



**CORVALLIS
CITY COUNCIL AGENDA**

**June 20, 2011
12:00 pm ONLY**

**Downtown Fire Station
400 NW Harrison Boulevard**

COUNCIL ACTION

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. CONSENT AGENDA [direction]

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

- A. Reading of Minutes
 - 1. City Council Meeting – June 6, 2011
 - 2. City Council Work Sessions – June 13 and 14, 2011
 - 3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Committee for Citizen Involvement – May 5, 2011
 - b. Corvallis-Benton County Public Library Board – May 4, 2011
 - c. Downtown Commission – May 11, 2011
 - d. Economic Development Commission – May 9, 2011
 - e. Historic Resources Commission – May 10, 2011
 - f. Willamette Criminal Justice Council – May 18, 2011
- B. Announcement of reappointments to various Advisory Boards, Commissions, and Committees
- C. Announcement of appointment to Arts and Culture Commission (Daniels)
- D. Announcement of vacancies on various Advisory Boards, Commissions, and Committees
- E. Approval of an application for a "Full On-Premises Sales" liquor license for Nick and Kristen Arzner, owners of Bier Caves, Inc., 308 SW Third Street (New Outlet)

- F. Acknowledgment of receipt of Abstract and Canvass of Votes for May 17, 2011, election
- G. Authorization to enter into and for the City Manager to sign an Intergovernmental Agreement with Columbia County Rider Transportation for trolley use
- H. Authorization to enter into and for the City Manager to sign a lease agreement renewal with Marys River Gleaners to use the Pioneer Garage for food distribution
- I. Authorization for the Police Department to apply for the 2011 Edward Byrne Memorial Justice Assistance Grant (JAG) Program
- J. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(d) (status of labor negotiations)

III. ITEMS REMOVED FROM CONSENT AGENDA

IV. UNFINISHED BUSINESS

- A. Selection of Historic Resources and Planning Commissioners [direction]

V. MAYOR, COUNCIL, AND STAFF REPORTS

- A. Mayor's Reports
 - 1. Proclamation of Enhancing Community Livability – Calling on Congress to Redirect Military Spending to Domestic Priorities – June 20, 2011
- B. Council Reports
- C. Staff Reports [information]
 - 1. City Manager's Report – May 2011
 - 2. Council Request Follow-up Report – June 16, 2011
 - 3. City Manager recruitment status report
 - 4. Industrial Lands Wetlands Mitigation project update
 - 5. EECBG Household Energy Efficiency Volunteer Coordinator Program final report
 - 6. Fire Station #4 solar photovoltaic array

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

- A. Corvallis Sustainability Coalition update

VII. PUBLIC HEARINGS – None.

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

- A. Human Services Committee – June 7, 2011
1. Boards and Commissions Sunset Review: Community Police Review Board [direction] **(Items 1 and 2 – Municipal Code amendments to be addressed in conjunction with Urban Services Committee items 2 and 3)**
 2. Boards and Commissions Sunset Review: Parks, Natural Areas, and Recreation Board [direction]
 3. Majestic Theatre Annual Report [direction]
 4. Fiscal Year 2011-2012 Social Services Allocations Recommendations [direction]
- B. Administrative Services Committee – June 8, 2011
1. Ambulance Rate Review [direction]
 2. Allied Waste Services Annual Report [direction]
 3. Third Quarter Operating Report [direction]
- C. Urban Services Committee – June 9, 2011
1. United Chrome Easement and Equitable Servitudes Agreement [direction]
 2. Boards and Commissions Sunset Review: Bicycle and Pedestrian Advisory Commission [direction] **(Municipal Code amendment to be addressed in conjunction with item 3)**
 3. Boards and Commissions Sunset Review: Citizens Advisory Commission on Transit [direction]
ACTION: An ordinance amending Corvallis Municipal Code Chapter 1.16, "Boards and Commissions," as amended, to be read by the City Attorney
 4. Energy Efficiency and Conservation Block Grant (EECBG) Program Update [direction]
- D. Other Related Matters
1. *A resolution transferring appropriations within the General Fund from Contingencies to Non-Departmental for May 2011 election expenses, to be read by the City Attorney* [direction]
 2. *A resolution relating to the Risk Management Fund, transferring appropriations from Contingencies to City Manager's Office, to be read by the City Attorney* [direction]
 3. *A resolution accepting an Assistance to Firefighters Grant from the Department of Homeland Security Federal Emergency Management Agency (\$50,000) for power-assisted gurneys, and authorizing the City Manager to sign the grant agreement, to be read by the City Attorney* [direction]

4. *A resolution accepting a grant from the Office of Emergency Management Oregon Military Department (\$40,590) for Urban Search and Rescue training, and authorizing the City Manager to sign the grant agreement, **to be read by the City Attorney** [direction]*
5. *A resolution authorizing the Interim City Manager to sign banking and financial documents, **to be read by the City Attorney** [direction]*

X. NEW BUSINESS

XI. ADJOURNMENT

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

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

A Community That Honors Diversity



CITY OF CORVALLIS
ACTIVITY CALENDAR
JUNE 20 - JULY 2, 2011

MONDAY, JUNE 20

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

TUESDAY, JUNE 21

- ▶ No Human Services Committee

WEDNESDAY, JUNE 22

- ▶ No Administrative Services Committee

THURSDAY, JUNE 23

- ▶ Urban Services Committee - 5:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Arts and Culture Commission - 5:30 pm - Parks and Recreation Conference Room, 1310 SW Avery Park Drive

SATURDAY, JUNE 25

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

MONDAY, JUNE 27

- ▶ Airport Industrial Park Planning Committee - 4:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard

TUESDAY, JUNE 28

- ▶ Commission for Martin Luther King, Jr. - 4:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

FRIDAY, JULY 1

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

SATURDAY, JULY 2

- ▶ No Government Comment Corner

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES
JUNE 6, 2011**

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Consent Agenda Page 236			
Mayor Reports 1. Celebrating Oregon High School Baseball in Corvallis – June 18, 2011 2. Interim City Manager appointment 3. Legislative Redistricting 4. Crossroads International Conversation Group 25th anniversary 5. Benton Habitat for Humanity 20th anniversary 6. "If I Were Mayor..." contest winners Pages 237,	Yes Yes Yes		<ul style="list-style-type: none"> • Proclaimed • Appointed Ellen Volmert <u>passed U</u> • Authorized Mayor to communicate support <u>passed U</u>
New Business 1. Municipal Judge annual report Page 237, 238-239, 246	Yes		
Unfinished Business 1. Legislative Committee – May 18, 2011 Pages 237-238	Yes		
Council Reports 1. LGPI salary, benefits, staffing survey 2. Visit Corvallis update (Hirsch) 3. Levy passage (Hirsch) 4. CCI training videos (Hervey) 5. Gaza Cultural Exchange (Raymond) 6. Tree limb removal (Raymond) 7. Road repair request (Raymond) 8. BCCCF fund reduction (Raymond) 9. Teen Idol volunteers (Raymond) 10. Latino-style Olympic Summer Camp (Raymond) 11. MLK budget request (Raymond) 12. ODOT/Corvallis Crossing (Brauner) 13. Poison oak removal (Traber) 14. Sidewalk repairs (Traber) 15. Leadership Corvallis (Traber) 16. OSU Master Plan meeting (Hogg) 17. Whiteside Theater update (Hogg) Pages 239-242	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes		<ul style="list-style-type: none"> • Directed staff to proceed <u>passed U</u>

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Staff Reports 1. CRFR – June 2, 2011 2. City Manager recruitment status 3. Corvallis Bicycle Collective Letter of Understanding Pages 242-243	Yes Yes		<ul style="list-style-type: none"> • Authorized CM to sign <u>passed 8-1</u>
HSC Meeting of May 17, 2011 1. Fall Festival annual report 2. Boys & Girls Club of Corvallis annual report Pages 244-245			<ul style="list-style-type: none"> • Accepted report <u>passed U</u> • Accepted report <u>passed U</u> • Directed staff to draft new agreement eliminating annual reporting <u>passed U</u>
ASC Meeting of May 18, 2011 1. Ambulance Rate Review 2. Economic Development allocations third quarter report Page 245	Yes		<ul style="list-style-type: none"> • Accepted report <u>passed U</u>
Other Related Matters 1. Create 2011 Operating Levy Fund Page 245			<ul style="list-style-type: none"> • RESOLUTION 2011-16 <u>passed U</u>
Executive Session 1. AFSCME/CPOA labor negotiations 2. Potential litigation – bus advertising Pages 245-246	Yes Yes		
Visitors' Propositions 1. MLK budget carryover (Stumbo) 2. Video recording thank you (Foster) Page 247	Yes Yes		
Public Hearings 1. Fiscal Year 2011-2012 State Revenue Sharing Funds 2. Fiscal Year 2011-2012 Budget Pages 247-251			<ul style="list-style-type: none"> • RESOLUTION 2011-17 <u>passed U</u> • RESOLUTION 2011-18 <u>passed U</u>

Glossary of Terms

AFSCME	American Federation of State, County, and Municipal Employees
ASC	Administrative Services Committee
BCCCF	Benton County Commission on Children and Families
CCI	Committee for Citizen Involvement
CM	City Manager
CPOA	Corvallis Police Officers Association
CRFR	Council Requests Follow-up Report
HSC	Human Resources Committee
LGPI	Local Government Personnel Institute
MLK	Commission for Martin Luther King, Jr.
ODOT	Oregon Department of Transportation
OSU	Oregon State University
U	Unanimous

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES**

June 6, 2011

The regular meeting of the City Council of the City of Corvallis, Oregon, was called to order at 12:00 pm on June 6, 2011 in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Manning presiding.

PLEDGE OF ALLEGIANCE

I. ROLL CALL

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

Mayor Manning directed Councilors' attention to items at their places, including the May issue of employee newsletter, a corrected copy of the City/Bicycle Collective Memorandum of Understanding (Attachment A), a letter of support for the Oregon Gaza Cultural Exchange submitted by Councilor Raymond, a Council survey submitted by the City's auditing firm, and the 2011 Corvallis Knights baseball schedule.

II. CONSENT AGENDA

Councilors O'Brien and Traber, respectively, moved and seconded to adopt the Consent Agenda as follows:

- A. Reading of Minutes
 - 1. City Council Meeting – May 16, 2011
 - 2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Airport Commission – April 5, 2011
 - b. Bicycle and Pedestrian Advisory Commission – April 8, 2011
 - c. Commission for Martin Luther King, Jr. – May 24, 2011
 - d. Watershed Management Advisory Commission – March 16 and April 20, 2011
 - e. Willamette Criminal Justice Council – April 20, 2011
- B. Confirmation of Appointment to Arts and Culture Commission (Calhoun)
- C. Announcement of Vacancy on Arts and Culture Commission (Davidson)
- D. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(d)(h) (status of labor negotiations; status of pending litigation or litigation likely to be filed)

The motion passed unanimously.

III. ITEMS REMOVED FROM CONSENT AGENDA – None.

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. Proclamation of Enhancing Community Livability – Celebrating Oregon High School Baseball in Corvallis – June 18, 2011

Mayor Manning read the proclamation and introduced Corvallis Knights General Manager Segel and Visit Corvallis Director of Marketing and Public Relations Ridley.

Mr. Segel said the Corvallis Knights are excited to host the High School All-Stars Baseball Series, spotlighting Corvallis. The event promises to attract visitors and increase local spending. Visit Corvallis helped acquire the series and is assisting with event planning. Mr. Segel noted that the series will leverage financial support for the Corvallis High School ballpark. He thanked the City for their support.

X. NEW BUSINESS

A. Municipal Judge annual report

Municipal Court Judge Donahue thanked retiring Public Works Director Rogers and Police Chief Boldizar for their service. He said the Court has enjoyed a great relationship with both Departments and staff response has always been prompt and accurate.

Judge Donahue congratulated City Manager Nelson on his approaching retirement. He expressed appreciation for his years of service, listening and problem solving abilities, and integrity.

Judge Donahue reviewed the statistical information submitted with the meeting materials. He reported that the Court recently began working with a collection agency for delinquent parking and traffic fines. The results of this action will be more apparent in the next year or two.

Councilor Beilstein noted that traffic related violations fluctuate and decreased during 2008-2009. In response to his inquiry, Judge Donahue concurred that the fluctuations are partially related to staffing levels in the Police Department.

Judge Donahue clarified for Councilor Beilstein that only three jury trials were held during 2010. Many trials are canceled or settled prior to the scheduled date.

IV. UNFINISHED BUSINESS

A. City Legislative Committee – May 18, 2011

Mr. Nelson reported on the following:

- Business Energy Tax Credit (BETC) – The League of Oregon Cities (LOC) is working to include transit support into other legislation since renewing BETC for transit failed.
- Water impoundment – House Bill 3165 allows municipal interests to be part of future discussions with the Corps of Engineers.
- LOC priorities –
 - ▶ Water impoundment – see above.
 - ▶ State Shared Revenues – continues to be protected.
 - ▶ Transient Occupancy Tax (TOT) – loosening dedicated restrictions failed.
 - ▶ Property tax referral – loosen the \$10/cap restriction and levy renewal process will most likely be signed by the Governor and submitted to the voters in the fall.

Mr. Nelson said he is a member of the LOC Hometown Voices Willamette Valley Advisory Group and will update Council with any new legislative information as it becomes available.

In response to Councilor Traber's inquiries, Mr. Nelson said the loss of the transit BETC funds accounts for \$400,000 to \$500,000 annually and will first impact the City in 2012-2013. The Citizens Advisory Commission on Transit will explore this funding loss next quarter.

Councilor Raymond and Mr. Nelson thanked the Legislative Committee members for their work on the committee.

V. MAYOR, COUNCIL, AND STAFF REPORTS – continued

A. Mayor's Reports – continued

2. Interim City Manager appointment

Mayor Manning announced that Council Leadership interviewed three internal candidates and recommended appointing Assistant City Manager Volmert as Interim City Manager beginning July 1. The recommendation includes a five percent salary increase.

Councilors Raymond and Brauner, respectively, moved and seconded to appoint Ms. Volmert as Interim City Manager with a five percent pay increase beginning July 1. The motion passed unanimously.

Mayor Manning referred to a letter included in the meeting materials related to legislative redistricting. Redistricting occurs every 10 years after the Census is completed. The letter places Corvallis on the record regarding congressional redistricting and how boundaries are drawn.

Councilor Beilstein spoke in favor of the letter. Benton County is the only county in the State split between congressional districts. All three major cities in Benton County are split between the fourth and fifth Districts. He opined that this needs to be corrected.

Councilors Brauner and Hirsch, respectively, moved and seconded to authorize the Mayor to sign and forward the letter to the Senate Redistricting Committee. The motion passed unanimously.

