorium and lobby need to be cleaned before and after every event, efforts are being made to determine an effective and coordinated means of using volunteers to keep the building ready to receive guests and host events.

Future Plans

Funds are being sought to provide improvements to the office space shared by 3-4 staff members, update the concessions area, provide an electronic marquee and replace the stage lights with energy efficient LEDs.

In preparation of the 100th birthday of the Majestic on August 13, 2013, staff and volunteers are working to coordinate a top-to-bottom cleaning and painting of the building. Volunteers are also working to inventory props, set pieces and costumes and sell or dispose of items that are no longer serviceable. As items are discovered that have historic significance they are being stored with the hope of archiving them and placing some on display.

EDUCATION AT THE MAJESTIC THEATRE

Under the terms of the contract between MTM and the City of Corvallis, MTM is to provide theatre education. Traditionally the Majestic has been host to a number of programs benefiting youth including theatre education, dance programs and music concerts. Cost overruns in the program led to the termination of the educational theatre program in 2008 and the full-time position of Education Director was eliminated.

Santiam Christian School's middle school and high school students prepared and performed three shows at the Majestic during the 2009-2010 season. The School of Rock also prepared and performed a public concert featuring local youth. In September 2010, the Majestic dance programs organized and produced a well-received benefit dance concert for the Majestic. Tap, modern, Irish and Jazz dance students ranged in age from toddlers to senior citizens.

Efforts to reconstitute the Education Program are underway. A volunteer Education Coordinator was recruited in February 2011. She has helped organize a puppet-making class for April 2011 and a Theatre Arts Summer Camp program for youths from 5th grade through high school is set for July 2011.



Finance Department
500 SW Madison Avenue
Corvallis, OR 97333
541-766-6990
541-754-1729

MEMORANDUM

May 5, 2011

TO: Steve DeGhetto, Parks and Recreation Assistant Director
CC: Julian Contreras, Financial Services Manager

FROM: Jeanna Yeager, Accountant

SUBJECT: **Majestic Theatre Annual Financial Review Fiscal Year 2010**

This review consists of inquiries and analytical procedures and is very limited in its nature. The Majestic Theatre Annual Report and Statement of Activities are unaudited financial reports that are the representation of the management of Majestic Theatre (MTM). MTM uses the cash basis of accounting.

Majestic Theatre's fiscal year (FY) is September 1 through August 31. This review is for MTM's fiscal year ending August 31, 2010.

MTM received a total of \$29,647, 14% of their total revenue (including Other Income), from the City during their FY 2010, consisting of \$9,647 in endowment interest and \$20,000 from property taxes per the contract addendum dated June 15, 2009. In FY 2010, MTM accounts for these funds as Other Income on their Profit & Loss statement. In FY 2009, it was recorded in Grant Income.

In FY 2010, MTM revised the categories on their Profit & Loss statement to better segregate their operating (ordinary) income from other income. For example, in FY 2010, Investment Income was categorized as Other Income, whereas in FY 2009, it was included in operating income.

For the fiscal year ending August 31, 2010, MTM had a net loss of \$75,626, compared to net income of \$22,825 in FY 2009. Expenses decreased 40% from year to year, while net ordinary income decreased 63% (FY 2009's Profit & Loss categories were adjusted to match FY 2010's).

According to MTM, contributing factors of this loss include, "six months of being closed for renovation, the loss of the Education Theatre program, low ticket sales for Majestic productions,

stagnant occupancy rental rates and, significantly, a continued decline in interest income from the endowment fund.”

MTM includes financial information for the first seven months of the current fiscal year and shows a net income of \$17,515. MTM attributes this improvement to “significant reductions in staff and hours, the elimination of benefits, and flexible work schedules.”

Based on this review, I recommend acceptance of Majestic Theatre’s annual report.

11:59 AM
 04/29/11
 Cash Basis

Majestic Theatre Management, Inc.
Profit & Loss
 September 2009 through August 2010

	Sep '09 - Aug 10
Ordinary Income/Expense	
Income	
4000 · Admissions Income	
4010 · Education	7,133.00
4020 · MTM Productions	23,288.55
4030 · Pass-through ticket sales	
4031 · CCT Productions	29,365.00
4032 · Member-Partner Productions	3,020.50
4039 · CCT/Mem/Ptr Ticket Outflow	-34,538.00
Total 4030 · Pass-through ticket sales	-2,152.50
4040 · Ticketing Service Income	5,800.00
Total 4000 · Admissions Income	34,069.05
4100 · Sales Income	
4110 · Concessions	3,388.22
4120 · Art	17.80
4130 · Merchandise	121.00
4140 · MTM Gift Certificate	255.00
Total 4100 · Sales Income	3,782.02
4200 · Contrib./Underwriting Income	
4220 · Membership	38,648.33
4230 · Productions	2,600.00
4240 · Capital Campaign Projects	2,000.00
4250 · Publications	0.00
Total 4200 · Contrib./Underwriting Income	43,248.33
4300 · Equipment Rental	
4310 · Lighting Equipment	3,499.50
4320 · Sound Equipment	7,247.25
4330 · Other Equipment	1,005.00
Total 4300 · Equipment Rental	11,751.75
4400 · Facility Rental	
4410 · Box Office Services	2,585.75
4415 · Technical Services	345.00
4420 · Classroom	6,277.50
4430 · Community Room	2,045.00
4450 · Rehearsal Room	4,270.00
4460 · Scene Shop	854.94
4470 · Stage	36,077.75
Total 4400 · Facility Rental	52,455.94
4500 · Grant Income	11,000.00
4700 · Miscellaneous Income	867.00
4800 · Residency/Outreach Income	4,482.50
4900 · Tuition Income	
4910 · Fall Classes	600.00
4920 · Winter Classes	0.00
4940 · Summer Camps	750.00
4960 · Performance Intensive	62.50
Total 4900 · Tuition Income	1,412.50
Total Income	163,069.09
Gross Profit	163,069.09
Expense	
5000 · Advertising/Marketing	3,705.52

11:59 AM
04/29/11
Cash Basis

Majestic Theatre Management, Inc.
Profit & Loss
September 2009 through August 2010

	<u>Sep '09 - Aug 10</u>
5100 · Bank/Credit Card Fees	
5115 · Innovative Merchant Services	406.44
5120 · Total Merchant Concepts	510.93
5125 · OSU Federal Charges	187.29
5130 · Seat Advisor fees	4,793.66
5890 · Interest Expense	5.25
5100 · Bank/Credit Card Fees - Other	2,306.29
Total 5100 · Bank/Credit Card Fees	8,209.86
5200 · Board & Administrative Expenses	
5210 · Licensing/Fees	2,630.93
5220 · Dues & Subscriptions	4,029.58
5230 · Travel	236.55
Total 5200 · Board & Administrative Expenses	6,897.06
5300 · Capital Expenses	
5310 · Theatre/Building Improvements	80.00
Total 5300 · Capital Expenses	80.00
5400 · Development Expenses	1,267.56
5500 · Conference/Ed./Mtg Expenses	841.82
5600 · Equipment Expense	
5610 · Equipment Purchases	3,722.18
5620 · Equipment Maint/Repair/Fuel	1,995.90
5630 · Equipment Rental	5,485.15
Total 5600 · Equipment Expense	11,203.23
5700 · Independent Contractors	
5710 · Choreographers	1,575.00
5720 · Directors	800.00
5730 · Entertainers	4,555.00
5740 · Technical	600.00
5750 · Stage/Building Labor	1,700.00
5760 · Other	20.00
Total 5700 · Independent Contractors	9,250.00
5800 · Insurance	
5810 · General Fire/Liability	1,899.28
5820 · Directors/Officers	1,025.00
Total 5800 · Insurance	2,924.28
5900 · Materials & Supplies	11,004.47
6000 · Occupancy Expenses	
6020 · Theatre Maintenance	4,083.68
6030 · Utilities	
6031 · Cable	326.61
6032 · Gas & Electric	9,774.84
6034 · Garbage	1,732.72
6036 · Internet/Hosting	746.87
6038 · Telephone	3,531.12
Total 6030 · Utilities	16,112.16
Total 6000 · Occupancy Expenses	20,195.84

11:59 AM
 04/29/11
 Cash Basis

Majestic Theatre Management, Inc.
Profit & Loss
 September 2009 through August 2010

	Sep '09 - Aug 10
6100 · Personnel Expenses	
6120 · Facilities Manager	16,859.94
6130 · Development Director	29,987.79
6145 · Executive Director	34,063.68
6150 · Instructors/Teachers	5,584.27
6155 · Office Manager	17,624.31
6160 · Technical Staff	1,699.69
6165 · MTM Consultant/Int. Theatre Mgr	3,550.00
6170 · Sick pay	1,372.17
6172 · Vacation pay	5,310.08
6176 · Overtime hourly	38.26
6200 · Payroll Taxes	12,377.60
6220 · Workers Comp. Insurance	1,918.30
6240 · Health Benefits	14,021.38
6250 · Direct Deposit Fees	81.90
6100 · Personnel Expenses - Other	3.75
Total 6100 · Personnel Expenses	144,493.12
6300 · Postage & Shipping	3,374.06
6400 · Printing & Publishing	2,530.45
6500 · Professional Services	
6510 · Accounting	1,660.75
Total 6500 · Professional Services	1,660.75
6600 · Rent	
6610 · Classroom Space	175.00
6620 · Rehearsal Space	8,575.00
6630 · Performance Space	20.00
6640 · Scene Shop	2,214.00
6650 · Stage	13,352.50
6680 · Ticketing Service Expense	3,233.00
Total 6600 · Rent	27,569.50
6700 · Royalties	4,551.43
7900 · Depreciation	25,861.00
8000 · Miscellaneous Expense	4,020.36
Total Expense	289,640.31
Net Ordinary Income	-126,571.22
Other Income/Expense	
Other Income	
4600 · Investment Income	
4610 · Benton County Foundation	1,561.33
4620 · City of Corvallis Endowment	29,646.57
4630 · OCF Endowment	
4631 · Interest/Dividends OCF	3,492.26
4632 · Realized Gain (loss) OCF	951.07
4633 · Unrealized Gain (Loss) OCF	17,212.74
4634 · Investment Expense OCF Endowmnt	-789.92
4637 · OCF Fees	-1,202.71
Total 4630 · OCF Endowment	19,663.44
4640 · Other Investment Income	73.63
Total 4600 · Investment Income	50,944.97
Total Other Income	50,944.97
Net Other Income	50,944.97
Net Income	-75,626.25

11:59 AM

Majestic Theatre Management, Inc.

Profit & Loss

September 2010 through August 2011

04/29/11

Cash Basis

	Sep '10 - Aug 11	Sep '09 - Aug 10	\$ Change
Ordinary Income/Expense			
Income			
49900 · Uncategorized Income	350.00	0.00	350.00
4000 · Admissions Income	16,249.93	34,069.05	-17,819.12
4100 · Sales Income	4,735.99	3,782.02	953.97
4200 · Contrib./Underwriting Income	36,805.23	43,248.33	-6,443.10
4300 · Equipment Rental	5,027.34	11,751.75	-6,724.41
4400 · Facility Rental	50,326.79	52,455.94	-2,129.15
4500 · Grant Income	0.00	11,000.00	-11,000.00
4700 · Miscellaneous Income	1,108.00	867.00	241.00
4800 · Residency/Outreach Income	0.00	4,482.50	-4,482.50
4900 · Tuition Income	0.00	1,412.50	-1,412.50
Total Income	114,603.28	163,069.09	-48,465.81
Cost of Goods Sold			
50000 · Cost of Goods Sold	1,743.96	0.00	1,743.96
Total COGS	1,743.96	0.00	1,743.96
Gross Profit	112,859.32	163,069.09	-50,209.77
Expense			
5000 · Advertising/Marketing	5,646.56	3,705.52	1,941.04
5100 · Bank/Credit Card Fees	3,547.45	8,209.86	-4,662.41
5200 · Board & Administrative Expenses	1,199.40	6,897.06	-5,697.66
5300 · Capital Expenses	710.68	80.00	630.68
5400 · Development Expenses	251.08	1,267.56	-1,016.48
5500 · Conference/Ed./Mtg Expenses	204.00	841.82	-637.82
5600 · Equipment Expense	2,943.61	11,203.23	-8,259.62
5700 · Independent Contractors	1,165.00	9,250.00	-8,085.00
5800 · Insurance	2,773.64	2,924.28	-150.64
5900 · Materials & Supplies	5,380.38	11,004.47	-5,624.09
6000 · Occupancy Expenses	13,365.86	20,195.84	-6,829.98
6100 · Personnel Expenses	88,710.97	144,493.12	-55,782.15
6300 · Postage & Shipping	850.76	3,374.06	-2,523.30
6400 · Printing & Publishing	1,292.01	2,530.45	-1,238.44
6500 · Professional Services	1,010.26	1,660.75	-650.49
6600 · Rent	5,979.00	27,569.50	-21,590.50
6700 · Royalties	226.22	4,551.43	-4,325.21
7900 · Depreciation	0.00	25,861.00	-25,861.00
8000 · Miscellaneous Expense	559.68	4,020.36	-3,460.68
Total Expense	135,816.56	289,640.31	-153,823.75
Net Ordinary Income	-22,957.24	-126,571.22	103,613.98
Other Income/Expense			
Other Income			
4600 · Investment Income	40,472.18	50,944.97	-10,472.79
Total Other Income	40,472.18	50,944.97	-10,472.79
Net Other Income	40,472.18	50,944.97	-10,472.79
Net Income	17,514.94	-75,626.25	93,141.19

MEMORANDUM

DATE: June 7, 2011
TO: Human Services Committee
FROM: Ken Gibb, Community Development Director 
SUBJECT: Social Service Allocation Recommendations for FY 11-12

Issue

The City of Corvallis has an agreement with United Way of Benton & Lincoln Counties to administer the allocation process for the City's FY 11-12 social service funding. This work includes review of agency proposals for funding by an allocation Granting Committee, with a recommendation forwarded for HSC review.

Discussion

This report precedes final action on the FY 11-12 annual operating budget; the Proposed Budget includes \$250,000 with an additional \$102,870 from the passage of the levy. If the Council approves the budget as presented, the allocation for FY 11-12 social service funding would total \$352,870.

United Way will receive 5% of the total funding for administering the program from allocation through monitoring agency programs for compliance throughout fiscal year 2011-12.

United Way has recently completed the granting process to provide funding recommendations for the City of Corvallis social service funding for FY 11-12. An allocation Granting Committee made up of community volunteers participated in the process of reviewing and evaluating the proposals. Based on an earlier HSC recommendation, a City Council liaison attended the allocation meetings this year to clarify Council positions in response to questions, and to provide background and other information as necessary. The Committee deliberated to determine an allocation recommendation to be presented to the Human Services Committee.

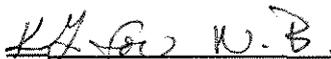
Attached is a document from United Way that includes a spreadsheet of agency requests and the Granting Committee's recommended allocations, and program descriptions from the agencies' applications along with comments from the Granting Committee.

Twenty (20) organizations submitted requests for 34 programs. Twenty-five (25) programs are recommended for funding.

Recommendation

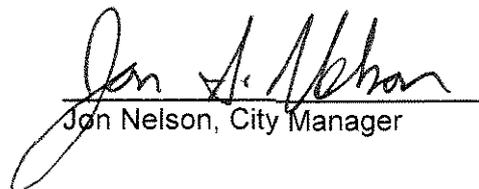
A motion to recommend to City Council approval of the allocations as presented on the attached or as amended by this committee.

REVIEW AND CONCUR:



Nancy Brewer, Finance Director

REVIEW AND CONCUR:



Jon Nelson, City Manager



City of Corvallis

Social Service Grants

11-12 Funding Recommendations

As per our administrative contract, United Way has recently completed the granting process to provide funding recommendations for City of Corvallis Social Service funding for the 11-12 fiscal year. Twenty agencies applied for funding for thirty-four programs. Eighteen community volunteers participated in the process by reviewing proposals, conducting site visits/interviews with applicant programs, and making final funding recommendations.

This document contains the following components:

Agency Requests/Recommendations

- Applicant agency/programs
- Finalized Granting Committee funding recommendation(s)
- Program Description(s)
- Granting Committee remarks

Program Descriptions

The program descriptions and needs statements for each program were taken directly from the application for funding. Applicants were asked to answer the following question: "Briefly, describe the project for which you are seeking funding (250 words or less)."