Mayor Manning announced that she attended anniversary events for the Crossroads International Conversation Group (25th) and Benton Habitat for Humanity (20th).

B. Council Reports

1. Survey on salaries, benefits, and staffing levels

Mr. Nelson said Councilor Traber had inquired about exempt staff contributions offsetting reductions during a Budget Commission (BC) meeting. Staff forwarded materials from a December 2010 discussion about staffing levels, salaries, and benefits in comparison with other jurisdictions. The information is relevant and related to Council's upcoming review of the compensation policy. Subsequently, Councilor O'Brien requested further discussion. Mr. Nelson added that Ms. Volmert has been in contact with Local Government Personnel Institute (LGPI) to determine whether they can still administer the survey, at what cost, and an associated timeline.

Ms. Volmert said LGPI staff indicated the survey could not start until late summer. LGPI will need additional information to analyze costs.

Councilor Raymond inquired whether it would be appropriate to ask LOC or other jurisdictions if they would be interested in sharing LGPI survey expenses.

Mr. Nelson responded that the comparative positions may not match with other cities; however, it is a valid question and staff can inquire about potential partners.

Councilor O'Brien opined that survey information will be important during Council's review of the compensation policy and the message sent to the community regarding employee salaries and benefits.

Councilors O'Brien and Brauner, moved and seconded to direct staff to obtain a final proposal from LGPI for a comparative jurisdiction survey.

Councilor Beilstein said he would support moving ahead with the survey if the cost estimate continues to be \$10,400.

Councilor O'Brien said he will withdraw the motion if Council believes proceeding is the best option. He had hoped the survey information would be available prior to the compensation policy review scheduled for fall. Based on the current timeline, it does not appear the information will be available.

Councilor Brauner said he is hesitant to proceed without knowing costs. He would support a motion that accepts a revised proposal if it remains within the \$10,400

prior proposal amount. If the amount is different, Council would need to ratify the agreement.

Councilor Traber stated agreement with Councilor Beilstein. The information is useful and valuable. He suggested the prior proposal amount be used as a threshold (or round up to \$12,000) to direct staff to move forward.

Councilor Brauner said he can support moving forward or waiting for a final proposal. Immediate action is not required since the survey cannot start for some time.

Councilor Brown said \$10,000 to \$20,000 seems inconsequential, but when funds are not available it is a lot of money. He noted that the proposal is to buy information.

Mr. Nelson said Council can begin the compensation policy review and fold in additional information as survey results are received.

Councilor O'Brien said he is willing to proceed and suggested a \$15,000 cap as sufficient. The motion was withdrawn.

Councilors O'Brien and Hirsch, respectively, moved and seconded to direct staff to proceed with the LGPI salaries, benefits, and staffing levels survey at a cost not to exceed \$15,000. The motion passed unanimously.

Councilor Hirsch said Visit Corvallis is working hard to wisely spend the TOT. He encouraged Councilors to visit with Executive Director Gilbert.

Councilor Hirsch thanked the citizens of Corvallis for passing the local levy measure and Councilor Hervey for sending the Ward voting results. He noted that Ward 5 approved the levy by 80 percent.

Councilor Hervey announced that he watched a training video about conducting Planning Commission meetings during a recent Committee for Citizen Involvement (CCI) meeting. He found many points of the video useful. He encouraged Councilors to attend future CCI training.

Councilor Raymond referred to the Gaza Cultural Exchange letter addressed to Congressmen DeFazio and Schrader. She asked Councilors to individually sign the letters of support.

Councilor Raymond said a citizen commended staff for their quick response to the tree limb removal at Harrison Boulevard and 29th Street. The same citizen requested road repair on Harrison Boulevard. She forwarded the information to staff.

Councilor Raymond said the Benton County Commission on Children and Families will lose some of their funding. Early education may continue to receive funds, but the Commission may sunset. Some of the teen programs will also end.

Councilor Raymond announced that the Teen Idol competition, sponsored by a Drug Free Community grant, is looking for adult volunteers June 24 through July 15.

Councilor Raymond reported that the Latino-style Olympic Summer Camp has scholarships available for grades three through twelve. Interested persons should contact latinooutreach@oregonstate.edu.

Councilor Raymond announced that a representative from the Commission for Martin Luther King, Jr. will attend the evening meeting to request a carryover of \$1,800 to next fiscal year.

Councilor Brauner said he met with Jerry Wolcott from the Oregon Department of Transportation (ODOT) and Linn County Commissioner Nyquist to discuss ODOT/Corvallis Crossing options. The original recommendation by Mr. Wolcott to stop the project has not been acted upon and the project is not "dead." There is a potential solution to the Suzanne Wilkins Way path realignment. Mr. Wolcott did not provide positive comments about modifications; however, ODOT committed to put into writing the information that helped form their conclusion that a pedestrian activated crossing at the slip lane would be hazardous to automobiles. That information has not yet been received.

Councilor Brauner added that he received an e-mail invitation requesting Mr. Wolcott and other ODOT staff meet with the project stakeholder steering groups to discuss an "alternative build scenario." Mr. Wolcott plans to take the alternate scenario to the ODOT Board on June 15. Councilor Brauner has not seen the proposal and will update Council as he learns more.

Councilor Traber commended Parks and Recreation staff for the quick response to remove poison oak on trails. He thanked Public Works staff for quickly fixing a sidewalk hazard until it can be repaired properly. He noted that the City's sidewalks are inspected on a 10-year cycle and/or when hazards are reported.

Councilor Traber said the last Leadership Corvallis class participated in an exercise about how they envision Corvallis in the next five years. Presentations included economic development ideas to restore vitality to the downtown core, building on vitality, and focusing on South Corvallis. A clear message was received about fiscal responsibility and how to attract diverse participation in City activities. If this exercise is conducted again next year, he hopes to record the presentations for You Tube.

Councilor Hogg attended a public forum to review the Oregon State University (OSU) Master Plan. Approximately 60 people, including Councilors Raymond and Traber, attended the meeting. The number one issue was increasing enrollment impacting neighborhood livability, parking, noise, and new housing density. His impression was that residents living in a parking district are relatively happy and those who do not are unhappy. OSU charges \$160 for campus parking permits. Students can park on City streets for free and closer to their classrooms. Councilor Hogg said the City is aware of citizen concerns and Council has a goal related to OSU parking opportunities, code enforcement, infill design, rental code, traffic design, and other City/OSU issues. The City and OSU are

reviewing ways to work together to address these issues and future impacts due to continued expansion of OSU in the Corvallis community.

Councilor Hogg attended the "flushing of the toilets" event at the Whiteside Theater. This milestone was achieved by volunteers donating their time, money, and skills to the restoration of the theater. The Whiteside closed in 2002 due to a sewer line failure that the owner was unable to repair. Sewer line work was completed in 2010 by a local resident. The Whiteside Theater Foundation raised \$71,000 for the project. The amount included grants, in-kind service, and donations. A local contractor worked on the heating and ventilation system. Opportunities that bring people downtown helps local business. The Whiteside complements the Darkside Theater and Majestic Theatre. The Whiteside has 800 seats and will be a venue for live music and other community events. Councilor Hogg thanked Whiteside Theater Foundation members and volunteers for their hard work.

Mr. Nelson announced that a Council Leadership meeting is scheduled for June 23 to discuss the OSU goal.

C. Staff Reports

1. Council Request Follow-up Report – June 2, 2011

Mr. Nelson said the report includes additional information about pedestrian street crossings. He noted the Capital Improvement Program (CIP) includes a project for four pedestrian crossings on 9th Street and two crossings on Walnut Boulevard. CIP projects are grant dependent. Staff continue to work on designs and solicit ODOT funding.

The second item concerns notice for street tree work. The review period for street tree pruning will be increased from 72 hours to two weeks to provide citizens time to communicate concerns.

2. City Manager recruitment status report

This item for information only.

3. Corvallis Bicycle Collective Letter of Understanding

Parks and Recreation Director Emery explained that the City offered a partnership with the Bicycle Collective to use Flomatcher as an interim location until they find something more suitable or agree to continue the partnership. The City owns the Flomatcher facility and the property is managed by the Parks and Recreation Department. The proposed memorandum of understanding extends through October 2011. Exchange for use of this City space includes providing volunteer landscaping, bicycle repair, personnel for the Youth Corp Program, and repair and return to the community bicycles acquired through lost and found.

Mr. Nelson noted that staff is seeking direction and/or authorization to sign the memorandum.

In response to Councilor Traber's inquiries, Ms. Emery said the agreement is limited to five months to allow time to resolve the ODOT/Corvallis Crossing issue before making a longer commitment and to ensure the partnership will work for both parties.

Councilor Traber noted that the summer program gains from this agreement, but it does not leave time for bicycle repair during the off months. Ms. Emery responded that the Collective will have five months to operate their full program, provide some bicycle repair, and 40 hours of volunteer landscaping.

Councilors Beilstein and Brauner, moved and seconded to authorize the City Manager to sign the memorandum of understanding between the City and the Corvallis Bicycle Collective as drafted.

Councilor Beilstein said although there are some time concerns, five months is enough time to determine whether this partnership will work for both parties. In October Council can consider renewing the agreement on an annual basis. He expressed hope that this is the beginning of a long and beneficial relationship for both parties.

Councilor O'Brien expressed concern about approving this agreement at this time. The Collective submitted a letter to Council in opposition of the ODOT/Corvallis Crossing slip lane. It would not be prudent for the City to enter into an agreement based on the clear message sent by the Collective. He expressed hope that the City and ODOT can find a compromise to the slip lane. Most citizens prefer the slip lane, which makes this agreement at odds with the letter submitted by the Collective.

Councilor Brown said testimony about this issue during the last Council meeting caused him to worry about the safety of bicyclists on State Highway 34. He expressed concern about a proposal to locate a bicycle related facility in this area requiring adults and young people to access the roadway on a regular basis. He will support a short-term agreement, but is concerned about safety and other negotiations related to the location of this business.

In response to Councilor Hervey's inquiry, Ms. Emery confirmed that additional construction is not scheduled for this section of highway until October.

Councilor Hervey recalled Council's interactions with ODOT during the last meeting, and prefers to send a message to ODOT that the City wants to work together and move forward with the project. He noted that the e-mail from the Bicycle Collective stating opposition to the ODOT project is ill-timed.

Councilor Raymond said the proposed agreement will be good for the community and encourage more people to use bicycles. She is concerned about the safety of bicyclists and hopes the City can work with ODOT on this issue.

The motion passed eight to one, with Councilor O'Brien opposing.

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

A. Human Services Committee – May 17, 2011

1. Fall Festival Annual Report

Councilors Brown and Raymond, respectively, moved and seconded to accept the 2010 Fall Festival annual report. The motion passed unanimously.

Councilor Brown noted that the City will no longer receive Fall Festival reports since the financial support has transferred to Visit Corvallis. He thanked festival representatives for their many years of successful events.

2. Boys and Girls Club of Corvallis Annual Report

Councilor Brown thanked the Boys and Girls Club of Corvallis (BGCC) for providing excellent youth services to the community.

Councilors Brown and Beilstein, respectively, moved and seconded to accept the Boys and Girls Club of Corvallis annual report for fiscal year 2009-2010. The motion passed unanimously.

Councilor Brown said the original BGCC agreement, signed in 1997, requires an annual report even though there is no annual distribution of funds or grant monies. Discontinuing the annual reporting would require a new agreement.

Councilors Brown and Beilstein, respectively, moved and seconded to direct staff to draft a new agreement between the City and Boys and Girls Club of Corvallis, removing the annual reporting requirement.

Councilor Brown noted that the recommendation from Human Services Committee (HSC) was not unanimous.

Councilor Raymond expressed concern about the legality of modifying the agreement. The reporting is educational, but not necessary.

City Attorney Fewel said there are no penalties attached to the agreement. If nothing is done, there are no legal consequences. Since the agreement was recorded, a modified letter of understanding or satisfaction would be appropriate.

Councilor Brauner said terminating the agreement removes the other provisions related to property use and sale. He suggested revising the agreement to only eliminate annual reporting.

Councilor Brown clarified that the motion was to modify the agreement.

Mr. Fewel said staff can draft an amended letter of understanding and notice of municipal interest that deletes reporting from the original agreement.

Councilor Beilstein said the annual financial report is unnecessary. He appreciates the informational aspect of the report and noted that the City and BGCC have mutual interests and a good partnership. During the HSC meeting, BGCC Executive Director Higgins said she is committed to maintaining communication with Council.

The motion passed unanimously.

B. Administrative Services Committee – May 18, 2011

1. Ambulance Rate Review

Councilor O'Brien said the Administrative Services Committee (ASC) requested additional information and will discuss this item at their next meeting.

2. Economic Development Allocations Third Quarter Report

Councilor O'Brien said the ASC heard from five economic development partners who received funding during Fiscal Year 2010-2011.

Councilors O'Brien and Hirsch, respectively, moved and seconded to accept the Economic Development Allocations third quarter report for Fiscal Year 2010-2011. The motion passed unanimously.

C. Urban Services Committee – None.

D. Other Related Matters

1. Mr. Fewel read a resolution creating the 2011 Operating Levy Fund.

Councilors Hervey and Traber, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2011-16 passed unanimously.

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

The Council entered executive session at 1:17 pm.

Ms. Volmert updated Council on labor negotiations with American Federation of State, County, and Municipal Employees and Corvallis Police Officers Association.

Mr. Nelson left the meeting at 1:30 pm and returned to the meeting at 1:31 pm.

Ms. Volmert left the meeting at 1:58 pm.

Mr. Fewel and Mr. Rogers briefed Council on potential litigation related to bus advertising.

Mayor Manning recessed the Council at 2:21 pm and reconvened the Council at 7:00 pm in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon.

I. ROLL CALL

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

V. MAYOR, COUNCIL, AND STAFF REPORTS – continued

A. Mayor's Reports – continued

3. "If I Were Mayor ..." contest winners recognition

Mayor Manning announced the winners from the LOC "If I Were Mayor" poster and essay contest. All participants received a certificate of appreciation and gift card from the City. First place poster and essay winners are automatically entered into the Statewide contest and could win a laptop. Judging criteria included: creativity, clarity and sincerity, proper use of grammar, and subject relevancy. The poster contest was open to students enrolled in grades four through six and the essay contest was for students enrolled in middle school.

Mayor Manning had each participant introduce themselves, their families, and briefly describe the concept of their project. She read an excerpt from the winning essay.

Poster

First Place: Lauren Arthenayake

Honorable Mention: Pragyna Naik and Jared Zollinger

Essay

First Place: Madison Boock

Honorable Mention: Hayoung Oh, Tony Park, Olivier St-Onge

Mayor Manning directed Councilors' attention to the memorandum at their places from Anthony Stumbo (Attachment B).