Agency Requests/Recommendations

Agency	Program	Request	Final Rec
ABC House	Child Abuse Assessment	\$36,810	\$32,766
Boys & Girls Club of Corvallis	ABCs to PhDs	\$20,000	\$3,883
	Dental Clinic	\$35,000	\$16,426
	Licensed Child Care	\$100,000	\$0
Center Against Rape & Domestic Violence -- CARDV	Shelter/Advocacy Services	\$50,000	\$22,766
CASA-Voices for Children	Court Advocacy Training	\$12,000	\$11,553
Community Outreach, Inc	Emergency Services	\$54,000	\$25,000
	Food	\$19,000	\$3,106
	Health Care Services	\$44,500	\$37,766
	Integrated Housing	\$60,000	\$10,000
	Permanent Supportive Housing	\$36,000	\$7,766
CSC-Emergency Housing	Emergency Housing	\$15,016	\$8,550
CSC-Linn Benton Food Share	Linn Benton Food Share	\$36,000	\$35,106
CSC-Linn-Benton Volunteers	Hands on Linn-Benton	\$5,000	\$0
	SHIBA	\$5,000	\$1,747
Cornerstone Associates	Community Access	\$58,542	\$0
Corvallis Community Children's Center	Tuition Scholarship	\$36,000	\$10,213
Corvallis Daytime Drop-in Center	Counseling Services	\$10,000	\$8,883
Corvallis Environmental Center	SAGE	\$18,000	\$3,943
	To Grow Box	\$2,500	\$0
Corvallis Homeless Shelter Coalition	Outreach Worker	\$15,000	\$15,000
Dial-A-Bus	Dial-A-Bus	\$12,334	\$0
Furniture Share	BEDS for KIDS	\$10,000	\$3,883
	FEEDING our FUTURE	\$6,000	\$0
	Furniture for Individuals in Crisis	\$10,000	\$1,942
Jackson Street Youth Shelter	Emergency Shelter	\$25,000	\$25,000
	Transitional Housing	\$8,000	\$8,000
Old Mill Center	Child Safe Sex Abuse Treatment	\$27,500	\$13,500
	Crisis Outreach & Transition	\$32,500	\$0
	RAFT	\$32,000	\$0
Parent Enhancement Program	Parent Enhancement Program	\$25,000	\$17,766
Presbyterian Preschool & Child Care Center	PSCC Tuition Assistance	\$8,000	\$0
Vina Moses Center	Clothing & Household	\$6,000	\$5,330
	FISH	\$6,000	\$5,330
Subtotal		\$876,702	\$335,225

United Way (contract fee)Total \$17,644

Total distribution \$352,870

Program Descriptions

The following program descriptions contain two components: Service Narrative and a summary of Granting Committee comments.

ABC House

Child Abuse Assessment (requested \$36,810):

Child Abuse Assessment Services for suspected abuse include:

Medical Services

ABC House provides forensic medical exams by a physician who has specific training in child abuse issues and 14 years experience. The program offers a complete assessment of the child's state of health including a full social and medical history. When necessary children are referred for follow up testing and care with their primary care provider or other specialty providers in the community.

Forensic Interviews

All interviews conducted at the center are digitally recorded for documentation purposes. The ABC House has a forensic interviewer on staff who has been trained to conduct age appropriate interviews according to best practice. In addition, the forensic interviewer has significant experience and training in child development. All Law Enforcement and Dept. of Human Service, Child Protective Workers who conduct interviews at the ABC House receive training in forensic interviewing and meet a standard set according to the local Multi Disciplinary Team.

Advocacy

Advocacy at ABC House provides families with services to help them understand the assessment process children will go through at the center. In addition, the Advocate will work with families to identify any needs they may have to help deal with the current family situation. When appropriate, counseling will be scheduled for children and family members or if requested a referral for counseling will be made. Families also receive information concerning resources available (such as housing, food, shelter from Domestic Violence) when appropriate. The Advocate assists all eligible families in submitting a Crime Victim's Compensation application to enable children access for after care services.

Granting Committee comments:

- Recommended funding: \$32,766.
- Very good management systems in place; well respected and well connected with law enforcement, DA's, and other agencies and service providers in Benton and Linn Counties.
- The staff, expertise, and networks are in place. Because of the level of expertise and specialty, it is very expensive to have a physician actually on staff but this is a critical aspect of the abuse assessment program. Loss of funding is an issue, and the agency is planning more grant writing and fundraising activities to cover the gap.
- Difficult to measure the outcome of an abuse assessment program. The success would be in making an accurate determination, and putting a plan in place to address whatever the findings would be.
- Highly effective program that reduces trauma to the child and the families involved, because it concentrates all services in one safe setting, rather than spreading interviews and services all over the city/county. Interagency cooperation is facilitated because of ABC house, and that saves resources.

Boys & Girls Club of Corvallis

ABCs to PhDs (requested \$20,000):

The BGCSC would like to implement a new project called "ABCs to PhDs" at the Lincoln Lion's Den after school program, located at Lincoln Elementary. The purpose of this project is to focus on improving

Attendance, Behavior and academic Competency to increase high school graduation rates and break the cycle of poverty with our youth. Evidence shows that these ABCs are the three indicators of whether a child will graduate high school. This project teaches elementary youth good academic habits including how to set goals in the areas of attendance, behavior and academics in order to graduate, attend college and achieve personal life goals. Attendance during the school day and at the after school program will be tracked in collaboration with Lincoln School staff. We will share our attendance data to look for patterns of missed attendance and work together to identify and problem solve attendance issues. Behavior skills will be taught each day through various enrichment programs, recreational games, and through weekly mentoring sessions. This focused 1:1 time will allow staff to personalize each student's goals, and provide appropriate resources to address any roadblocks the student may be facing in achieving their plan or stated goal.

Granting Committee comments:

- Recommended funding: \$3,883.
- Overhead 19%. No indication of a reserve.
- No indication of a resource gap.
- Laudable program. Recommendation based on availability of funds.

The Johnson Dental Clinic (requested \$35,000):

Since February 2008, through grant funding and the support of the community, the Johnson Dental Clinic has served over 2200 children, with nearly half of those children in a dental crisis that required an extraction of teeth. Our partner's at the school district and the health department are relieved and appreciate the addition of this service point within our community. Children in need can now be seen within a matter of days, instead of months. Being awarded this grant would allow the Club to perform maintenance on existing dental equipment, as well as purchase new equipment and supplies. Additionally, since the dental clinic is in constant need of volunteer dentists, dental hygienists, and dental assistants, the grant would allow our volunteer coordinator to perform community outreach to assist in meeting the needs of our most vulnerable community members.

Granting Committee comments:

- Recommended funding:\$16,426.
- There is a clear vision with programs that benefit young people, especially those in need, across all socio-economic and cultural backgrounds.
- *The clinic provides emergency, maintenance and preventative dental care to children ages 5-18 who qualify for free/reduced lunch and have no dental insurance or are covered by the Oregon Health Plan. Advantages: well-known and respected organization and Executive Director with history in the community. Well-established Board of Directors and active volunteer pool.*
- The first year, 480 children were served and the program has grown annually. Next year, the dental clinic anticipates serving 1,200+ children. The clinic has noted a significant decrease in the number of emergency procedures needed in the clinic by the younger children and a decrease in the number of oral health problems in established patients.
- This is a critical resource for children. Collaboration is strong with the Benton County Health Department, 509J, OSU, Homeless Connect, Linn Benton Hygiene Department, and a number of local dental offices. Every child in the school district has the opportunity to receive dental screening and care equivalent to a minimum of \$215 for a comprehensive exam.

Licensed Child Care Program (requested \$100,000):

Currently, the BGCC has approximately 40 K-2 aged children enrolled in our open Clubhouse program. While BGCC's Clubhouse is a safe and positive environment for youth ages 5-18, the youngest of our school-aged children are often overwhelmed by the environment they walk into – 38,000 sq ft with over 350 youth who are in elementary, middle and high school. Because 5-8 year old youth require a more hands on approach to childcare, we find that our youngest members are not best served by our open format. These young children are often lost in the shuffle, scare easily in such an unstructured environment, and simply do not have the social and emotional skills developed to manage successfully in

an environment that is designed to support freedom of choice. Unfortunately for many families, this is their only alternative for K-2 after-school care because they are unable to afford the licensed childcare option that they should be using at the child's local elementary school. All childhood education experts point to the need for age and environment appropriate childcare services to meet the developmental needs of the various age groups. K-2 children have very specific developmental needs that can only be met through our quality licensed child care program. The staff to student ratio is age appropriate, and the program curriculum has been specifically designed by educational experts to enable young students to continue to grow and learn after the school day ends. We have six Corvallis elementary schools offering licensed child care programs. Ideally, it is our intention to enroll these children into the afterschool licensed child care program to better meet their needs. To do this, the Club must secure the scholarship assistance for these families to attend as there are almost no local government agencies that will provide the funding for these families to access these services – therefore these children are placed in the open Clubhouse program because families cannot afford childcare.

In addition to the \$25 yearly Club membership, it costs \$230/month tuition for licensed child care. Our program provides a meal, as well as a program that provides nourishment of the developing mind, body and soul for the K- 2 child. The BGCC hopes to secure funding through the City of Corvallis to cover scholarship support of up to 75% of each child's tuition

Granting Committee comments:

- Recommended funding: \$0.
- For the funding requested, the marginal effectiveness evaluated at a lower level, compared to a high unit cost. There is no evidence of any sustainability plans beyond this request. No resource gap plan.

Center Against Rape & Domestic Violence – CARDV

Shelter/Advocacy Services (requested \$50,000):

The funding we are seeking will be allocated to the Center Against Rape and Domestic Violence's (CARDV) confidential shelters and comprehensive advocacy services program. CARDV provides immediate access 24-hours a day to confidential **emergency** shelter to clients who are seeking **safety and freedom from fear and violence**. Client's basic needs are met while in the program including, **food, water, warmth, shelter, transportation, access to clothing and information**.

Granting Committee comments:

- Recommended funding: \$22,766.
- The goal to assist individuals and families who have been abused and are in a crisis situation is being met. The track record of CARDV indicates that program delivery is met. A well-established program with employees, volunteers, and interns.
- Not many stats are kept due to confidentiality; however being available to counsel individuals, and being able to assist with shelter, support groups and community resources.
- The effectiveness of the program depends on the ability of CARDV to assist individual's and families during a crisis, which is being accomplished.
- Collaboration with OSU internships, and future housing units and educational services at the Advocacy Center (Permanent Supportive Housing). CARDV also works with other community organizations to meet the needs of each client.

CASA-Voices for Children

Child Court Advocacy Training Program (requested \$12,000):

CASA – Voices for Children (Court Appointed Special Advocates) serves all Benton County children who are identified as wards of the court due to being victims of criminal acts both of abuse and/or neglect by their parents or legal guardians. Each child (in this county, not all counties have enough advocates for each child) in Benton County is assigned a highly trained court advocate. The advocate does the following:

Investigates – the circumstances surrounding the child's reason for being made a ward of the court (the criminal acts) and thus submits a report which makes recommendations to the circuit court judge.

Facilitates – CASAs facilitate the process by which each child receives unmet services in the area of health, education, and emotional well-being.

Monitors – Federal and state laws apply to each child's case. CASAs monitor the child welfare case plan to ensure each child's specific and legal requirements are met.

And advocates – CASA continually (typically for two year period) advocates for each child by visiting with them once a month in the foster care home placement to ensure nothing falls through gaps that may exist as the child and their parents navigate several very complex state, judicial, and child welfare systems.

The funding we seek would allow CASAs *to continue to provide the evidence-base, unduplicated and unique services to each child in our county.*

Granting Committee comments:

- Recommended funding: \$11,553.
- Very specific about agency mission and goals; Expeditious, safe, permanent living situations for all children served by the program. CASA partners very well with several service and law enforcement agencies, with no duplication of services.
- Excellent systems in place with available funds; lack of funding has had a negative impact - leading to the layoff of the Program Director (1 FTE of 3). There is an operating reserve, but the overall budget is very tight.
- The goals and objectives are clear. Extensive training and continuing education are invested in volunteers to ensure focus. This agency has very dedicated and well trained staff and volunteers, capable of executing their plan and delivering expected results.
- Despite the financial resource gap, CASA has still been able to provide 1 CASA for each child assigned in Benton County. Future plans for funding, with goals of additional foundation, grant, and fundraising activities were outlined.

Community Outreach, Inc

Emergency Services (requested \$54,000):

Community Outreach provides Emergency Services to homeless and low-income community members in need through the following integrated services:

- Homeless Emergency Services(HES)—Food and kitchen access; shower and hygiene supplies; mail, message, and phone services; document storage; access to emergency medical & behavioral health services; bus tickets providing transportation to and within areas other than the city of Corvallis; and information on services and resources offered at Community Outreach and/or elsewhere in the community to assist homeless individuals (many of whom are experiencing "chronic homelessness").
- Crisis Intervention, Information, and Referral Services—This is currently the only 24-hour *local* general crisis line serving the Corvallis community, with services available on a walk-in basis as well. Our Behavioral Health Treatment Services staff responds with emergency social services as needed. All of our staff providing crisis intervention and information are familiar with the full range of social services available to local residents. This service is available over the telephone 24 hours per day, 365 days per year, walk-in clients receive support between 8 a.m. and 9 p.m., 365 days per year.

Granting Committee comments:

- Recommended funding: \$25,000.
- Program goals and objectives are clearly aligned. Outcomes support goals of program. Outcomes will reach the targeted problem and return value to the community. They operate the only 24 hour hotline, except for CARDV's. Services are offered 365 days a year - 8 a.m. to 8 p.m.
- The management system is very impressed with the new administrator, a solid board, and many volunteers.
- They do not have an operating reserve. However, they have an endowment of well over \$400,000 and \$100,000 credit line at the local credit union. They ended the last two years in the black.

Food (requested \$19,000):

In collaboration with Linn-Benton Food Share we provide food boxes when other local food pantries are closed (such as weekend or after-hours). Individuals and families are eligible to receive a three-day food supply that meets USDA guidelines every 30 days. (Due to demand we have made food boxes available every 30 days instead of every 90 as was our previous policy.) We distributed 897 food boxes to provide 3,137 meals through our community food pantry in calendar year 2009. With the donated food (or significantly reduced cost in the case of food received from Linn-Benton Food Share) we also stock the pantries in our Transitional Housing, Emergency Shelter kitchens, Permanent Supportive Housing, and Homeless Emergency Services kitchen, which provide food and facilities for our clients who access our Day Services.

Granting Committee comments:

- Recommended funding: \$3,106.
- We believe this organization is capable of executing this plan. They have all of the information tracked - food boxes, people, etc. Food is distributed to all of their programs instead of allocating it to just one program.
- Hours of operation are unique and beneficial for participants. Accessing this resource allows participants to use their [limited] income on other expenses (bills, transportation, etc.)
- Clearer differentiation of expenses related to individual programs would be useful.
- They receive other assistance. However, it appears they will always be in need of United Way and City Social Service support.
- Although they are not the only food pantry in town, other programs and services offered by COI makes them uniquely qualified to reach this target market. A participant goes to the organization for one thing and realizes they have additional resources.
- Collaborates with Linn-Benton Food Share and other local food pantries and service agencies.

Health Care Services (requested \$44,500):

Our Health Care Services include: professional counseling services to homeless and low-income community members through our Mental Health Services and Alcohol & Drug Treatment Services and basic medical and dental care through our medical and dental clinics.

Mental Health services are provided to clients who are able to manage their mental illness with outpatient care and, if they are in need of psychiatric medication, have historically been medication compliant. Many of our clients have lost jobs due to mental illness, are on the verge of losing their homes or are homeless and either living with a relative or friend or residing in our shelter.

Our onsite Alcohol and Drug (A&D) Treatment Program offers outpatient and intensive outpatient services to adult men and women who are suffering from alcohol and drug addiction. Our treatment is based on the belief that alcohol and drug addiction is a bio-psycho-social disease that is progressive, chronic, and potentially fatal.

We provide comprehensive medical care through four medical clinics per week - three clinics at our facility in Corvallis, and one in Lebanon - to low and very-low income community members who do not qualify for the Oregon Health Plan or who cannot afford private health insurance. We provide physical exams and treatment, physical therapy, psychiatric services, referrals to specialists, and diabetic counseling to low-income, uninsured community members. Additionally, through the Linn-Benton Community College Dental Assistant program and Dental Vans of America, we provide basic dental care services once to twice per month based on availability. These clinics are vital to community members who otherwise might not receive medical care due to lack of insurance.

Granting Committee comments:

- Recommended funding: \$37,766.
- They provide medical care for anyone without insurance. They are also careful to not duplicate services to people who have insurance or the Oregon Health Plan.
- They have clear benchmarks established for all of their medical services.
- Identified shortfalls include: gaps in dental service, more mental health and drug abuse counselors, and additional staffing.
- We believe this organization is capable of executing this plan, in part, because of their strong partnerships (Good Sam and Medical Teams International).

Integrated Housing (requested \$60,000):

Our integrated housing services for homeless community members provide emergency shelter and transitional housing, including food and other basic needs for men, women, and families. Our emergency shelter program offers housing for men, women, and families for up to 7 days every 90 days. While staying in emergency housing clients have access to food and hygiene supplies. Transitional Housing clients are assigned to a case manager, who they meet with weekly, to create goals and action plans based on their individual needs. Clients receive behavioral health treatment (drug and alcohol treatment and/or mental health treatment services) ; childcare service; life skill classes; parenting classes; modeling, mentoring and support, and other integrated services when applicable. Approximately 60% of clients who enter our Emergency Shelter move to our Transitional Housing Program. The goal of the Transitional Housing Program is to assist homeless clients to become self-sufficient and productive community members.