VI. VISITORS' PROPOSITIONS

Anthony Stumbo, Commission for Martin Luther King, Jr. Vice-Chair, thanked Council for their support. He said the Commission has not been able to complete the signage project for the Martin Luther King, Jr. Park within the current fiscal year and requested a carryover of \$1,800 to the next fiscal year budget.

Councilor Raymond thanked Mr. Stumbo for testifying. She commended him for his role on the Commission and assistance with park cleanup.

Andy Foster, Camelot Entertainment, thanked Council and the City for contracting with him to video record Council meetings for the last six years. He wished Councilors and the City the very best in future endeavors. Mr. Foster recognized his staff for their tremendous efforts: Dave Foster, Dave Grucza, Colleen Sweeney.

Because there were no other citizens in attendance requesting to speak under Visitors' Propositions, and the public hearing was advertised to begin at 7:30 pm, Mayor Manning recessed the meeting from 7:20 pm until 7:30 pm.

VII. PUBLIC HEARINGS

- A. A public hearing to consider State Revenue Sharing Funds for Fiscal Year 2011-2012

Mayor Manning reviewed the order of proceedings and opened the public hearing.

Finance Director Brewer explained that the State requires the City to hold a public hearing on the use of State Revenue Sharing funds for the next fiscal year. The Budget Commission (BC) held a public hearing and recommended Council accept State Revenue Sharing funds, estimated at \$593,830, as undesignated General Fund (GF) revenue. The amount has been included in the proposed Fiscal Year (FY) 2011-2012 budget. Alternatives include returning the funds to the State, use the funds as property tax offset, or designate the funds for specific budget items. Historically, the State Revenue Sharing funds have been undesignated GF revenue.

Questions of Staff – None.

Public Testimony – None.

Mayor Manning closed the public hearing.

Deliberations and Final Decision

Mr. Fewel read a resolution authorizing receipt of State Revenue Sharing Funds as undesignated General Fund revenue for Fiscal Year 2011-2012.

Councilors O'Brien and Hirsch, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2011-17 passed unanimously.

B. A public hearing to consider a Fiscal Year 2011-2012 budget

Mayor Manning reviewed the order of proceedings and opened the public hearing.

Ms. Brewer said Council is required to hold a public hearing on the proposed budget as recommended by the BC. The BC held a public hearing on May 9 and deliberated on May 19, following passage of the levy. The proposed budget includes the tax levy.

The BC recommendation is to levy the maximum allowed tax rate for operations of \$5.1067 per \$1,000 assessed value; levy \$.45 per \$1,000 assessed value for the May operating levy; \$2,184,620 for debt service, and adopt the proposed budget totaling \$120,718,091.

Ms. Brewer identified staff requested amendments:

- \$28,500 Transit Fund/Public Works Department
Appropriation to continue transit between Adair Village and Corvallis. Corvallis Area Metropolitan Planning Organization (CAMPO) will offset the fund \$14,250 and the City of Adair Village will provide \$14,250 matching funds.
- \$79,000 Airport Fund/Public Works Department
Late receipt of grant to rehabilitate railroad track at Airport Industrial Park. The project will begin in the current fiscal year and be completed next fiscal year.
- \$124,600 Storm Water Construction Fund/Capital Project
Late receipt of grant for storm water system improvements. The project will not begin until FY 2011-2012.

The proposed resolution includes the proposed budget, tax rates, tax levy, and staff requested appropriations.

Questions of Staff – None.

Public Testimony

Curtis Lending read from his e-mail, previously distributed by Ms. Brewer (Attachment C). Mr. Lending encouraged Council to consider reducing or eliminating the Sustainability Initiative Fees.

Janet Larkin said she had submitted a letter to the BC advocating video recording Council meetings. She watches them faithfully and said there is no substitute for this primary source of information. The minutes are informative, but not the same as watching the meetings. She inquired about the possibility of providing audio recordings of the meetings if they cannot be video recorded.

Mayor Manning closed the public hearing.

Deliberations and Final Decision

Mr. Fewel read a resolution levying taxes and appropriating the Fiscal Year 2011-2012 budget.

Councilors Hirsch and Hervey, respectively, moved and seconded to adopt the resolution.

Councilors Brauner and Hervey, respectively, moved and seconded to amend the proposed Fiscal Year 2011-2012 budget to include the Transit Fund, Airport Fund, and Storm Water Construction Fund appropriations as presented by staff. The motion to amend passed unanimously.

Councilors Raymond and Beilstein, respectively, moved and seconded to carry forward \$1,800 dedicated to the Commission for Martin Luther King, Jr. from FY 2010-2011 to FY 2011-2012.

Ms. Volmert clarified for Councilor Traber that this amendment can be incorporated into the proposed budget similar to the Transit Fund, Airport Fund, and Storm Water Construction Fund amendment previously approved.

The motion to amend passed unanimously.

Councilors Hogg and Brown, respectively, moved and seconded to amend the proposed Fiscal Year 2011-2012 budget to restore Council meeting video recording.

Councilor Hogg said broadcasting Council meetings provides transparency. Many people watch the broadcast, especially those who cannot attend the meetings due to work or other activities. The \$17,000 required to restore recording is not a large amount for this valuable service.

Ms. Brewer clarified for Councilor Traber that the \$7,900 reduction for this service, as noted in the budget materials, is the property tax funded portion.

In response to Councilor O'Brien's inquiry, Ms. Brewer concurred that the budget impact to restore the video recording is approximately \$17,000. Without an offsetting reduction, this will result in a reallocation of internal service charges across the organization. The money would go back into the City Manager's Office budget and all departments will be charged for that service. The property tax funded portion of \$7,990 will reduce the \$218,000 ending funding balance across the four property tax supported funds.

Councilor Hogg clarified for Councilor O'Brien that he is not proposing a reduction of expenses elsewhere. He would prefer to have staff provide that guidance. He noted that, in relation to the size of the budget, recording Council meetings is an important issue.

Councilor Hirsch said it is conceivable to re-establish broadcasting through another means and at a reduced rate. In response to his inquiry about reinstating recording at a later date, Ms. Brewer clarified that there are no appropriations in the budget to pay \$17,000 for this service. If, in the future, Council decides to begin recording again, the \$17,000 would need to be found within the budget, requiring a reduction to another fund.

Councilor Hirsch said there may be other avenues Council could explore. Video recording courses are taught locally. Potentially, recording could be reinstated for a lesser expense. For Council to make a decision without all of the information is premature. He recognizes

the importance of the informed electorate, but is not prepared to make a decision about video recording services at this time.

Ms. Brewer said this service is provided through a contract with the City. Informal cost quotes have been obtained and, for the most part, this is a low-bid award. Relying upon volunteers is sometimes difficult and staff has not been able to find any company who will provide this service and guarantee volunteers for every Council meeting.

Councilor Hervey said when this reduction was voted on, he was under the assumption that Council meetings would continue to be audio recorded.

Assistant to City Manager/City Recorder Louie confirmed that audio recording will continue. Video recording will cease after the June 20 Council meeting. Citizens have always been able to request copies of the audio recordings.

Councilor Hervey said it may be easier for citizens if a link to audio recordings was added to the Web site. Ms. Louie said she would discuss this with the City's Management Information System Division.

Councilor Hervey added that the Committee for Citizens Involvement (CCI) expressed a desire to add video recording back into the budget.

In response to Councilor Beilstein's inquiry, Ms. Brewer confirmed that adding this service back into the budget without offsetting the cost would reduce the ending fund balance to approximately \$200,000.

Councilor Brown said he will not support the motion. The City is in a dire financial situation and reducing services. The previous discussions to eliminate this expense was extensive and transparent. The decision was fair and reasonable.

Councilor Brauner reiterated that approving the motion without providing an offsetting reduction will reduce the ending fund balance. If action is not taken now and Council decides to add the service back into the budget at a later time, an offsetting reduction will need to be identified. He stated preference for evaluating reinstating this service and identifying an offsetting expense versus reducing the ending fund balance. The BC thoroughly discussed these items and he will not vote against their recommendation. He is willing to reconsider this item in the future, if circumstances change.

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

Ayes: Hogg, Raymond

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

RESOLUTION 2012-18 passed unanimously.

Mayor Manning recognized Budget Commission Chair Schreck in the audience. She commended her leadership abilities for this important and challenging task.

Mayor Manning thanked Ms. Brewer and City staff for their assistance.

Councilor Brown read from his prepared statement (Attachment D).

XI. ADJOURNMENT

The meeting adjourned at 7:59 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CORVALLIS BICYCLE COLLECTIVE
AND
THE CITY OF CORVALLIS PARKS AND RECREATION DEPARTMENT**

This Memorandum of Understanding is entered on this 7th day of June 2011, by and between the City of Corvallis, a municipal corporation of the State of Oregon, hereinafter referred to as "CITY", and the Corvallis Bicycle Collective, a not-for-profit corporation of the State of Oregon, hereinafter referred to as "The Bike Collective". The original term of this Memorandum of Understanding shall be for that period commencing immediately after this contract has been fully executed by the PARTIES, and ending October 30, 2011. Following the end of the term of this Memorandum of Understanding, CITY and The Bike Collective may agree to extend this agreement by mutual consent.

RECITALS

- A. Because the City, acting through its Parks and Recreation Department, maintains certain facilities which can provide storage and cover for repairing donated bikes; and
- B. Because The Bike Collective has the expertise, resources, and abilities to repair bikes, teach bicycle safety and basic repair, and encourage the use of bicycles for recreation and transportation;
- C. Therefore, the following conditions are understood by both parties:

THE CITY SHALL

- A. Provide access to the West shed at Flomatcher for storage and normal operations of The Bike Collective.
- B. As staffing allows, help The Bike Collective transport bikes from Avery Park or other Parks and Recreations Facilities to Flomatcher.
- C. As staffing allows, help The Bike Collective transport recyclable bike material for disposal at the appropriate facility which may include the City of Corvallis Public Works department on a quarterly basis.
- D. Provide a Port-a-pot on site for cost.
- E. Continue to be responsible for the general upkeep of the building as it is in it's current state.
- F. Provide notice as stipulated below.

THE BIKE COLLECTIVE SHALL

A. Provide 1 to 4 experienced bicycle mechanics to work with the Summer Youth Volunteer Corps program for a minimum of 3 weeks and 2 to 4 days (10:30 am – 2:30 pm) each week. This work will be on bikes that have been donated to Parks and Recreation or from the Parks and Recreation “lost & found” bikes.

B. Use the reserved facility for the purpose outlined in this Memorandum of Understanding. The Bike Collective may also leave items outside in a 4' by 8' space designated by Parks and Recreation staff. If items left outside are deemed unsightly by Parks and Recreation staff, they will inform The Bike Collective and all items must be removed within 5 business days. If The Bike Collective wants to place any outside storage structure on site they must first secure approval from the Parks Supervisor or his designated appointee.

C. Be responsible for all set-up and clean up of facilities used, including reporting any damage to the facility supervisor.

D. Pay Parks and Recreation for any incurred cost of the port-a-pot on a quarterly basis. This payment is due the 25th of May, 25th of August, 25th of November and 25th of February. Provide a lock and lock this above port-a-pot when there is not a member of The Bike Collective on site.

E. On a quarterly basis pick up Parks “lost & found” bikes from the Avery Park compound and transport them to Flomatcher to be used in Parks and Recreation’s programs. The Bike Collective must give a minimum of 3 days advance notice to the Parks Supervisor if they are requesting City staff help.

F. Remove all unusable parts from both The Bike Collective and Parks “lost & found” bikes for recycling. Once a quarter take this recycling to the appropriate recycling facility, which may include City of Corvallis Public Works’ metal recycling dumpster. The Bike Collective must give a minimum of 3 days advance notice to the Parks Supervisor if they are requesting City staff help.

G. Help provide expertise and staff for future Parks and Recreation bike programs with a minimum of 30 days notice given by Parks and Recreation.

H. Use Parks and Recreation’s name and logo only if publicity has been developed in coordination with City employees. All items that will include Parks and Recreation’s logo must be approved by the Parks and Recreation department staff.

I. Provide volunteers to help with landscaping for Parks and Recreation at Riverfront Park, Berg Park, or around Flomatcher. Parks and Recreation staff will request help with a minimum of one week notice. Maximum volunteer hours to be provided are 40 hours in a year.

J. Procure and maintain general liability (\$1 million per occurrence) insurance policies related to their activities within City facilities and provide the City with a Certificate of Liability Insurance indicating the City of Corvallis as the Certificate Holder.

K. Indemnify, protect, defend, and hold City, its officers, agents, volunteers, and employees harmless against any actions, claim for injury or damage and all loss, liability, cost or expense, including court costs and attorneys fees, growing out of or resulting directly or indirectly from the performance of this memorandum of understanding, except for that resulting from the sole negligence of the City.

BOTH PARTIES AGREE:

A. Not to discriminate on the basis of race, religion, sex, color, national origin, family status, marital status, sexual orientation, age, source of income, or mental or physical disability in the performance of this memorandum of understanding.

B. Not to assign any features of this memorandum of understanding, in whole or in part, or any right or obligation hereunder without the other party's prior written approval.

Approved:

on behalf of The Corvallis Bicycle
Collective

Jon S. Nelson, City Manager
City of Corvallis

Printed Name

Date

Date

Approved as to Form:

_____ City Attorney

City Council of Corvallis evening meeting June 6, 2011

Person addressing council- Anthony Stumbo Vice-Chair City of Corvallis Commission for Martin Luther King Jr.

Why is Anthony here? Commission is attempting to have informational signage made and installed at MLK Park. Process has hit snags and we were unable to complete project during fiscal year.

What can the Council do to help? The commission would ask the council for permission to rollover the remainder of our budget from this fiscal year to next fiscal year. We were told this required council approval.



[[Date Prev](#)][[Date Next](#)][[Thread Prev](#)][[Thread Next](#)][[Date Index](#)][[Thread Index](#)]

<web>Fiscal responsibility / gaining our trust

- *To:* ward1@xxxxxxxxxxxxxxxxxxxxxxxxxxxx
- *Subject:* <web>Fiscal responsibility / gaining our trust
- *From:* curtislending@xxxxxxxxxxxx
- *Date:* Mon, 6 Jun 2011 16:49:17 -0700
- *Reply-to:* <curtislending@xxxxxxxxxxxx>

This is an inquiry e-mail via Contact Us form:

Curtis Lending
curtislending@xxxxxxxxxxxx
prefer phone contact: no

Dear Councilor O'Brien,

I am not exactly sure how the city budgeting process works. At tonight's meeting, I intend to ask the council to reduce the 'sustainability' fee. I am not sure if this can be done tonight or whether you agree with me but I thought it would be helpful if I sent you what I plan to say.

Dear City Council,

The voters passed the levy but that does not mean they are happy with it. After the last committee meeting, someone with a 'Vote Yes' button told me that he agreed with my speech. He, and people like him, believe the city is wasting money but did not want to risk closing the pool and the city center. This is the sentiment of almost everyone I talked to. It was smart politics to use the pool and senior center to get votes. Holding the important services hostage is a way to get votes but not a way to gain trust.

But there is a way to regain our trust. Before the levy passed, the city council promised to be fiscally responsible. Now is the time for you to show that you are sincere. I very much doubt that people would have approved the 'sustainability fee.' Since you cannot tax air, taxing water seems to be about the meanest tax available. It hurts the poor the most. And the services it paid for are not essential - free buses, urban forestry and pedestrian services are nice but they are things we can easily live without. In fact, we lived without them for the last 100 years.

This fee should be ended or at least reduced. As a gesture of fiscal responsibility, I suggest you end the 50 cents that is dedicated to urban forestry. It is a minimal saving but it would show some sincerity. Over the next few years, you should work to end this fee altogether. Do not tax the poor for luxury services.

Thank you,

Curtis Lending

- [Prev by Date: \[Key-Communicators\] Farewell Open House For Dawn Tarzian](#)
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501 SW Madison Ave. PO Box 1083 Corvallis, OR 97339-1083 ph: 541-766-6900 Fax: 541-766-6936

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I think the record should note that, at the May 19, 2011 meeting, the Budget Commission wanted to communicate a message to the City Council. Section 1.16.240 (2)(a) of the Corvallis Municipal Code requires that the Commission shall advise the Council that the proposed budget is not in compliance with the City's Financial Policies.

In particular the budget does not meet the City's policies for reserves which are discussed in Council Policies 10.01.010 and 10.02.020. According to the policies, purposes of the reserves include:

- to protect the city's credit rating
- to cover emergencies, unexpected expenditures,
- and to spread out funding of future capital needs such as fire trucks

As I understand it, the amount of the shortfall is about \$6 million, a large amount. The situation means that although the budget is balanced, the City's budget is in an insecure state.

The public needs to know that in addition to dealing with future budget deficits, we need to get back to the point of operating with prudent reserves. The City has a big task ahead of us.

From Councilor Brown, 6/6/11


**CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES**

June 13, 2011

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 7:00 pm on June 13, 2011 in the Madison Avenue Meeting Room, 500 SW Madison Avenue, Corvallis, Oregon, with Mayor Manning presiding.

I. ROLL CALL

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

Also present were Assistant City Manager Volmert, Finance Director Brewer, Budget and Financial Planning Manager Chenard, and citizen Barbara Bull.

II. UNFINISHED BUSINESS

A. Mayor/Council/City Manager Quarterly Meeting

1. Budget Goal Next Steps

Ms. Brewer began the discussion with the introduction of a recent change in status from Moody's for the City's bond rating (Attachment A). While Moody's confirmed the City's existing rating levels, they placed the City on negative outlook. Council asked for context of this move and Ms. Brewer indicated other cities were undergoing similar scrutiny. A discussion occurred relative to whether new construction improved the City's financial outlook or if added service demands more than made up for additional revenue. Council noted that without the impact from State property tax reduction measures, the City would not be in the current situation. The Moody's review highlights the need to look at revenue sources and what they pay for.

In terms of the revenue review noted in Ms. Brewer's staff report, Councilors expressed concern that the time line might not provide information in time for the Fiscal Year 2012-2013 budget process. One option would be for Council to select from the comprehensive list of revenues those items they are most interested in to limit the amount of needed staff time.

Councilor O'Brien referred to his memorandums regarding revenues, Council policy review process, cost containment, turnover cost data, and the importance of Council's budget goal (Attachment B). There was consensus for Ms. Volmert to bring back additional historical information on turnover. There was also consensus of making a commitment to conduct the policy reviews earlier and with more Council involvement, reviewing with a critical eye as well as a focus on how the policy does or does not contribute to attaining Council goals. This will likely mean the need for additional committee meetings prior to a recommendation being

forwarded to Council so direction from the initial committee discussion can be incorporated into the final policy as recommended. A similarly concerted review is anticipated for revenue items such as fee reviews. Council asked staff to create somewhat more detailed titles for upcoming committee agenda items so they can determine the nature of the item and prepare input accordingly for the committee in a timely fashion. There was no consensus on cost efficiencies work beyond what is already underway by staff (labor negotiations and the review of the compensation policy). Councilor Brown passed out excerpts from prior Council policies on financial strategies and communications for information (Attachment C). There was discussion of the recent reduction in the communications budget for video recording Council meetings and possible lower cost options. There was consensus that eliminating the service had been a very difficult choice.

Councilors indicated a desire to have more frequent work sessions to make progress on the work program, including a work session in July to cover narrowing the revenues from the matrix for more staff work and to discuss core City services. There is a connection between core services and looking at possibly different revenue sources that would support core services. One option, which had been discussed with a Councilor, was the possibility of a medical marijuana dispensary. It was agreed that budget decision making should remain at the Council level, but that citizen members of the Budget Commission might play an important role in citizen participation, input, and recommendations. There was also an agreement that it was the Council's role to market the chosen direction to the community.

2. City Council Liaison Roles

Relative to a recently received complaint about one Councilor's involvement as a liaison to the United Way Allocations Committee process. The question is whether or not changes are needed in the Council policy to clarify what the expectations and limitations should be relative to Councilors in their liaison roles. The policies already indicate that a Councilor should not be a voting member of the group. Councilors discussed whether or not it was appropriate to express personal opinions, the opinions or priorities of the Council, and participate in discussions. Examples were cited as to what various Councilors had done in past situations. The Council reached consensus that changing the existing language of the Council policy was not required.

3. Relationships Using Self-Evaluation Tools

It was noted that the form used for self-evaluation has been around for quite awhile without revision. Councilor Traber clarified his comment on question number six on page one relative to a concern that policies are not being strategically tied to the larger goals of the Council. It was also noted that one explanation for the mid-range ratings overall could likely be the Council's situation since January of somewhat being "in place" until after the results of the levy vote and on-going labor negotiations. With continued discussion such as at this meeting, the scores may rise in the future.

4. Councilor Discussion (issues/topics not identified)

Councilor Brown presented Council President O'Brien a framed art print, *His Constituents*, in recognition of his excellent leadership.

5. Other

There was no additional business or topics outside of the agenda.

III. ADJOURNMENT

The work session adjourned at 9:15 p.m.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

MEMORANDUM

June 13, 2011

TO: Mayor and City Council
FROM: Nancy Brewer, Finance Director
SUBJECT: Moody's Rating



I. Issue

To update the City Council on the City's debt ratings.

II. Discussion

Attached is a copy of an email sent this morning from Moody's Investors Service, which is the organization that rates the City's bonds. Moody's has affirmed the City's current ratings – Aa2 for unlimited tax general obligation bonds and Aa3 for limited tax bonds – but has placed the city on negative outlook. This means that Moody's has concerns about the City's financial position, especially as it relates to fund balances in the General Fund (all tax funds combined). Moody's notes the City's strengths include still solid operating fund balances and a strong tax base bolstered by OSU. The major weaknesses are several consecutive years of deficits that have lead to a decline in financial position and expected draws on fund balance for the current and next fiscal years.

Moody's will continue to monitor the City's financial position, which includes reviewing Quarterly Operating Reports, monthly Treasury reports, budget and audit reports. A formal review of the rating affirmation and negative outlook is expected in about a year. Moody's makes specific note that the removal of the negative outlook will require improved financial performance, positive tax base growth, and a trend of economic development. Moody's also notes that continued draws on reserves or reduced liquidity or protracted economic weakness/tax base contraction could make the rating go down.

Staff will prepare the appropriate disclosure notice of this change to be posted, as required, on the federal reporting website. This change may have a very slight impact on the City's outstanding debt which trades some on the secondary market; it will not affect the City's debt payments or requirements. If the outlook does not change before the City next needs to borrow monies, it will likely make the borrowing more expensive. If the rating is downgraded before the City next needs to borrow money it will increase the costs of borrowing.

III. Action Requested

No action on the part of City Council as it relates to this notice is required. However, the work the city Council pursues with relation to the financially sustainable City budget should address the concerns identified by Moody's.

Brewer, Nancy

From: MOODY'S EPI [epi@moodys.com]
Sent: Monday, June 13, 2011 8:07 AM
To: Brewer, Nancy
Subject: Corvallis (City of) OR

MOODY'S AFFIRMS Aa2 RATING ON THE CITY OF CORVALLIS (OR) UNLIMITED TAX G.O. BONDS; Aa3 LIMITED TAX RATING ALSO AFFIRMED AND NEGATIVE OUTLOOK ASSIGNED

RATINGS AFFIRMATIONS AND NEGATIVE OUTLOOK APPLY TO \$37.2 MILLION OF OUTSTANDING DEBT

Corvallis (City of) OR
Municipality
Oregon

NEW YORK, June 13, 2011 -- Moody's Investors Service has affirmed the Aa2 rating on the City of Corvallis, Oregon's outstanding \$1.8 million of general obligation unlimited tax bonds. In addition, Moody's affirms the Aa3 rating on the city's outstanding Limited Tax General Obligation Bonds (Pension Liability Funding); the city's long-term ratings carry a negative outlook.

RATINGS RATIONALE

The negative outlook reflects our expectation that the city will be challenged to maintain satisfactory reserve levels in the near- to medium-term as budgetary pressures remain in place over the outlook horizon. The Aa2 rating reflects the city's large tax base, the stabilizing presence of Oregon State University and average wealth indices. The Aa2 rating also incorporates recent fiscal strain which was reflected in two consecutive operating deficits in fiscal 2009 and fiscal 2010. All of the city's debt is fixed rate and the city is not a party to any derivative agreements.

STRENGTHS

- Still solid Operating Fund balance
- A strong tax base bolstered by the presence of Oregon State University

CHALLENGES

- Several consecutive deficits leading to a declining financial position
- Expected draws on fund balance in both fiscal 2011 and fiscal 2012

DETAILED CREDIT DISCUSSION

SLUGGISH REGIONAL ECONOMIC GROWTH CONTINUES, BUT CITY'S TAX BASE REMAINS STABLE

Corvallis, located about 75 miles south of Portland, is a well-established community which has long

been the home of Oregon State University (OSU).

Positively, the university's presence continues to provide the local economy with some degree of stability and enrollment has increased slightly in recent years. Since the 2000 census, the City's population has increased only 12% to an estimated 55,125 residents. In addition to employment opportunities at the University, other employment sectors include high tech manufacturing and research, primarily at a local Hewlett Packard (HP) facility, government and services. Despite cuts in higher education from the state combined with last year's HP downsizing, the city's April 2011 unemployment rate of 6.1% has improved over the last two years and is currently well below the state (9.5%) and nation (8.7%). According to the 2000 census, per capita and median family income levels approximated state levels although, like most college communities, income levels are negatively skewed by the presence of a large student population.

Similar to the region, real estate values remain below peak levels and the housing market is expected to continue to be a drag on local economic growth over the near term. Between 2004 and 2009, the city's full value increased an average of 9.8% annually, then declined a modest 2% in 2010. The 2010 full value of \$5.8 billion is still above the national Aa2 city median. Tax base growth for 2011 is assumed to be flat as residential and commercial construction remains sluggish at best, although some development in support of campus expansion may provide some offset. Hewlett Packard remains the city's largest taxpayer (8.4% of 2010 assessed value); other large taxpayers make up less than 1.0% of assessed value each and are comprised of manufacturing, land development and commercial entities. Going forward, Moody's notes HP's tax base presence will continue to be diminished and university-related construction projects, including multi-family housing and, over the long-term, recovery in the residential and commercial construction sectors development will support above average economic growth.

CONSECUTIVE OPERATING DEFICITS PLACE CITY IN RELATIVELY WEAK FINANCIAL POSITION; COMMUNITY SUPPORT FOR ADDITIONAL REVENUES PROVIDES PARTIAL MITIGANT

Fiscal 2010 audited results mark the city's fourth consecutive annual operating deficit as growth in expenditures outpaced somewhat flat revenues.

Major operating funds include the city's General Fund, as well as the Library, Parks and Recreation, Fire and Rescue. Still, at \$4.7 million, or 13.5% of operating revenues, reserve levels are considered adequate, but below the median level for similarly rated cities nationally. The city's liquidity position was a satisfactory \$5.0 million in the operating funds (14.3% of revenues). The city expects fiscal 2011 will show another draw on fund balance as it again appropriates a portion of reserves to offset the current year's operating deficit. The fiscal 2011 operating fund balance is expected to end at approximately \$4.4 million (10.4% of revenues). Going forward, the city budgeted approximately \$1.9 million to balance fiscal 2012 operations, which would reduce the operating fund balance to a thin \$1.6 million (3.9% of revenues); positively, management is discussing several proposals both to augment revenues and reduce expenditures in the 2012 fiscal year. Postively, in May 2011, voters approved a three-year local option property tax levy (FY 2012 - FY 2015) to provide partial funding for libray, aquatic and senior center operations. However, management's budgeted reserve expectations are a primary factor in the outlook revision to negative from no outlook.

BELOW AVERAGE DEBT BURDEN

Moody's expects that the district's lower than average 0.2% direct debt burden will be manageable given limited near-term borrowing needs. All outstanding debt is fixed rate and the city is not party to any derivative agreements.

OUTLOOK:

The outlook on the city's long-term ratings is negative. The negative outlook reflects Moody's expectation that the city will remain challenged in its efforts to significantly improve reserve levels over the near- to medium-term.

WHAT COULD MAKE THE RATING GO UP (REMOVAL OF NEGATIVE OUTLOOK):

- Improved financial performance in fiscal 2011 and beyond
- Positive tax base growth and a trend of economic improvement

WHAT COULD MAKE THE RATING GO DOWN:

- Continued draws on reserves and/or reduced liquidity levels
- Protracted economic weakness and tax base contraction

KEY STATISTICS:

2010 population: 55,125

2010 full valuation: \$5.8 billion

2010 full value per capita: \$105,681

Direct debt: 0.2%

Payout of Principal (10 years): 38.7%

FY10 General Fund Balance: \$670,000 (4.8% of General Fund revenues)

FY10 General Fund Balance (unreserved, undesignated): \$482,000 (3.5% of General Fund revenues)

FY10 Operating Fund Balance: \$4.7 million (13.5% of Operating Fund revenues)

FY10 Operating Fund Balance (unreserved, undesignated): \$4.3 million (12.2% of Operating Fund revenues)

1999 Per Capita Income (as % of OR and US): \$19,317 (92.2% and 89.5%)

1999 Median Family Income (as % of OR and US): \$53,208 (109.3% and 106.3%)

Unemployment as of March 2010: 6.7%

The principal methodology used in this rating was General Obligation Bonds issued by U.S. Local Governments published in October 2009.