Our programs are consistent with a Housing First approach which prioritizes helping individuals and families' access permanent housing as rapidly as possible and provides services following a housing placement. Some communities that adopted Rapid Re-housing strategies as part of a Housing First approach were able to substantially reduce homelessness among families or prevent shelter stays altogether. By helping families exit homelessness more rapidly, shelters are able to accommodate more families without increasing capacity. Our Transitional Housing Program, with its integrated services (including Families In Transition – support for families who have moved out of our program into the community) - and collaboration with other agencies and organizations, is increasingly utilizing a Housing First approach aimed toward facilitating long-term housing stability for homeless individuals and families.

Granting Committee comments:

- Recommended funding: \$10,000.
- Financial future seemed a bit shaky, especially with needed infrastructure repairs, but perhaps this is simply the norm in the world of non-profits.

Permanent Supportive Housing (requested \$36,000):

Our Permanent Supportive Housing (PSH) program provides case management services to individuals in our community who have special needs, 90% or more of whom (i) are residents of the Benton Plaza, the Julian Hotel, or other low-income housing facilities, and (ii) have a severe/chronic mental illness or other disabling condition.

The purpose of our program is to assist clients in managing their illnesses or disabling conditions so they may continue to live independently and not fall into homelessness, addiction, or crime and thereby require more costly social services. Research demonstrates that a homeless person consumes approx. \$40,000/yr. in community resources,¹ and that incarceration costs approx. \$43,000/yr.² (both figures omit hidden costs, such as lost wages, tax revenues, and wasted lives).

Services are provided through our conveniently located ground-floor office in the Benton Plaza. Fees are billed monthly based on the specific services provided, and nobody is denied service for inability to pay. Client services include:

- Assistance in securing safe and affordable housing
- Assistance in identifying and accessing community resources and available benefits, including making inquiries, completing required paperwork, and acting as the client's agency liaison
- Assistance with money management (including acting as social security representative payee on behalf of a client)
- Assistance with medication dispensing and communication with a client's health care providers
- Assistance with needed transportation
- Providing personal necessities, such as emergency food, personal hygiene products, etc.
- Providing life skills counseling and classes (nutrition, diet, exercise, etc.)
- Assistance with scheduling and reminders to help the client independently manage his or her life
- Providing social and recreational activities

Granting Committee comments:

- Recommended funding: \$7,766.
- Outcomes support the goals of the program. We believe this organization is capable of executing this plan. The participants would be homeless if they do not have this program available to them.
- City funding covers about 47% of the services and it would be reasonable to expect similar requests in the upcoming years.
- Need resources - office space and electronic equipment, Staffing - case management.

CSC- Emergency Housing

Emergency Housing (requested \$15,016):

CSC Emergency Housing Program is requesting \$15,016. \$6,466 will provide a .10 FTE Case Manager position. The remaining \$8,550 requested will leverage an additional \$8,550 from the Department of Human Services. These combined funds will provide \$17,100 in needed emergency housing assistance to eligible low-income Corvallis families.

The target population is Corvallis low-income families with children who are homeless, at risk of homelessness, or who are ready to move from a transitional housing facility to permanent housing.

Granting Committee comments:

- Recommended funding: \$8,550, to meet matching funds requirement.

CSC- Linn Benton Food Share

Linn Benton Food Share (requested \$36,000):

City funds will pay a portion of the salaries needed to distribute 815,000 of food to 20 non-profit agencies in Corvallis. The funds will allow us to solicit, transport, store, allocate, distribute and deliver this food to our member agencies in order to ensure that food is available for any Corvallis resident seeking help. These agencies include emergency food pantries, soup kitchens, shelters, congregate meal sites, and gleaning groups.

Granting Committee comments:

- Recommended funding: \$35,106.
- LB Food Share serves 24 member agencies in Corvallis, including emergency food pantries, soup kitchens, shelters, emergency meal programs, congregate meal sites, 14 gleaning groups, and holiday food boxes. Low income households are the primary population targeted. Nearly 40% of all served are children.
- There is an annual audit and an operating reserve of \$261,654.00. The overhead rate is 2.84% - WELL below the stated "reasonable" rate of 25%. Food Share is recognized by the Oregon Food Bank Network for its efficiency and quality of service.
- Mike Gibson, Food Share Director, was a clear, credible and knowledgeable source of information. Food Share is well supported in the Corvallis community by organizations, clubs, businesses and individuals, both in terms of volunteer hours and donations.
- Funding is received through grants and fundraisers, as well as local, state and federal funding. Federal funds are expected to decrease while utility and fuel costs - as well as the number of people who need food - are increasing.
- Of the 4.8 million pounds of food distributed annually by Food Share, 815,000 pounds (valued at \$1,380,000) go to Corvallis agencies.

CSC- Linn-Benton Volunteers

Hands On Linn-Benton (requested \$5,000):

The LBvision Volunteer Center, a national affiliate of HandsOn Network was founded in 2001. Currently the Volunteer Center supports 74 nonprofit listings serving Corvallis, making hundreds of volunteer referrals each year and training dozens of nonprofit organizations in volunteer management. The Volunteer Center is primarily used by school-age and university students and young professionals. For that reason, two new opportunities have converged:

- 1) Volunteer Center-driven Service Learning Academy in partnership with the schools, and
- 2) Implementation of the new HandsOn Connect software for project calendars.

These significant changes in our service delivery will increase the number of projects that address community-specific needs. In April 2011, LBvision is changing its name to HandsOn Linn-Benton with the adoption of a new online software system developed to boost and track volunteer engagement.

Granting Committee comments:

- Recommended funding: \$0
- Short-handed (due to lack of funds), but great software and good track record where used elsewhere in country. Staff person is very capable. This service looks to be valuable to others looking to engage younger volunteers.
- The investment is upfront heavy but should have good payback with community support and usage. However, unclear where/how this fits into City grant criteria.

SHIBA (requested \$5,000):

Sponsored by the Retired & Senior Volunteer Program (RSVP) since its statewide launch in 1991, the Senior Health Insurance Benefits Assistance (SHIBA) program provides free counseling to people with Medicare. Volunteers are trained in all aspects of the complex Medicare program to help clients make the best possible decisions about their insurance choices. The volunteers help clients understand the options available in the Medicare prescription drug plans; make sure all possible benefits are received; compare insurance policies; review bills; and/or file appeals or complaints. The program works closely with the Social Security Administration to help people turning 65 or becoming eligible for Medicare due to disability, transition into a new complex system of insurance coverage. The program also identifies and signs low-income persons into the Medicare Extra Help plan. The volunteers help seniors that are not familiar with computers in making their Medicare Part D selections during open enrollment period every year. We also provide public workshops on Medicare.

Granting Committee comments:

- Recommended funding: \$1,747.
- Management system very well organized. Mainly volunteer run with very low overhead.
- Collaborates with senior center and other organizations that reach out to seniors.

Cornerstone Associates

Community Access (requested \$58,542):

Our Community Access program serves 26 Associates through meaningful activities for individuals who experience developmental disabilities. Their age range is from 31 to 78. We offer a sense of purpose, belonging and appreciation for their efforts while participating in pottery projects, music appreciation, an exercise program along with arts and crafts activities. This program also offers community outings and some limited employment for those who want very short and part time work opportunities.

Currently our Community Access Program is on the Governors 2011-2013 budget to be cut in its entirety. We are asking the City of Corvallis Social Services Grant to fund one day of service per week for the 26 individuals who will be adversely effected by this cut. Our overall average daily rate is \$43.30 per individual per day.

Granting Committee comments:

- Recommended funding: \$0
- Very high quality program. Organization has systems, personnel, knowledge and track record, but no apparent contingency plan. This is a highly labor intensive program and volunteers should be utilized where possible.
- Concerned that the organization does not have sufficient in-house controls to know when reports are due to the IRS.
- They have the ability to execute the plan but expected results are undefined. This request appears to backfills the lack of funding from the state.
- The program does not appear to fit the City's funding criteria—as this is a day program for individuals with disabilities who are unable to work.
- Would like to see a higher level of demonstrated collaboration utilized. Greater likelihood of a positive response if there were more integration of various income sources and community programs.