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To: Mayor and City Council
From: Mark O'Brien, City Council President
Subject: Outline of Revenue Discussion
Date: June 13, 2011

I appreciate the Finance Director's May 25th memo regarding the process, proposed timeline, and other details for discussing revenue enhancement alternatives. However, the memo did highlight by contrast what I perceive to be an omission in Council's work plan, regarding "cost containment measures".

In my opinion, it simply isn't reasonable to discuss one without the other. I couldn't help but consider Council's recent adoption of the S.I.F. and forwarding of the levy to a vote in forming this opinion. In the absence of a hard look at cost containment, citizens may well wonder, "Does the Council define "fiscal sustainability" as increasing revenues to meet desired expenditures?" And who could blame them?

Before Council begins to review new or expanded revenue sources, may I please ask that that we prepare to look at strategies for containing costs? I request that we direct Departments to return to Council with laundry lists of cost-savings ideas. It is my hope that these cost-savings ideas would not result in a significant reduction in services, but I accept that some service reductions are inevitable.

I am aware that our departments are already running quite efficiently, but these are extraordinary times and the Council has a responsibility to do all within our power to meet our goal of a fiscally sustainable budget. I know that staff will put their best foot forward on such an effort and the City will certainly benefit.

To: Mayor and City Council
From: Mark O'Brien, City Council President
Subject: Turnover Cost Estimate
Date: June 13, 2011

I was interested to see the Asst. City Manager's report to Council regarding employee turnover costs and the relationship between turnover and appropriate compensation. This memo shows that turnover can be expensive in theory but says nothing about Corvallis' experience. In order to fully understand the impact on our organization, it seems the Council needs some information.

I'd like to request that staff examine those people who have left the City of Corvallis' employ for the last five years by department. Do our statistics tell us that we have a problem in the overall level of turnover, relative to other organizations? What proportion of employees left because they: a) took a higher paying job at the same level in another organization (If so, how much extra pay was offered by the competition?), b) took a promotion (higher level of responsibility) in another organization, c) retired, d) changed careers, e) moved to a new location for personal reasons, f) were discharged for performance issues, or g) other. Hopefully, the City employs a system of "exit interviews"? This is a standard practice for high-functioning entities. If so, staff should be able to go back over exit interviews for the last five years and note why each employee left City employment.

Armed with this information, Council can determine if Corvallis 1) has a turnover problem related to compensation, 2) has a turnover problem related to some issue other than compensation, or 3) has no turnover problem. Verification will assist Council to avoiding jumping to conclusions about compensation being the cause of turnover before we engage in our Compensation Policy review. And this analysis could be particularly useful in answering recurrent questions from citizens regarding recruit police officer retention.

To: Mayor and City Council
From: Mark O'Brien, City Council President
Subject: City Council Quarterly Work Session
Date: June 13, 2011

Background:

The City Council has adopted a short list of worthwhile goals for the 2011-12 term. In my opinion, none of these is more important than our commitment to create a fiscally sustainable City budget. Our dilemma is the consistent shortfall between increases in revenues and increases in expenses, the so called "structural problem". We have taken some significant steps to address this budgetary instability. Thus far, the City has: increased efficiencies, reduced services and staffing, enacted new fees, spent down reserves, and put forward the recent levy. Employees have even volunteered some concessions in order to help cover City deficits. Yet, in spite all of our efforts we may anticipate many more painful decisions regarding the budget and City service reductions.

Discussion:

In a recent letter to the G-T, the City Council promised to focus its laser-like attention on creating a more sustainable City budget. Topics worthy of consideration in that effort include:

- Expenses- compensation, operating costs, subsidies, debt service;
- Revenues- taxes, fees, charges for service, transfers, grants;
- Reserves-savings, equipment replacement set asides.

Most of these budget related topics are covered within existing Council policies. By convention, the City Council reviews its own policies on a regular basis through established standing committees. Therefore, the ability to address important changes exists within current procedures and we should be able to make progress toward our fiscal goal without unnecessarily upsetting staff's normal work program.

To begin the process, I've identified meeting dates on the City calendar when critical financial topics are scheduled for review. Through completion of these Council policy reviews by the end of the calendar year, approved revisions can be smoothly incorporated into next year's budget development process.

As a bonus, having thoroughly reviewed relevant policies, the Council will better understand what proactive and positive impact we can have on City fiscal sustainability. In any event, it is likely that some financial benefit will be realized.

If in the end, despite our best efforts, a comprehensive solution to our budgetary problems eludes us; at least citizens will know that we made a credible effort. This is our responsibility.

Recommendation:

1. Examine the calendar of Council Policy reviews provided below.
2. Personally review each of the noted policies including those to come before Standing Committees other than your own.
3. Develop an understanding of the strengths and weaknesses of each as they relate to the City budget.
4. Be proactive in developing policy language; direct staff to create desired changes in policy language; actively engage your own and other standing committees in addressing your ideas, concerns and revisions. (testimony in writing for committees other than your own please)
5. Engage, get involved, fix things, share and encourage community participation.

Administrative Services Committee-

July 6th-Financial Policies
July 20th- Land Use Application Fees Review
August 3rd- CP 91-3.02, Compensation Policy
November 23rd- Utility Rate Annual Review
December 7th- CP 97-10.01-10.08 Financial Policies
Pending- Utility Rate Structure Review

Human Services Committee-

July 6th-Parks and Recreation Annual Fee Review
Pending- CP 00-6.05, Social Service Funding

Urban Services Committee-

June 23rd- Airport Lease Rates Adjustment
Pending-CP 91-9.03, Residential Parking Permit District Fees

June 13, 2011

To City Council
From: Dan Brown

Subject: A LITTLE RECREATIONAL READING

Overcome by nostalgia, I reread the City's Comprehensive Communication Plan which appears on the City web site. (Look up *Communications Plan*.) This 57 page plan was written by staff in 2003 and updated in 2007, my first year on the Council. The italicized text below is quoted from this City document.

Déjà vu all over again !

The local government finance picture therefore remains bleak. From 1997 to 2006 the City general fund balance dropped from just over \$9.5 million to \$3.75 million while total expenditures rose in the same period by about 85% and the main general revenues grew 30 % (property tax) or 50% (transient occupancy tax and franchise fees). Revenues are therefore not keeping pace with expenditure demands. The City population grew by just over 5% during this same period and full time equivalent [city] employees increased by 9%.

The City Council 2007-8 goal has changed somewhat to reflect an emphasis on financial planning and leveraging partnerships.

The goal states:

*Develop a **fiscal strategy** for core City services
including a comprehensive and collaborative communication plan
to increase citizen understanding of City budgets and services*

Whoops, maybe we need a Plan B !?!

*The City has **three efforts underway** designed to deal with the financial environment in the longer term The Core Services Committee is looking at long term financial strategies for property tax supported services and the Downtown and Economic Vitality Plan Implementation Committee and Prosperity that Fits Committee are looking at ways to finance and implement the major economic development strategic plans accepted by the City Council.*

CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES

June 14, 2011

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 5:01 pm on June 14, 2011, in the Madison Avenue Meeting Room, 500 SW Madison Avenue, Corvallis, Oregon, with City Council President O'Brien presiding.

I. ROLL CALL

PRESENT: Councilors O'Brien, Hervey, Brown (5:03 pm), Beilstein, Hirsch, Raymond, Brauner

ABSENT: Mayor Manning, Councilors Hogg and Traber (all excused)

II. NEW BUSINESS

A. Council Discussion

Council President O'Brien and Councilors reviewed the interview questions for the two Commissions.

The Council then discussed the voting procedure to be used at the June 20 Council meeting. They concurred to use the first ballot to vote for three Historic Resources Commissioners with terms expiring on June 30, 2014, until a majority is reached. After all three vacancies are filled, the Council will vote to fill the partial term expiring on June 30, 2013.

The Council will use the same process to fill the three Planning Commission vacancies.

B. Historic Resources Commission Applicant Interviews

Historic Resources Commission applicants Richard Bryant, Larry Thornton, Roger Lizut, Aaron Collett, and Geoffrey Wathen were interviewed.

All candidates were informed that selection will occur at the June 20 City Council meeting.

C. Planning Commission Applicant Interviews

Planning Commission applicants Ronald Sessions, Jim Ridlington, and Frank Hann were interviewed.

All candidates were informed that selection will occur at the June 20 City Council meeting.

III. ADJOURNMENT

The meeting was adjourned at 7:50 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

Approved as submitted, June 2, 2011

CITY OF CORVALLIS
MINUTES OF THE COMMITTEE FOR CITIZEN INVOLVEMENT
Madison Building Meeting Room
May 5, 2011

Attendance

Larry Earhart
Josue Gomez
Jerry Groesz
Karin Main
Will Parker
Candace Pierson-Charlton
Stewart Wershow, Chair
Richard Hervey, City Council Liaison
Tony Howell, Planning Commission Liaison

Staff

Sarah Johnson, Associate Planner
Bob Richardson, Associate Planner
Claire Pate, Recorder

Absent

Larina Warnock

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order; intro of new CCI members; review Agenda	Information only.
II.	Review Draft Minutes from March 3, 2011 and April 7, 2011	Approved as presented.
III.	Visitors' Propositions - none	Information only.
IV.	Presentation on City's Historic Preservation Efforts by Bob Richardson, Assoc. Planner	Information only.
V.	Planning Commission Liaison Report	Information only.
VI.	City Council Liaison Report	Information only.
VII.	OAPA Training Video	Information only.
VIII.	Updates	Information only.
IX.	New Business	Information only.
X.	Announcements	
XI.	Adjourn 8:25	The next regular meeting will be held on June 2, 2011, at 7:00 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER; INTRODUCTIONS; REVIEW AGENDA

Chair Stewart Wershow called the regular meeting of the Committee for Citizen Involvement (CCI) to order at 7:15 p.m. He introduced the two new members, Karin Main and Will Parker. There were no changes to the agenda.

II. REVIEW DRAFT MINUTES

March 3, 2011

MOTION: Larry Earhart moved to approve the March 3 minutes as presented. Jerry Groesz seconded the motion and it **passed** unanimously.

April 7, 2011

MOTION: Larry Earhart moved to approve the April 7 minutes as presented. Jerry Groesz seconded the motion and it **passed** unanimously.

III. VISITORS' PROPOSITIONS: None.

IV. PRESENTATION ON CITY'S HISTORIC PRESERVATION EFFORTS

Bob Richardson, Associate Planner, explained that one of his roles is to review Historic Preservation Permits for compliance with the Land Development Code. Since Historic Preservation is not as well understood as some of the other areas under Planning's purview, he was happy for the opportunity to provide an overview of the program. He first outlined the context for the program, referencing Statewide Planning Goal 5 "to protect natural resources and conserve scenic and historic areas and open spaces"; and State direction to local jurisdictions that historic resources be inventoried. As a result of this mandate, Corvallis Comprehensive Plan Article 5.4 (Historic and Cultural Resources) and Land Development Code Chapter 2.9 (Historic Preservation Provisions) were adopted to provide local guidance and regulation relating to historic preservation.

There are two types of designated Historic Resources: those that are individually designated or those that are within one of the three Historic Districts (Avery-Helm, College Hill-West, and OSU). The resources within a Historic District are broken into three categories: Historic Contributing, Historic Noncontributing, and Nonhistoric Noncontributing). There are 769 Historic Resources within the City; 131 individually listed with the rest located within the Historic Districts.

The regulations apply only to exterior alterations and new construction, with interior alterations and "in-kind" replacement of doors, windows and other features exempt. There are three review levels for permits: exempt (relating to interior changes, like-for-like replacements, etc.); Director-level (reviewed against a set of criteria and approved administratively if a permit meets all the criteria); and Historic Resources Commission-level (with review by and a public hearing before the HRC).

Planner Richardson ended by summarizing several of the benefits of regulation in that it protects desirable neighborhood characteristics; protects community-valued structures; maintains Corvallis' distinct characteristics (such as some of the historic buildings in the downtown area); supports economic development (such as the Mainstreet Program); and represents energy conservation (the greenest building is the one already built). He then showed several slides of pictures of historic buildings in other locations that had not been preserved. The incongruent changes in exterior features were noted by all.

Candace Pierson-Charlton asked how the number of Historic Resources in Corvallis compared with other similarly-sized jurisdictions. Mr. Richardson said that Corvallis had a relatively large number and was, perhaps, comparable to Albany. In response to several questions relating to the specifics of window and door replacements, Mr. Richardson gave a general indication of what was permissible, though if the replacement was not like-for-like it would necessarily be reviewed by the HRC. Jerry Groesz asked if owners of property located in a Historic District had been able to decide whether they wanted to be a part of it. Mr. Richardson explained that neighborhoods voted on forming such a district, and once a neighborhood is established as a Historic District, the regulations apply to all within that district. Stuart Wershow asked if the Historic Preservation regulations also applied to landscaping and trees within a district. Mr. Richardson said that those aspects are not heavily regulated, unless a tree has been deemed Historically Significant. In response to a question from Tony Howell, staff said that there are some financial benefits for property owners who have property listed in the National Register, in that they would be eligible for a federal tax credit. There is also an initiative called the Special Assessment Program which might help financially if someone wanted to do a sizable restoration or renovation. In response to a question from Stuart Wershow, Mr. Richardson noted that the two issues being faced by HRC at this time are infill development and the desire of property owners to make homes larger. Additionally, OSU has upped the number of applications reviewed by HRC now that they are a Historic District. Reviewing new OSU buildings within the context of the Historic District regulations while still enabling them to be suitable for their intended uses is a challenge.

In response to a final question from Chair Wershow, Mr. Richardson said that HRC is interested in raising awareness of the fact that there are Historic Resources regulations and they do not want people to be surprised by that fact. CCI members can help him by sharing any leads on how to spread that word to building contractors and realtors.

V. PLANNING COMMISSION LIAISON REPORT

Planning Commission Liaison Tony Howell reported that the Planning Commission had not had any new hearings, but has had a couple of training sessions. At its last meeting, Commissioners were given a presentation by Housing Services relating to rental housing code and another presentation by staff relating to land use processes and timelines. It was clear that there was little opportunity to extend the amount of time between when a staff report is issued for a land use application and the scheduled time of the public hearing.

VI. CITY COUNCIL LIAISON REPORT

City Council Liaison Richard Hervey said that City Council had approved the Planning Division's list of priorities which had been recommended by the Planning Commission. He also said that City Council had established a goal to remove barriers to growing food locally and access to nutritious foods. He asked Mr. Richardson to give a brief overview of the Health Impact Assessment that he is working on in conjunction with other partners. The intent is to look at policies and programs that are/are not in place and to evaluate those policies in terms of impact on health. The work group is also looking at food production and food processing within the City and, similarly, looking at what rules are in place that facilitate or impede those processes. Another aspect is access to food and how rules impact access. Ultimately, the work group will be making some recommendations.