Corvallis Community Children's Center

Tuition Scholarship (requested \$36,000):

Corvallis Community Children's Centers (CCCC) would provide tuition scholarships for childcare in one of our three centers for families who are financially eligible and are seeking further education or job training skills. Specifically, financial eligibility will be determined by using the USDA guidelines and the OSU's Parent Childcare Advocacy Guidelines. Parents will also be asked to submit a letter indicating why they

are in need of assistance, and document that they are enrolled in a trade school, community college, university, or other community based training program. The goal of the project is to provide monetary assistance so that families can enroll or maintain their child in a safe, nurturing environment while they advance their education or job training skills. We would provide scholarship funds to serve at least 12 families for six months (6 infant slots, 6 preschool/pre-k slots).

Granting Committee comments:

- Recommended funding: \$10,213.
- Currently under capacity, giving local families immediate options, also have 3 locations.

Corvallis Daytime Drop-in Center

Counseling Services (requested \$10,000):

The CDDC Counseling Services project will provide limited professional counseling services to individuals who are homeless or low/no income. Individuals requesting this service will be screened through an application process. Appropriate services will be determined by staff.

Granting Committee comments:

- Recommended funding: \$8,883.
- Community volunteers help to make this project successful. The administrator has been with the program for several years and appears to be well respected by the participants. Finances are monitored by a local accounting agency. Current finances of the program rely on community donations for the mission of support to the Corvallis homeless. Last year the Admin. Costs were 5.4% of budget.
- This request is for a new position within the structure, however with the past performance there appears to be a reasonable expectation of successful delivery of the project. As with all new ventures, there is some concern about effectiveness.
- The outcomes are difficult to quantify—The CDDC anticipates serving ~50 clients, but with the ongoing issues of the homeless there may not be that many clients who are motivated to make the change at this time. A successful program would be measured by the number of clients taking advantage of the service.
- CDDC estimates \$30/ hour/ client. If several homeless individuals are given the opportunity to break out of the situation that should be measured as quality return to the community. A better measure of success may be the long term effects of this counselor over a period of years.
- If the program is successful, the CDDC would be in a position to request additional funding for following years, The CDDC has other avenues to pursue to obtain funding for subsequent years. A partial funding this year would require a cutback in expected services.

Corvallis Environmental Center

SAGE Food for Families (requested \$18,000):

The SAGE Food for Families program is a unique community program serving Corvallis. On an acre of City land, our staff works with community volunteers to grow more than 30 types of fruits and vegetables for our community's neediest residents. The produce grown at the SAGE garden is donated to local food pantries and soup kitchens, providing fresh, healthy food to families who need it most. In 2010 the Food for Families program donated 8,059 pounds of produce to low-income individuals through donations to local emergency food agencies and directly to low-income families who participated in our To Grow Box classes. In 2011 our goal is to increase production by 20%, and put 9,600 pounds a year of nutritious, locally grown produce into the hands of our community's food-insecure residents. We will work with over 400 volunteers who will donate over 1,500 hours of service to make the SAGE garden grow: planting, weeding, watering, harvesting and delivering produce to the emergency food agencies we serve. These volunteers learn about hunger and food security issues in Corvallis while actively participating in improving our community.

Granting Committee comments:

- Recommended funding: \$3,943.
- SAGE targets low-income individuals and families facing food insecurity. The cost to provide a week's worth of produce averages \$2.23.
- SAGE partners with the City of Corvallis, South Corvallis Food Bank, Willamette Neighborhood Housing Services, Benton County Health Department, the Oregon Food Bank, The Sustainability Coalition, Corvallis Parks & Recreation, Oregon State University. Volunteer resources include high school students, OSU interns, Corvallis Park and Recreation, National AmeriCorps and other community members. Food is delivered to local food banks via bike with trailer and personal vehicles. The partnerships SAGE has with local agencies help to identify persons in need.
- To measure outcomes, all food harvested from the garden is weighed before being distributed. Last year's "crops" totaled over 8,000 pounds; this year the goal is to produce over 9,000 pounds. 50%-80% of fresh produce at the South Corvallis Food Bank is provided by the SAGE garden, reaching over 3,000 families. The produce is also a nutritious component in the 35,000 meals served by Stone Soup each year.
- The most beneficial feature of the SAGE program is its ability to not only grow food for the local community, but to provide the means by which food insecure individuals/families obtain skills and plots to grow their own. Since 2008, garden output has increased by 272%, the number of volunteers has doubled, and the program has expanded to a year-round resource.

To Grow Box (requested \$2,500):

We are seeking funding to hold two sessions of our To Grow Box in Summer/Fall 2011. To Grow Box is a 6-week food box distribution/garden education program for low-income families in Corvallis. The program provides families with the skills to grow food and utilize fresh produce in their meal planning through weekly hands-on garden and cooking classes held at our SAGE garden. After each class, participants go home with a box of fresh produce harvested from the garden. Participants learn about soils, seeds and starts, garden design and pest management. The final two classes are devoted to preparing and cooking fresh produce. Childcare is provided and children are have opportunities to participate in the gardening and cooking. All classes end with a community meal prepared with food from the garden and recipes to take home. Gardening support and follow-up occur throughout the following year, including a scholarship for a plot at one of our community gardens.

Granting Committee comments:

- *Recommended funding: \$0.*
- The Sage Garden already exists, with significant community volunteer support. The part-time Garden Manager position is necessary to deliver this program, as are the funds to develop and maintain the outdoor classroom space. This program overlaps with the Sage Garden Program in that they share supplies such as seeds, starts, irrigation, tools, etc, as well as both the Garden Manager and Volunteer Coordinator.
- Success is measured by the number of families who complete the program, the pounds of fresh produce taken home by them, and if at least 50% of the families garden the following year after completing the program. This program does not seem to benefit a significant number of low-income families, although the long-term benefits for these families (better nutrition, food self-sufficiency, better health) is difficult to measure. This seems like an effective, beneficial program to fund WHEN our community's emergency food insecurity needs have been met.

Corvallis Homeless Shelter Coalition

Outreach Worker (requested \$15,000):

The Corvallis Homeless Shelter Coalition Outreach Worker interacts directly with people who are chronically homeless or near homelessness in the Corvallis community. The goal is to form strong partnerships with this population and work intensively to solve high priority issues. The outreach worker may connect individuals to medical and/or mental health services, substance abuse help, available vocational programs, housing resources, counseling and/or other appropriate resources as they are identified. The outreach worker will be trained to help with requests for assistance in applying for SSI/SSDI disability benefits.

Granting Committee comments:

- Recommended funding: \$15,000.
- The financials are under control and they have a reputable accounting firm located in the Corvallis community. The paid staff is minimal (2 night-shift persons who share the 40-hour week and working for \$10/hr). All this is accredited to the 17 organizations that provide their services for free. The current Profit and Loss statement was not explained in detail about the expenses incurred for the Professional fees.
- This is a new program. The person who is selected for this position will be trained to assist with SSI/SSDI coverage. This is a one-year plan, and the only scenario for partial allocation of funding was to decrease the hours of the Outreach Worker.
- A clearer vision with specific job goals would have been helpful in order to clarify the role of the Outreach Worker and their goals for the year.
- The large volunteer pool that has assisted for the past 5 years has significantly reduced the potential cost for this community program. Other collaborations that have reduced the cost for this program are: Stone Soup, Rotary, Corvallis City Bus Service, and other organizations that donate basic needs such as beds, clothing, and food.

Dial-A-Bus

Dial-A-Bus (requested \$12,334):

- Volunteer based organization; last year they contributed over 8,887 hours to the program.
- Addresses the mobility needs of seniors, persons with disabilities and underserved children in the City of Corvallis.
- Offers low cost curb to curb transportation.

Our program is dedicated to providing for the transportation needs of all elderly, disabled adults and underserved children that are unable to use the Corvallis Transportation System. Over the years we have established a reputation of dependability and our clients trust us to address their transportation needs with professionalism, compassion and respect.

We are seeking funds to maintain our subsidy program which provides eligible clients with quarterly billing credits to offset their transportation costs with Dial-A-Bus. This fund is replenished yearly by our Annual Quilt Raffle which raises an average of \$2000. We have been able to maintain our fares at an extremely low level for over five years, but with threatened reductions in Special Transportation Funds we are predicting a fare increase of .50 per zone. This would impact over 949 Corvallis residents who rely on Dial-A-Bus for their transportation. In the calendar year of 2010 those 949 clients took 49336 trips. If you calculate the increase (\$.50) by the number of trips taken by Corvallis residents who use Dial-A-Bus, they will pay at least \$24,668.00 more in fares. This does not take into account the increased ridership which averages 3% per year.

Our request is for half that amount (\$12,334.00) to assist Corvallis residents with their mobility needs.

Granting Committee comments:

- Recommended funding: \$0.
- The program goals/objectives are consistently aimed at assisting or shoring up existing programs. To date, Dial-a-Bus has been able to meet 100% of all requests for ride subsidies.
- Reasonable overhead; however there seemed to be a lack of full breakdown of clients served.