Councilor Hervey then gave a brief status report on deliberations relating to next year's proposed budget.

VII. OAPA TRAINING VIDEO

Due to the lateness of the hour, viewing of the OAPA Training Video was postponed until the June meeting.

VIII. UPDATES

Associate Planner Sarah Johnson gave an overview of the Downtown Corvallis Association and the Downtown Commission efforts relating to looking at the Land Development Code and making recommendations for changes that might be appropriate for the Corvallis downtown sector. Downtown Commission subcommittees were appointed to look at specific areas, and one of those areas pertained to the sign code requirements. The sign code provisions of the Land Development Code do not allow for sandwich boards or pennant-type signs, and there are many who believe that the use of sandwich board signs and pennants in a way that is safe and does not obstruct pedestrians actually adds to the fabric of a downtown area. The subcommittee made recommendations to the Downtown Commission, and these recommendations have been placed on the Planning Division's work program for this coming summer.

On May 25, at 5:30pm, there will be a public meeting and open house held in the Fire Station to discuss these proposed changes. The public and all interested stakeholders will be invited, and Ms. Johnson shared a draft of the notice that will be sent to them as well as posted for the public. This is a prime example of an opportunity to educate oneself on something before it happens. Planning Commission Liaison Tony Howell said that this would be an opportunity for CCI to see how the system works for pre-educating the public. Those who attend could bring back a discussion of what leads to an effective open house, and whether this form of outreach was successful.

Ms. Johnson then briefed the members on upcoming land use hearings, stating that on June 1, the Planning Commission would be hearing an annexation request. Its recommendation would then go to City Council, which will then make a decision whether to send it on to the voters for the November election. She then gave a report on some of the land use projects that will be coming through in the future, but for which hearing dates have not been set.

IX. NEW BUSINESS: none

X. ANNOUNCEMENTS:

Jerry Groesz said he had received a letter from daVinci Days with regard to CCI's participation. It was agreed the CCI would not be taking part this year.

XI. ADJOURNMENT 8:25pm

The next meeting of the CCI will be on Thursday, June 2, 2011, at 7:00 p.m. The meeting was adjourned at 8:25 p.m.

CORVALLIS-BENTON COUNTY PUBLIC LIBRARY BOARD MINUTES
May 4, 2011

Board Present	Staff Present
Corrine Gobeli, Chair	Carolyn Rawles-Heiser, Library Director
Jacque Schreck, Vice-Chair	Janelle Cook, Senior Administrative Assistant
Mike Beilstein	Curtis Kiefer, Youth Services Manager
Megan Castellano	Carol Klamkin, Management Assistant
Judith Edelstein	Mary Norman, Access Services Manager
Scott Elmshaeuser	
Samantha Fisher	
Martha Fraundorf	
Leanne Giordono	
David Low	
Excused:	Visitors:
Isabela Mackey, Linda Modrell, Sandy Ridlington	None

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action
Call to Order	7:30 pm	
Visitors' Propositions		None
Minutes: April 6, 2011		Approved
Library Board Packet	x	
Director's Report	x	
Board Roles Discussion	x	
Division Manager Reports	x	
Board Reports <ul style="list-style-type: none"> • Friends of the Library Board • Foundation Board 	x	No report
Information Sharing	x	
Adjournment	8:10 pm	

CONTENT OF DISCUSSION

I. CALL TO ORDER

Chair Corrine Gobeli called the meeting to order at 7:30 pm.

II. VISITORS' PROPOSITIONS

None.

III. APPROVAL OF MINUTES

Motion: David Low moved approval of the April 6, 2011 minutes as submitted. The motion was seconded by Scott Elmshaeuser and passed.

IV. LIBRARY BOARD PACKET QUESTIONS AND COMMENTS

Corrine said thank you to the Library staff for the very nice volunteer breakfast. With regard to the third quarter statistics, Scott pointed out the rise in Library2Go numbers. Jacque Schreck opined a footnote should be added to the statistics to explain unusual circumstances such as decreased operating hours or furlough days. Martha Fraundorf suggested a line item for number of open hours each year would be an alternative idea.

V. DIRECTOR'S REPORT & BUDGET DISCUSSION

Carolyn Rawles-Heiser announced that the Library's vendor for downloadable materials will soon finalize an agreement with Amazon to allow downloadable materials on Kindles. The Human Services Committee recommended forwarding the revised Code of Conduct policy to City Council. The Belluschi Wing chairs were cleaned and fumigated. Wooden chairs and tables replaced the wingback chairs and this temporary solution seems to be working better. The Library received \$4,000 from the R.C. Wilson fund for the purchase of new books (half fiction and half non-fiction). The South Benton Library Project is wrapping up the details on the CDBG grant for the new Monroe library. This will be reviewed by the County Commissioners on May 17 and if approved, will be forwarded to the State for review later this summer. The Library Foundation Resource Development Committee is in the process of identifying donors to kick start the "Complete the Block" campaign. Carolyn spoke to the Academy of Lifelong Learning a couple of weeks ago. Along with Reference Librarian Carrie Ottow, they discussed the changes in library services and new electronic devices. Leanne Giordono inquired about the impact of the higher than expected budget deficit as reported in the *Gazette-Times* a couple of days ago. Carolyn said the Library was asked to cut an additional \$75,000, but due to the fact that the Library was able to add \$61,000 back to the materials budget because the City decreased the Library's Administrative Service charges (based on cuts made for next fiscal year), there was only a net amount of \$14,000 to cut over and above what was originally expected. Some of the additional savings were taken from eliminating professional association dues for all staff and deleting the budget for the design of *Check It Out*, the Library newsletter. The larger deficit came as a surprise and was primarily related to PERS and unemployment costs.

VI. BOARD ROLES DISCUSSION

Corrine suggested the first meeting in the fall would be a good time to begin a discussion about the roles for Board members to ensure that the Board is representing the needs of the community. Carolyn added it would be a good time to also set some goals.

VII. DIVISION MANAGER REPORTS

Access Services: No report.

Administration: Carol Klamkin said the parking garage lights have been replaced (again) due to defective lights received from the manufacturer. Touch-up painting around the building will be completed this spring. A big maintenance project slated for this year is cleaning and repairing the outside masonry on the building. The bid ended up being half of the original amount budgeted.

Adult Services: No report.

Extensions: On behalf of Andrew Cherbas, Carolyn reported the Bookmobile is operating and should be ready for a tour by the Board members at the June meeting. It is very surprising the amount of materials that the vehicle can hold. The old Bookmobile is still for sale.

Circulation: No report.

Youth Services: Curtis Kiefer reported the end of April was a very busy time for Youth Services. Clifford the Big Red Dog was a hit for the 425 people in attendance. All were invited to write why they love the library on pieces of paper shaped like dog bones. Curtis shared one of the more memorable and meaningful submissions. Next Friday, in partnership with Corvallis-Gondar Sister Cities Association, author Jane Kurtz will visit the library. She has written many children's books about Ethiopia.

VIII. BOARD REPORTS

Friends of the Library: Corrine shared some important upcoming dates for everyone's calendar. Next week, the Random Review will feature Karl Marlantes' Matterhorn. Numerous 50th Anniversary Celebration events are being planned during National Friends of the Library week in October, including a quiz show and a reader's theater. Firm details will be made available soon. The Board voted to approve spending up to \$2500 for a new display unit for the Library. The Friends are still seeking a new co-Treasurer and they also need a co-Chair for the Fall Festival book sale. Their last meeting was held at the Philomath Community Library.

Foundation Board: No report. The next meeting is scheduled for June 6.

IX. INFORMATION SHARING

Jacque will chair the June Board meeting for Corrine who has a scheduling conflict. Further discussion revealed that many would be absent in July so it was agreed to cancel the July Board meeting.

According to Jacque, next year's City budget was presented to the Budget Commission last night and on May 9 at the LaSells Stewart Center, the Budget Commission will hold a public hearing at 7:00 pm. On May 19, final deliberations and recommendations will take place at the downtown Fire Station meeting room.

The next Board meeting will be Sammi's last meeting as she will be attending the University of Oregon this fall.

Megan Castellano offered kudos to Reference Librarian Dana Campbell for doing a fabulous job assisting her three-year old son in finding some new books that interested him.

X. ADJOURNMENT

The meeting was adjourned at 8:10 pm.

NEXT MEETING: June 1, 2011 at 7:30 pm

Approved as submitted, June 8, 2011
CITY OF CORVALLIS
DOWNTOWN COMMISSION MINUTES
MAY 11, 2011

Present

Pat Lampton, Chair
 Kirk Bailey
 Liz White
 Steven Weiler
 B.A. Beierle
 Jim Moorefield
 Mike Schweizer
 Heidi Henry
 Roen Hogg, Council Liaison

Staff

Ken Gibb, Director
 Sarah Johnson, Associate Planner
 Mark Lindgren, Recorder

Guests

Excused

Michele Adams
 Les Boudreaux
 Kavinda Arthenayake

SUMMARY OF DISCUSSION

	Agenda Item	Held for Further Review	Recommendations
II.	Approval of April 13, 2011 minutes.		Minutes approved as presented.
III.	Public Comment		None.
IV.	Continued Discussion on Report from Strategic Plan Review Committee		Motion passed that the Downtown Commission formally recommend that the Economic Development Commission consider urban renewal as an important economic development tool for downtown and to have staff communicate that to the EDC.
V.	Discussion on Members' Expiring Appointments and Upcoming Election of Chair and Vice Chair		Discussion of representation slots for appointments.
VI.	Updates: Staff- Parking Committee Liaison Other Commissioners		Upcoming hearings on LDC text amendments.
VII.	Other Business		Discussion of next steps for the OSU-Downtown Connection.
VIII.	Adjournment.		Meeting adjourned 7:00 p.m. The next meeting will be June 8, 2011 at the Madison Avenue Meeting Room.

CONTENT OF DISCUSSION

I. CALL TO ORDER.

Chair Pat Lampton called the Corvallis Downtown Commission to order at 5:30 p.m. in the Madison Avenue Meeting Room, 500 SW Madison Avenue.

II. APPROVAL OF APRIL 13, 2011 MEETING MINUTES. Kirk Bailey moved and Liz White seconded to approve the April 13, 2011 minutes as presented; motion passed.

III. PUBLIC COMMENT. None.

IV. CONTINUED DISCUSSION ON REPORT FROM STRATEGIC PLAN REVIEW.

In review of the memo, Mr. Lampton said that while that urban renewal was gone for now, he suggested keeping it as a placeholder (if that is the consensus of the group), that the Commission feels it is a tool available for downtown that it would encourage the Council to continue to look at. Mr. Bailey said that if the community could pass it, it would be a very helpful tool. Ms. Beierle said the Commission already sent a memo on the matter to the City Council.

Director Gibb suggested that a regular reminder that it was an appropriate tool; he said he frequently hears that other Oregon communities are using it as a tool successfully. There could also be discussion on whether it was a tool that could be used for areas other than the downtown, such as industrial parks. He added that there is a bill seeking to expand its use to rural airports; he advocated not giving up on it.

Jim Moorefield said that there is a cycle to the council's goal setting; the next session is an open door to have that discussion. In the meantime, since Corvallis does not have experience with urban renewal, the community doesn't know the opportunities that it is missing. Because of this, there are projects in the original urban renewal plan that the community is not even considering. It could include areas other than just downtown. The Economic Development Commission (EDC) should also look at this; Mr. Lampton replied that it probably would. This Downtown Commission should continue to remind the Council that it is still an available tool and the downtown would be a good place for it; this would reinforce whatever the Council hears from the Economic Development Commission. Mr. Bailey asked whether it made sense to contact the EDC directly and suggest that they make it a high priority; Mr. Lampton said if the commission formally decided that, he could communicate that to the EDC.

Mr. Bailey moved that the Downtown Commission formally recommend that the Economic Development Commission consider urban renewal as an important economic development tool for downtown and to have staff communicate that to the EDC; Mr. Weiler seconded. The motion passed unanimously.

Ms. Beierle expressed concern that if the EDC used urban renewal it may not be available as a tool for downtown; she advocated that if the EDC consider it, that they also consider a downtown component of it. Mr. Gibb added that the commission could weigh in with the EDC now but also in the future as the EDC's work becomes more specific. Mr. Lampton noted that it might not yet be clear to the EDC what a significant economic engine that a functioning downtown can be; its impact is overshadowed by that of OSU and big companies.

Mr. Weiler said that urban renewal was probably voted down because the voters didn't understand it. The commission could gather data on urban renewal in Oregon, how it is structured, what projects have been completed with it and then getting that information out to the community. Mr. Lampton noted that only a couple city charters in the state require that it be passed by a vote of the people. Mr.

Weiler said we need to explain why it works and give examples; Mr. Lampton added that giving examples of how it is used elsewhere could be helpful. Mr. Bailey said the Commission hasn't talked much about its public relations component as part of its goals. Mr. Lampton highlighted public relations efforts that build support, cooperating with groups like the DCA. Ms. Beierle said she felt public outreach was fine.

Ms. White said she felt that urban renewal was important, but it is only one tool in economic development and shouldn't be overemphasized. Mr. Bailey agreed that if it didn't happen, there were many other things the city should try. Mr. Moorefield added that though he supported the motion, it was a mistake to focus on urban renewal tax increment financing; he suggested the city develop an urban renewal plan in which tax increment financing was just one part. He cautioned that people tend to focus on the way urban renewal is achieved rather than the overall goals of urban renewal. He suggested figuring out, say, five things it wants to achieve and how to get there over 25 years.

Heidi Henry noted that once Philomath implements its urban renewal district, Corvallis voters may be reassured about the concept. Mr. Moorefield noted that a speaker from Albany had made a very useful presentation on urban renewal recently.

In discussion on Downtown streetscapes, Mr. Bailey said language reflected taking advantage of opportunities as they come up. Ms. Henry asked if there was a 501(c)3 group that does beautification projects in order to form a public-private partnership; some members guessed that the Madison Avenue Task Force may be a 501(c)3. Recorder Mark Lindgren noted the Civic Beautification and Urban Forestry Advisory Commission had a Civic Beautification fund and that the Parks and Rec Department was exploring setting up a foundation.

Regarding the Code Revisions section, Chair Lampton said it reflected a previous discussion on a special Riverfront Zone; setting the existing Zone up required a painful five-year public process and represents a considerable investment in how the code is currently written. The Commission could consider a public process that could present new information on how it is working. Director Gibb said there may be opportunities for additional items in review of code revisions.