- Not clear at this time whether the output per dollar invested or outcome goals will improve the problem targeted. The subsidy program does not seem to be highly utilized.
- To some extent; there does seem to be other sources of transportation for this population, though perhaps not as inexpensive as Dial-A-Bus.
- There is some collaboration with other transportation service providers to reduce duplication.

Furniture Share

BEDS for KIDS (requested \$10,000):

Children in emergency or vulnerable situations often sleep on cold floors, in street clothes, and in conditions that increase sickness, deprives sleep, and contribute to poor performance in schools. The "BEDS for KIDS" campaign provides basic human needs for children in emergency situations by quickly providing a bed, pillow, sheets, and a blanket to vulnerable children within our community. Furniture Share (FS) distributes beds to children who are moving into stable housing from domestic violence, homelessness and other crisis situations arising from a recovering economy. During the first year of this campaign, bed donations have been more than adequate so that children no longer have to sleep on the floor. Moving children off the floor to a clean bed decreases their risk of asthma, colds and other respiratory problems, improves their sleep and performance at school, and improves safety, health, comfort, warmth, and *quality of life* for children. This projects seeks funds to help provide 700 beds and bedding for children within the City of Corvallis.

Granting Committee comments:

- Recommended funding: \$3,883.
- Have a dedicated and capable staff; but unclear how large and/or utilized the volunteer base is. Director provided an extensive list of who they collaborate with.
- Program metrics aren't clear, possibly because they are more of a reactive organization which helps those in need immediately typically through the referral of other crisis assistance programs, that may actually keep track of the success rate.
- They are clear on how many beds they donate and individuals that they serve per year, but if those services helped sustain the recipient long term, is less clear.
- Written materials would benefit by better tailoring the answers to the specific funding priority area (more detail, less generic). Consider streamlining the site visit to speak to the application; the presentation was hard to follow and almost too casual.

FEEDING our FUTURE (requested \$6,000):

FEEDING our FUTURE is a new program that provides a table and chairs for families to eat together, resulting in wholesome meals, improved family conversations and achievement at school or work, and greater family stability. Research data supports the fact that families that eat together, live together supporting each other with improved nutrition (less obesity), improved vocabulary and grades at school, and improved family behavior resulting in less violence. This program provides tables and chairs, five simple recipes with 5 items or less, benefits to family meals and conversational starter tips each quarter to encourage healthy meals, and easy mealtime steps to improve family conversations. The recipes, benefits to family meals and conversational guidelines also will be printed on double-sided tags and our website for wide distribution within the Corvallis community so that everyone might benefit to reduce childhood obesity, improve table conversations, and increase families eating and living together. This project is designed to improve health, education, and family stability along with performance at school, the workplace, and community. This project seeks funds to provide 400 tables and chairs for families within the City of Corvallis.

Granting Committee comments:

- Recommended funding: \$0.
- Program seems to compliment services they already provide; there seem to be set goals and a clear idea for the program, but it has not yet been fully executed.

- Program has potential but seems based on a general demographic and not specific to community needs. Outcomes are not specific or clear. We don't believe they have the expertise such as a nutritionist or educators involved to facilitate a program like this.
- A sustainable funding plan does not appear to be in place beyond the first year.
- No specifics were provided on collaboration with other organizations that were involved with this particular program.

Furniture for Individuals in Crisis (requested \$10,000):

Furniture Share (FS) *provides furniture and other household items* at 'no cost' to individuals and families who are in crisis with hopes to transition to safe, healthy, and secure living. Families and individuals in crisis include people in poverty, abusive or violent situations, elderly or frail, and transitioning from homelessness to *self-sufficiency*. We collaborate with case managers and social workers who work directly with low income families to assure that our services are going to those families who need them most. **"Furniture for Individuals in Crisis"** sustains current client services and helps increase services to crisis populations in the City of Corvallis. *Anticipated impacts* ensure the safety, health, comfort and *quality of life* of families and individuals within our community, complemented by agencies and non-profits providing food, clothing, and housing assistance. Furniture which is redistributed to *individuals in crisis* is donated by community members, furniture stores, property managers, college students and other businesses throughout our community, which are either delivered to our warehouse site or scheduled for pick-ups. FS also diverts more than 166 tons of waste from the landfill each year.

Granting Committee comments:

- Recommended funding: \$1,942.
- They seem very well-suited to execute this service.
- They know how much service they have provided, but are unable to track if the service sustained the client long term. However, most of their clientele are referrals from other programs that may be able to track this information.
- Recommendation based on availability of funds.

Jackson Street Youth Shelter

Emergency Shelter for Youth (requested \$25,000):

Emergency shelter stays range from a few hours up to 15 days. Some of these youth are truly homeless or runaway, but the majority of them are dealing with a family crisis. In fact, one of our primary goals is to **reduce** the risk of runaway behavior through early intervention. Most youth who meet our basic criteria will be approved for a 72-hour stay, which can be extended as circumstances require. Youth accepted for shelter stays must follow our rules, spelled out during the intake process, and parents or guardians must complete the necessary paperwork. For emergency shelter, we strive to provide an environment based on federal guidelines for a *Basic Center Program*. Our decade of experience in working with troubled youth has taught us that all the programs and services we offer must be centered around a philosophy of addressing each youth's specific needs, calling upon an array of in-house and community resources. Each youth receives individualized case-management from trained JSYSI staff, and is expected to take an active role in problem-solving and goal-setting to resolve the issues he or she faces.

Granting Committee comments:

- Recommended funding: \$25,000.
- Hard to determine for many reasons, but there is significant success with the youth involved, especially considering their alternative situations.
- Appears highly effective and streamlined with much collaboration, working on a shoestring budget, and incorporating many volunteers. Especially impressive is that JSYS is one of very few overnight youth shelters in the valley.
- Contingency plans in place as well as normal-budget plans.
- Not all funds fit perfectly under "emergency services"

Transitional Housing (requested \$8,000):

Jackson Street Youth Shelter (JSYSI) will continue our plan to incrementally increase services to the transitional-age population we currently serve (ages 16- 18), and to work toward future implementation of expanded transitional housing programs for older youth (18- 20). JSYSI's Transitional Living Program currently provides longer- term shelter to homeless youth, using the same facility and personnel with which we provide emergency shelter for youths age 10 to 18. The longer- term goal is to add an off- site facility providing transitional housing for older youth, focusing mostly on ages 18 to 20. We will draw upon successful models used in other parts of the state for older youth, such as Boys and Girls Aid's Transitional Housing Program in Portland and Hillsboro. (They have offered to help us set up our program.) During FY 11-12, we will:

- Maintain our existing Transitional Living Program (TLP) for youth staying at the shelter;
- Expand outreach programs specifically for 18 to 20 year olds by expanding our volunteer program, and involving trained volunteers in "street outreach" and other non-resident services (tutoring, mentoring, job readiness coaching, etc.);
- Provide a wrap-around approach to serving this population with partners including – but not limited to –COI, CSC, and local schools. JSYSI's role in such services will include individualized case management, education support, Independent Living Skills Workshops (ILSW), and related services;
- Develop relationships with local landlords and businesses to identify and fund suitable off-site housing for the next stage of the project; explore potential collaboration with Willamette Neighborhood Housing.

Granting Committee comments:

- Recommended funding: \$8,000.

Old Mill Center for Children and Families

Child Safe Sex Abuse Treatment (requested \$27,500):

The Child Safe Sex Abuse Treatment Program provides services through 3 venues: 1) child group treatment; 2) parent support groups; 3) individual treatment.

Group treatment provides a necessary opportunity for child abuse victims to process feelings and issues with others who share similar traumatic experiences. Four 10 week child/youth groups need to occur simultaneously (preschool; 6-8 yr olds; 9-12 yr olds; and 13 yrs and up). Groups meet 48 weeks for 1.5 hours. Masters level counselors facilitate Child Safe groups around such themes as: "Abuse is not your fault; Keeping secrets is not ok; How can you keep yourself safe; Who can you go to for help; [redacted] through art, drama, puppetry, storytelling, book reading and writing. Children keep a scrapbook of photographs, artwork, letters from the counselor, DHS case manager, parents, etc. Scrapbooks help children review their healing process as they get older and develop different fears and questions about the sexual abuse. Parents review scrapbooks with children.

Non offending parents participate simultaneously in a group with a counselor to address their guilt and anger about their child's sexual abuse. Processing these feelings helps parents establish a healthy balance that encourages nurturing their child and having clear roles, routines, expectations, and consequences as their child transitions through the fear and anxiety of the abuse. Parents receive help to address the aggressive and unpredictable behaviors often exhibited following abuse. They learn ways to help their child feel safe, special, respected and cared about during the transition time when they are fragile and vulnerable.