Mr. Bailey said the Commission could raise the issue of the way alleys are treated, and that could potentially require code tweaks. He said an ongoing activity of the Commission is to look at issues, possible solutions and make recommendations. Ms. Beierle said the reason the issue was called out was that there was a sense that a sit-down with developers would be helpful in hearing what they perceive as stumbling blocks in the code; the recommendation is to make it an action item. Mr. Lampton said the discussion could be broader than just a housing issue. Ms. White said housing was only one part of the strategic plan; it became a focus of the last meeting, but the intent was to look at stumbling blocks for any kind of development. Mr. Lampton said there was an effort by the Blue Ribbon Committee to identify these things. Director Gibb said there were probably general recommendations that would come through that would enhance this; he would be interested in specifics. The charge to the original committees was to identify these things. He said he could bring Building staff in if that would be helpful, or could bring in the development community side. Mr. Bailey said that the ad hoc infill committee looked at some of these issues last year.

Mr. Moorefield asked about the status of the Blue Ribbon Committee's work; Mr. Gibb replied that it was an ongoing committee that looks at code issues that could be stumbling blocks to development. Mr. Moorefield asked whether having a number of groups working on this could be confusing; Mr. Gibb said he wanted to hear about downtown code issues and suggested not just leaving it to the Blue Ribbon Committee. He said maybe there could be a forum of building code, development staff and

developers to look at this. Mr. Schweizer asked whether Planning Staff identified such issues; Director Gibb replied that there were several ways to track them, including a Stakeholders Advisory Committee for the building side and the Blue Ribbon Committee on a community-wide basis. He said that in addition to infill task force code work, staff also bring forth code amendments based on their experience; some are related to downtown.

Mr. Lampton said the same kinds of issues keep coming up over years; he noted that there were competing interests, but there was probably a consensus on getting things accomplished. However, a culture emphasizing community process has developed that probably makes it harder to get things done. He said he's heard stories from developers, but tends not to hear the specifics of problems. Mr. Bailey said Corvallis had a highly educated, motivated citizenry and that problems that come up reflect the type of community it is. Mr. Lampton said he was hearing from the strategic planning review committee that it was looking for a quantum leap as opposed to a more incremental approach. He said great communities tend to have high standards. Ms. Henry related that she's often heard elsewhere in the Northwest people saying that Corvallis is fabulous; the important thing is to continue to have discussions and try to find tools to address issues.

Mr. Gibb cautioned against trying to solve every issue and suggested focusing only on downtown. He related that last year he developed and presented to the Council and Planning Commission a list of top five things to make development easier. Mr. Lampton suggested a focus on accomplishable things. Mr. Gibb said as a potential work item staff would figure out how to structure a forum on the code and development interests and the city's perspective on these issues. Mr. Moorefield asked if a way to structure the discussion would be to look at a couple kinds of downtown developments, and what would make them happen and what would prevent them from happening. The discussion should be bigger than just the land development code, and should include financing tools, development costs and market demand.

Mr. Bailey suggested bringing in a few developers in order for the commission to learn about constraints and challenges and then have the committee go back to discuss where it could make a difference; Ms. White added that it would be recommendations for action. Ms. Beierle said that part of the committee's concern was to have a full discussion so that if something is not viable it can be set aside for now, but at least the constraints would be clarified. Mr. Moorefield said he was skeptical that some kinds of developments are feasible for a couple financial reasons; however, the Commission can take the committee's recommendations and ask specific questions about what tends to promote something or what prevents something. He felt the Commission was not ready to facilitate yet. Mr. Lampton said it was reasonable to get feedback from developers and it is possible to ask what it is that the city can do to make some things more of a possibility.

Ms. White highlighted the memo's listing of improving collaboration and communication with other groups with a downtown focus in order for commissioners to become better advocates for downtown. For example, she would like to know more about what the DCA is doing, given how similar the groups' missions are; also, there are new restaurants coming to downtown that she only recently heard about. Mr. Lampton suggested getting monthly reports from the DCA; Mr. Bailey said that that would be easy to insert into the packet, as well as getting Downtown Commission minutes to the DCA.

Ms. Beierle suggested designating a member to represent the DC at the DCA; Mr. Lampton noted that a DCA board member was one of the slots for representation at the Downtown Commission. He said we need to talk to the DCA about making it work better. Mr. Bailey said exchanging minutes would help both groups. Mr. Lampton said he will talk to the DCA Executive Director Joan Wessell. Ms. Henry added we should ask what we can do for the DCA. Mr. Weiler suggested asking for the DCA's vision for the downtown. Mr. Lampton suggested placing an ongoing item in the agenda for a DCA

report. Director Gibb noted that the Strategic Plan that the group was reviewing was a product of the DCA. He said that the DCA is a business-oriented group that promotes downtown business interests, while the Downtown Commission was intended to represent broader community interests regarding the downtown policies, projects and programs.

Ms. Beierle noted the Main Street Program was based on four main components; organization, promotion, design and economic restructuring. She said the organization and promotion elements were already very well handled by the DCA; and while the loan program somewhat touches on design, busy business people don't have time for economic restructuring, so she hoped that the Downtown Commission could work on that. She suggested that the discussion in the Strategic Plan review was to look at where there is agreement on the parts of economic restructuring in the plan and focus on that.

Mr. Lampton highlighted the reference to concern regarding public parking; he anticipated that when it became a serious problem there would be a study to deal with it.

He highlighted the second paragraph of the memo regarding the proposal to convene experts and look at how to make the opportunities more attractive. Mr. Weiler noted for the record that he had a potential conflict of interest as it relates to the hotel aspect of the action item in question; he related that he'd discussed the matter with the City Attorney; he will disclose that if it develops. Mr. Lampton stated that he hoped that there *would* become a conflict of interest; Mr. Moorefield added that it was normal and necessary for those types of conflicts of interest to come up with active commissioners.

Regarding the last item, Mr. Bailey said he found the Albany urban renewal presentation very helpful. It could be helpful to get a presentation on challenges in order to learn more, including regarding housing, the downtown hotel, and OSU ties. Mr. Gibb said he had an individual who does commercial housing projects who was willing to come give perspectives on downtown housing. He said he'd had a discussion with OSU Housing staff, though it wasn't clear when they could come to discuss downtown connections. Mr. Gibb clarified the City's Housing Division focuses on specific programs and projects but not on market-rate housing. Mr. Bailey asked whether it made sense to combine presentations from commercial housing and OSU experts; Mr. Moorefield asked whether the discussion should be with the people involved in OSU's long-range plan; Mr. Gibb said they are currently doing their own strategic housing plan focusing on campus. Mr. Bailey asked what the appropriate steps would be to encourage that high-level communication; Mr. Gibb replied that it would require communication to Council leadership. He related that there is currently a broad Council goal being developed on looking at impacts of OSU on the immediate community. He said one possibility could be to suggest that creating more housing downtown would address some of that goal by relieving pressure on neighborhoods. Mr. Bailey asked whether the framing of the goal could be broadened to include items like extended classroom space, convention options, and other things the committee has talked about; Mr. Gibb replied that it would probably not be directly included.

Regarding next steps ("Thoughts on Moving Forward" in the memo), Mr. Lampton said there is an existing approved work plan; he asked whether some of these new items would be so time consuming that it would require abandoning the current work plan. Some of these items will be done by subcommittees. Mr. Bailey said his goal was to combine a mixture of big-picture, long-range work along with smaller, concrete items with a definite time frame to point to as accomplishments; there was consensus.

Regarding continuing to evaluate strategic plan recommendations, Mr. Lampton felt it was an evolutionary process that would change as Commission members educate themselves. Mr. Gibb added he was hearing continuing what the Commission has been discussing, such as having a private

housing expert and others come in to brief the committee over several months, along with moving ahead with the alley improvement project. He said that reviewing the work plan is usually done in fall. There will be new commission members starting in July.

Ms. Beierle added that the committee felt it would be helpful for it to develop a vision statement for the Commission in order to better articulate what the group is about, if so directed by the Commission. Mr. Gibb summarized that in addition to alley improvements, a committee could also develop a vision statement for Commission review. Ms. Johnson asked for additional volunteers for the committee; Ms. Henry volunteered.

V. DISCUSSION ON MEMBERS' EXPIRING APPOINTMENTS AND UPCOMING ELECTION OF CHAIR AND VICE CHAIR.

Planner Johnson said that the terms of Pat Lampton, Kirk Bailey and Les Boudreaux end June 30; she said she had not yet talked with Mr. Boudreaux. Mr. Bailey said he was interested in continuing if possible and that he fit into almost all the representative categories, so he could be moved to another slot if that would help the mayor in the appointment process. Mr. Lampton said he supported the important work of the Commission, but could not continue, in order to make time for his new work on the Economic Development Commission. His position with the Downtown Commission is downtown business owner; Ms. Johnson said the category is required.

Mr. Lampton suggested the wording "member interests" on the Membership List. Mr. Gibb suggested commissioners pass suggestions for new members on to the mayor. Mr. Gibb said it was challenging to get a good mix. Mr. Lampton said the broader the pool the mayor has to draw from the better.

VI. UPDATES.

Staff-

Planner Johnson said the text amendments were in Planning staff's hands. The package is based on the DCA strategic planning recommended changes from 2006, including awnings and windows on historic structures, the two-for-one parking incentives for the construction of a parking structure, two-for-one parking incentives for curb cut removal; proposed requirements for two-stories or 22' minimum height in a pedestrian court area, and sign code revisions. Staff is organizing a public forum; staff hoped that Commissioners who worked on those recommendations could attend the meeting at 5:30 p.m. on Wednesday May 25 at the Fire Station. Mr. Gibb said that staff would handle the presentations, but it would help to have citizens involved in the process present. This is a precursor to a public hearing in July.

Parking Committee Liaison. Ms. White related the committee had not met.

Other commissioners. Ms. Beierle related commissioners had expressed interest in getting a tour of historic downtown; there will be such a tour on Saturday, May 21 on 1 p.m; it begins at the Jackson Street Fountain. Also there will be tours this Saturday of the Whiteside Theater. Director Gibb highlighted the ceremony this Saturday for the dedication of the Helen Berg Plaza.

VII. OTHER BUSINESS.

Ms. Johnson stated the mayor had provided tote bags in recognition of members' service. She said the next Downtown Commission meeting will be at the Fire Station; Mr. Gibb related that a proposed annexation hearing could present a conflict with this location.

Mr. Weiler asked what the next steps were for the OSU-Downtown Connection, which was a top agenda item for him. Mr. Gibb said he didn't immediately have someone in mind to make that presentation. Ms. White asked about the time frame; for this work program item Mr. Gibb said that it was later in summer. The original intent was for a physical connection, but that could be expanded. Mr. Bailey asked whether it would dovetail with the Council goal; Mr. Gibb said the Council sought a general agreement on a course of action regarding the impact of OSU by the end of the year; work would start after that. Mr. Weiler stated that until then, there could be some incremental ways for the Commission to get information in presentations; he said getting this information would be helpful to him. Mr. Gibb said that staff felt that in order to make this priority work for OSU, it needed to be a big picture item. Mr. Moorefield said the Commission might have specific questions (such as of planners) to help it. Ms. White said OSU knows what classroom needs are for the next two years.

Mr. Lampton said OSU has made its intentions known to grow the student population to 35,000; the value for the commission is for OSU at a conceptual level to consider downtown as a venue. Mr. Bailey said if we know what OSU is doing, that allows the Downtown Commission to recommend the Council pursue opportunities important to downtown; but currently we don't know enough to make a suggestion. Mr. Weiler said it would be helpful to make specific recommendations to the Council; identifying issues with background information to back it up. One of the Commission's roles is to be advocates for downtown. Mr. Bailey asked whether it was reasonable to have someone from OSU Housing, a general OSU representative, and a commercial developer over the next several months; Mr. Gibb replied he was hearing that the Commission was looking for more information to help build the case for the Council to be effective advocates with OSU leadership. Ms. Beierle said part of the Commission's charge is to give advice to the Council. Mr. Lampton suggested couching the OSU presentation in terms of educating the Commission on possibilities regarding student housing or graduate student housing, event space and what is being done nationally and the possibilities of OSU making investments outside of campus areas. Mr. Gibb said that there could be a combination of experts at a future meeting.

Ms. Beierle said that down the road she would like to hearing about University of Washington, Tacoma; they have a huge downtown presence.

VIII. ADJOURNMENT: The meeting was adjourned at 7:09 p.m.

**CITY OF CORVALLIS
ECONOMIC DEVELOPMENT COMMISSION
May 9, 2011**

Present

Elizabeth French, Chair
Skip Rung, Vice-Chair
Pat Lampton
Ann Malosh
Jay Dixon
Sam Angelos
Dan Brown, Council Liaison

Staff

Ken Gibb, Community Development Director
Marci Laurent, Management Assistant

Visitor

Excused Absence

Nick Fowler
Larry Mullins
Rick Spinrad

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	
II.	Approval of April 25, 2011 Meeting Minutes	Approved with corrections.
III.	Visitor Comments	Bruce Hecht, Coordinator ONSN, Presentation
IV.	Recommendation to City Council ED FY 11-12 Budget/Interim ED Services Contract	The Commission made recommendations to the City Council.
V.	Wrap-up to Economic Development Agency Presentations	Information Only
VI.	Review of Economic Development Goals/Recommendation Matrix	The Commission continued to develop the Goals and Matrix; A sub-committee was formed to continue work on the plan.
VII.	Other Business	None
VIII.	Adjournment	The meeting adjourned at 5:05 pm to the Regular Meeting on June 13, 2011 at 3:00 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER.

Ms. French called the meeting to order.

II. APPROVAL OF APRIL 25, 2011 MEETING MINUTES

The minutes were approved with corrections by unanimous vote.

III. VISITOR COMMENTS

This item followed Agenda Item V.

IV. RECOMMENDATION TO CITY COUNCIL ED FY 11-12 BUDGET/INTERIM ED SERVICES CONTRACT

Ken Gibb reviewed the memorandum regarding the Commission's recommendation to the City Council for 1) FY 11-12 Economic Development Expenditures and 2) Interim Economic Development Services. Mr. Gibb stated that staff's recommendation to the Commission was that they make two (2) motions recommending:

1. The FY 11-12 economic development resources as described in the memorandum; and
2. The City negotiate an interim economic development services contract with the Business Enterprise Center.

The Commission's discussion included questions and comments regarding the interim contract for economic development services. Mr. Gibb explained the activities that the BEC would perform, which have more recently been performed by the Corvallis-Benton Chamber Coalition, includes development of marketing materials, Enterprise Zone Management, working with clients, representing the city, responding to business inquiries, and arranging site visits. He added that the recommendation was for a six-month contract with the ability to extend it month-to-month.

The Commission discussed a concern that the six-month time frame may be too long and give the appearance that it was "business as usual", the continuation of what has not worked. Their preference was that goals and measurements with regular reporting be included in the contract and whether an incentive program could be arranged where the BEC would receive additional funds for successes in the activities expected.