Some children need individual therapy prior to group because of their intense fear, anxiety, anger and aggression.

Granting Committee comments:

- Recommended funding: \$13,500.
- Have lost DHS funding which is a resource gap, although DHS still has clients for them to serve.
- Director stated that these are long term problems, presenting in a client as they age. The outcomes deal with where the client is at this point of their life
- Plan for the future is still undefined as DHS is no longer supporting.

Crisis Outreach & Transition (requested \$32,500):

Children with mental health, behavioral and other special needs require unique support and planning to be successful in their home and school environments and to transition from one setting to another. Change is hard for these children and staff/parents must understand their strengths, needs, and the best ways to help them be successful. This is particularly true of children who move in and out of these OMC programs: Integrated Preschool (ages 3-6), Psychiatric Day Treatment program (ITS) (ages 3-7), Rally Around Families Together (RAFT) emerging Relief Nursery (ages 0-6), Healthy Start (ages 0-3), Child and Family Therapy (children ages 3-17) and Child Safe Sex Abuse Treatment Groups (ages 3-17). These children need assessment, planning, and support to transition between settings. City Social Service funding will help provide a full time Crisis Outreach Worker to provide much needed transition services through the following activities: 1) home visits to provide techniques and support to parents when struggling with children with mental health and behavioral needs; 2) school visits with teachers, counselors, and other involved resources to review the child's strengths and challenges and convey interventions and techniques which assist the child in making the transition; and 3) crisis response to families when emotional, behavioral outbursts create unsafe and chaotic home situations. Often these families do not have transportation available to them. The Crisis Outreach Worker will respond almost immediately to families in crisis when they call the center and cannot wait for an appointment with a Child and Family Therapist.

Granting Committee comments:

- Recommended funding: \$0.
- Unclear on the number of people served for the investment. The figures on the grant differ from info given during site visit.
- Inconsistencies in proposal not clarified in presentation or site-visit.

RAFT (requested \$32,000):

RAFT (Rally Around Families Together) is Benton County's emerging Relief Nursery serving at-risk families with children birth-6. It is a collaborative program with services provided by Old Mill Center, Linn-Benton Community College and Corvallis Benton County Public Library. In operation since April 2007, RAFT provides a program of intervention and prevention to some of the most vulnerable families in Benton County who are struggling with drug and alcohol addiction, mental health issues, poverty, disabilities, domestic violence, emotional, physical and sexual abuse, incarceration/law enforcement involvement and teen pregnancy. While many programs in the past have tried to engage this population, Relief Nurseries in Oregon have had success due to the nature of their support and comprehensive services. RAFT serves families based on their current level of need, providing their children a safe and nurturing environment in the therapeutic classroom, child care for siblings, mental health parent support groups and individual sessions, parenting education support groups, early literacy education, home visits, transportation and resource support. Preventing child abuse is a primary goal throughout the state of Oregon and one of the targeted priorities of Oregon Relief Nurseries. The Benton County Commission on Children and Families' Early Childhood Committee places abuse prevention as a primary goal in the Benton County Comprehensive Plan. City Social Service funding will provide the teacher/home visitor for the 3 day per week Preschool Therapeutic Classroom, children 36 months to 48 months and their families.

Granting Committee comments:

- Recommended funding: \$0.
- Concern about some inconsistencies between grant proposal, site visit info and presentation not clarified during process. The outcome/investment/improvement are unclear as information was presented.
- State accreditation (as a Relief Nursery) in process; once State accredited, will need 25% match.
- Recommendation based on fund availability.

Parent Enhancement Program

Parent Enhancement Program (requested \$25,000):

Parent Enhancement Program is a not-for profit agency committed to the prevention of child abuse and maltreatment, serving Benton County, Oregon. A wide array of services is offered to at-risk families headed by parents or parents-to-be age 13 through 25, a demographic at heightened risk for abuse. The majority of our families are low-income, being at poverty or below. Teenage and young parents are targeted because, without intervention, the children of this population are at higher risk for abuse, neglect, maltreatment, medical problems, developmental disabilities, behavioral disorders, and special needs schooling. Approved funding allows us to offer services by educating, inspiring, and empowering young, low-income, at-risk Corvallis parents, and their children. For over 21 years, we have provided services proven effective in improving outcomes for low income, at-risk Corvallis parents, and their children through advocacy, collaboration and direct service, and plan to do so for 20 more! We seek funding of \$25,000 through the City of Corvallis Social Service Funding. Our greatest need is your investment in support of direct service core programs essential to accomplishing our mission, including staff wages, who provide direct services to families and coordination of program activities, rent, direct family assistance costs, and supplies. Support of core expenses allows us to continue providing services that help young parents achieve levels of stability, skill, and personal preparedness necessary for them to successfully lead healthy families. Funding is especially important due to the increasing number of Corvallis families accessing our services as well as the current economic situation.

Granting Committee comments:

- Recommended funding: \$17,766.
- They have systems in place to track the progress of the people they serve and review this progress quarterly to evaluate success and make any necessary changes. They seem to have very specific and measurable goals.
- Their statement sheets balanced and their overhead seems reasonable, however they do so many things that they may be stretching themselves thin.
- The investment will improve the targeted problem as it keeps these services available, not providing funding will seriously affect the stability of the program and would most likely cause major delay in services or no service at all.
- They had a lot of good information in their packet and their site visit was very nice and informative, they made sure staff was available in all areas of expertise to address any questions or concerns we may have had.
- Would like to see more visibility of program in the general community. Current program awareness may be due to a lack of marketing resources.
- High level of demonstrated collaboration with other service providers.

Presbyterian Preschool & Child Care Center

PSCC Tuition Assistance (requested \$8,000):

Using the Tuition Assistance Program, the Center provides subsidized childcare service hours and education in a safe environment to at-risk infants 6 weeks through children ages 6 years residing in the Corvallis city limits. The expert staff concentrates on integrating families into a supportive yet structured program that meets the young child's individual needs. Parents/guardians or grandparents are working with local community service organizations to meet the family's basic needs or mandated reporting. The subsidized tuition is paid on sliding scale increments of assistance based on current federal income poverty guidelines and family size.

Granting Committee comments:

- Recommended funding: \$0.
- Recommendation based on availability of funds.

Vina Moses Center

Clothing & Household (requested \$6,000):

Clothing, personal care items and household items are donated from members of our community and distributed by volunteers and staff at the Center. Our clients include infants, school age children, people with disabilities, seniors, single parents, homeless and the working poor. We serve more than 3,500 families each year. The Center provides for the basic necessities of life. The majority of these families are Corvallis residents although we serve all of Benton County.

Granting Committee comments:

- Recommended funding: \$5,330.
- System in place to track # of clients and types of needs.
- Well established agency serving homeless and low income in a compassionate manner. High level of collaboration with county, Altrusa, Assistance League and school outreach.

FISH (requested \$6,000):

FISH Emergency Services mission is to improve the quality of life of families and individuals by providing financial assistance when all other resources have been depleted. The program assists with rent, utilities, medical needs and transportation to low-income families and individuals in Benton County. Our clients include families with children, individuals, people with disabilities, seniors, single parents, homeless and working poor.

Granting Committee comments:

- Recommended funding: \$5,330.
- Consistent, long term identified program and capacity.
- A key component to their sustainability is that the building is close to being paid off.



115 SW 2nd Street, Corvallis, Oregon 97333 (541) 758-7827 www.majestic.org

5th & B in Concert

Live on Stage Plus a showing of *The Garage*—

Saturday, July 2, 2011 –7:30 pm

Historic Majestic Theatre--\$10 General Admission

Proceeds to Benefit the Majestic's Fund for a New Projector

(541) 758-7827 www.majestic.org

5th and B is a musical collective that explores intersections between diverse musical traditions. Over the past 40 years, the members of *5th and B* have studied and performed jazz, blues, klezmer, bluegrass, classical rock, African, Central Asian and American folk idioms. *5th and B* class upon these musical cultures to inform both fully composed and completely improvised music. Musicians: Dave Storrs, Rob Birdwel, Page Hundemer John Bliss, Ben Mutscheler, Mike Curtis, Fred Berman and Dave Leslie.

The Garage—Fatty Arbuckle and Buster Keaton star in the 1919 classic comedy in which the pair operate a combination garage and fire station. Chaos is the controlling factor. Luke the Dog, Hollywood's original canine superstar, also appears. For this production at the Majestic Theatre, *5th and B*, have composed, and will perform, an original score.