The question was raised as to whether additional Community Development staff could be provided to partner with the BEC to increase positive results. Mr. Gibb responded that in the long term that might be possible, but the level of funding proposed for FY 11-12 supports the current level of staffing available for Economic Development Commission support and there were no additional resources at this time.

MOTION: Commissioner Lampton moved the Commission recommend the City Council approve the allocation of FY 11-12 economic resources as follows:

- Up to \$48,000 for interim economic development services
- \$22,500 for City staff support to the Commission and related activities
- Approximately \$80,000 to be reserved for future use pending EDC recommendations and City Council action.

Commissioner Rung seconded the motion and it passed by unanimous vote.

MOTION: Commissioner Rung moved the Commission recommend to the City Council that the City negotiate an interim economic development services contract with the Business Enterprise Center that will include a requirement for regular reporting on agreed upon metrics. Commissioner Dixon seconded the motion.

Discussion following the motion included the suggestion that the contract be for four months with the opportunity to extend based on the concern that six months was too long and would give the wrong perception. Since the purpose of the interim contract was to provide the bare minimum of economic development support while the Commission developed the far-reaching Economic Development strategy and plan, was four months enough time to prepare and have an approved economic development plan in place? It is appropriate to identify the Commission's expectations and to include reporting requirements on specific criteria and metrics to measure the contractor's success.

Mr. Gibb stated that the Commission can give staff suggestions on what criteria and reporting requirements they want included in the contract and staff will bring back information on the results.

AMENDED MOTION: Commissioner Rung moved that the Commission recommend to the City Council that the City negotiate an interim six month economic development services contract with the Business Enterprise Center that will include agreed upon metrics and success criteria. Commissioner Angelos seconded the motion.

Discussion following the motion included the clarification that the Commission may give direction for specific reporting requirements and success criteria; it does not administer the contract that is a City staff function. If this was for a new program a six month contract would be ok, but this seems like a holding pattern. This will be a new activity for the BEC although their staff has been working with the Chamber on this activity, so they will have this background resource available.

VOTE: The motion passed 5-1.

V. WRAP-UP TO ECONOMIC DEVELOPMENT AGENCY PRESENTATIONS

Mr. Gibb presented a memorandum from Jon Nelson clarifying the Commission's question about the EZ requirement that businesses pay 150% of the county's average annual wage. Mr. Nelson stated that this is a State requirement. The Commission agreed that the presentations were valuable and asked that staff send a thank you to them on behalf of the Commission. Wrap-up comments by Commissioners included:

- Mr. Corwin's comment to use the Prosperity That Fits (PTF) Plan rather than creating a brand new plan and his recommendation is to focus on small business with OSU Tech transfers.
- The issue that CIBA mentioned regarding the difficulty on the part of small businesses to obtain permits and arbitrary code enforcement deserves to be looked into. They agreed this issue should be looked at.
- There is a link to one of the other points in the PTF Plan and the importance of the Blue Ribbon Panel/DR 2, a group that was formed from City, County and private business to try and combat some of these permitting issues and has been one of the most effective organizations in terms of looking for ways to move the process along. Some of the things they have brought to the table include recommendations for code changes, fee

structures changes and have advocated for a single Community Development staff liaison for each project. This new structure has been formed and is in the process of being implemented.

Mr. Gibb stated this is one of his areas of responsibility would be happy to provide information to the Commission at a future meeting about some of the major initiatives the department is undertaking. The new permit process was initiated by staff to implement one of the major recommendations from the PTF and it received great support from the Blue Ribbon Committee which helped the initiative move ahead.

The Commission agreed it would be useful to review the PTF Plan and identify some of the initiatives to work on; they also agreed that funding the activities would be a necessity to achieve success.

III. VISITOR COMMENTS

Bruce Hecht, Coordinator for the Corvallis Chapter of the Oregon Natural Step Network, an organization that was formed in 2001 by Northwest Earth Institute for the purpose of inspiring and motivating individuals to change their habits in a way that supports the planet and all life. Mr. Hecht provided the Commission with an overview of the organization's history and activities, including work on the Prosperity That Fits strategic plan, the partnership with LBCC Small Business Center to organize the Food Biz Boot Camp and most recently the formation of the Corvallis Sustainability Coalition that has initiated a Buy Local program. He spoke of the effort to increase local food production, processing and distribution. In conclusion, Mr. Hecht referred to a new book by Paul Gilding, The Great Disruption that describes the challenges of the coming decade and the "unmatched business opportunities".

The Commission asked: given that the food industry is primarily a low wage industry, and the fact that the Enterprise Zone requires 150% of prevailing wage, does Mr. Hecht think there is any intersection between these two components? Mr. Hecht responded he believes so, and that one example is Lochmead Dairy in Eugene that pays a greater wage.

VI. REVIEW OF ECONOMIC DEVELOPMENT GOALS/RECOMMENDATION MATRIX

The Commission thanked Commissioner Rung for his work on the Matrix and considered how to proceed. Their discussion included what their work product should be and how best to identify what the end result is. It was agreed that the end result needs to include strategies and be easily digestible by the larger community to gain support.

Councilor Brown was asked what the Council is looking for. He responded that the Council is looking for specific guidance adding that they could approve the matrix in its current form since there is little that is controversial. He suggested a workable strategy with a greater amount of detail would be useful.

The Commission agreed that it needs to be a work product that has priorities, action items, goals, metrics and funding recommendations. The product needs to include a narrative that explains why and what the reasonable outcomes will be, what the community can expect as it is implemented.

Councilor Brown stated that once the Commission has developed the Economic Development Plan it will be forwarded to the City Council for consideration at which time the community can comment, prior to Council action to approve the plan.

The Commission discussed the outline and order of contents of the proposed plan:

- 1) Goals
- 2) Metrics
- 3) Action Items
- 4) Planned Outcomes
- 5) Priorities
- 6) Funding Sources

Additional items discussed:

- The need to include a narrative explaining the parts of the plan that would include a presentation format such as Power Point to provide an overview.
- The fact that the plan will encourage a sustainable economy, not unfettered growth.
- Milestones should be a part of the planned outcome.
- Implementation tools should be a part of the plan.
- The plan should include short, medium and long term goals.
- Goals include the knowledge that there is time series involved similar to a business model where you look out 2, 5 and 10 years.
- The need to discuss how parts of the PTF Plan may be included.

The Commission discussed the need for current, comprehensive and accurate employment data to have a point from which to measure. This information should include the total number of jobs in the public and private sectors; the size of existing businesses, average wages; the number of stage 1, 2, 3 and 4 companies. It was agreed that collecting this type of data would be a good project for a summer intern and that once the Commission has concluded their goals and moved to the metrics they would be ready to formalize an intern work program.

The Commission also agreed to form a sub-committee to work on the goals, matrix and work plan. Commissioners Rung, Lampton and Fowler agreed to be on the sub-committee. Councilor Brown indicated he would also participate. Mr. Gibb stated that staff will work with the sub-committee members to arrange a time and location to meet.

VII. OTHER BUSINESS - NONE

VIII. ADJOURNMENT

The meeting adjourned at 5:04 pm.

CITY OF CORVALLIS
HISTORIC RESOURCES COMMISSION MINUTES
MAY 10, 2011

Present

Deb Kadas, Chair
Aaron Collett
E. Ross Parkerson
Kevin Perkins
Lori Stephens
Stanley Nudelman
Roan Hoeg, Council Liaison
Jim Ridlington, Planning Comm. Liaison

Staff

Bob Richardson, Planner
David Coulombe, Deputy City Attorney
Mark Lindgren, Recorder

Guests

Allen Greene, Portland
Tom McAuliffe, Tualatin

Absent/Excused

Scott McClure, Vice-Chair
Geoffrey Wathen
Robert "Jim" Morris

SUMMARY OF DISCUSSION

	Agenda Item	Held for Further Review	Recommendations
I.	Visitor Propositions		None.
II.	Public Hearings A. Benton Hotel (HPP11-00009) B. OSU Cauthorn & Poling Halls Parking (HPP11-00005)		A. Application approved unanimously with conditions of approval. B. Application withdrawn.
III.	Minutes Review- April 12, 2011		Minutes of April 12, 2011 approved as presented.
IV.	Other Business/ Information Sharing a. HRC Recruitment b. HP Month Updates		a. Planner Richardson noted the resignation of Vice Chair Scott McClure. b. Commissioners highlighted tour details; Mr. Richardson related information on the awards ceremony.
V.	Adjournment.		Meeting adjourned at 8:00 p.m.

CONTENT OF DISCUSSION

Chair Deb Kadas called the Corvallis Historic Resources Commission to order at 7:02 p.m. in the Madison Avenue Meeting Room, 500 SW Madison Avenue.

I. VISITOR PROPOSITIONS. None.

II. PUBLIC HEARINGS –A. BENTON HOTEL (HPP11-00009)

A. Opening and Procedures:

Chair Kadas reviewed the public hearing procedures. Staff will present an overview followed by the applicant's presentation. There will be a staff report and public testimony, followed by rebuttal by the applicant, limited in scope to issues raised in opposition and sur-rebuttal by opponents, limited in scope to issues raised on rebuttal. The Commission may ask questions of staff, engage in deliberations, and make a final decision. Any person interested in the agenda may offer relevant oral or written testimony. Please try to keep testimony to less than three minutes. Please try not to repeat testimony offered by earlier speakers. It is sufficient to say you concur with earlier speakers without repeating their testimony. For those testifying this evening, please keep your comments brief and directed to the criteria upon which the decision is based.

Land use decisions are evaluated against applicable criteria from the Land Development Code and Comprehensive Plan. A list of the applicable criteria for this case is available as a handout at the back of the room.

Persons testifying either orally or in writing may request a continuance to address additional documents or evidence submitted in favor of the application. If this request is made, please identify the new document or evidence during your testimony. Persons testifying may also request that the record remain open seven additional days to submit additional written evidence. Requests for allowing the record to remain open should be included within a person's testimony.

The Chair opened the public hearing.

B. Declarations by the Commission: Conflicts of Interest, Ex Parte Contacts, Site visits, or Objections on Jurisdictional Grounds

1. Conflicts of Interest. Mr. Perkins noted the building houses his office, though the County pays the rent, and felt he could render a fair impartial decision.
2. Ex Parte Contacts. None.
3. Site Visits –Declared by all Commissioners.
4. Objections on Jurisdictional Grounds – None. No rebuttals were made.

C. Staff Overview:

Planner Richardson stated the site, the Benton Hotel, is located at 408 SW Monroe Avenue and is individually listed in the Local Register of Historic Landmarks and Districts and the National Register of Historic Places. The proposal is to install a wireless communication facility consisting of six panel antennas and two communication cabinets on a steel platform located on the roof of the Benton Hotel. The proposed steel platform would replace an existing steel platform. One of the proposed steel cabinets would be installed later. The panel antennas would be mounted on the existing rooftop penthouse, and would extend five feet above the penthouse, which is the height that existing antennas extend.

D. Legal Declaration:

City Attorney David Coulombe stated that the Commission would consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they feel are applicable. It is necessary at this time to raise all issues that

are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the decision-makers an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue.

The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue precludes an action for damages in Circuit Court.

E. Applicant's Presentation:

Allen Greene for T-Mobile Corporation said he was an independent consultant on the project, representing T-Mobile. Tom McAuliffe stated that his company, Odelia Pacific Corporation, was a contractor with T-Mobile. Mr. Allen said T-Mobile sought to improve local cell coverage, upgrade to the 4G standard, and increase capacity. The building was chosen due to the existing facility, keeping the facilities roughly the way they were. He stated the applicants understood the importance of the building in the community. He related that the radio engineer had wanted to go taller with the antennae; however, due to the fact that it is an important historic building, consultants persuaded him to stay at the existing five feet. The equipment will be in the same area as existing equipment and the antennas will be painted sky gray; the fixtures and cabling that runs up the penthouse will be painted to match the penthouse. The proposed cabinet will also be painted to match and blend in with the penthouse.

Mr. Parkerson related that traveling north on 5th Street one can see the penthouse, however, one can't see it on Monroe Avenue; you probably wouldn't see much from 4th Street. Mr. Allen agreed that one tends to mostly see the edges of the building. Ms. Kadas said that she found the applicant's simulated photographs very helpful. He distributed a Photo Locator Map, with arrows showing the proposed locations of the new antennas.

Ms. Kadas said that limiting the height of the proposal made it easier. She complemented the quality of the application.

F. Complete Staff Report:

Mr. Richardson stated that regarding general review criteria 2.9.100.04b.1 and b.2, the proposed antennas and equipment would be placed in the location of existing wireless facilities and so would not further reduce the building's historic integrity, architectural design or style and so meets the criteria.

Regarding Facades and Architectural Details criteria, the penthouse is visible on three sides, but the facility will not be located on a primary façade, so there should not be any impacts to architectural feature or architectural details on the façade. No character-defining features would be altered; no architectural features are proposed, and so the proposal is consistent with the criteria.

The hotel is a steel-reinforced poured concrete structure, with the siding painted cement stucco and windows are mostly aluminum framed; no changes are proposed to the siding or windows. The plastic and metal proposed to be used on the rooftop are consistent, to the degree that one would be able to see them, with the existing Building Materials.

Regarding Accessory Development criterion, since there are existing cell facilities there, the existing appearance would not be greatly altered, and it would be placed in about the same location, though there will be more there, so it is consistent with Accessory Development criterion.

He said staff recommended approval subject to conditions in the staff report.

Stanley Nudelman asked whether the original wireless facilities had been installed during the time there had been a Historic Resources Commission resource. Mr. Richardson replied he did not know, but there was a request and an approval to install wireless facilities in the same location last year. The Historic Resources Permit application was not heard by the commission, as it went directly to the City Council due to federal regulations requiring local decision on wireless facilities within ninety days from the date an application is complete. The Council approved the use of some equipment there. Mr. McAuliffe related that Sprint placed the original equipment there. Ms. Kadas noted the typical window is 120 days long under state regulations.

- G. Public Testimony in favor of the application:** None.
- H. Public Testimony in opposition of the application:** None.
- I. Neutral testimony:** None.
- J. Additional Questions for Staff:** None.
- K. Rebuttal by Applicant:** None.
- L. Sur-rebuttal:** None.
- M. Additional time for applicant to submit final argument:**

The applicant waived the right to submit additional testimony and there was not a request for a continuance or to hold the record open.

- N. Close the public hearing:**

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

- O. Discussion and Action by the Commission:** None.

MOTION:

Ms. Stephens moved to approve the application as conditioned in the staff report; Mr. Parkerson seconded. Mr. Collett noted that the application presented answers to questions that commissioners would have asked; applicants did a good job. Motion passed unanimously.

Mr. Perkins asked whether different wireless companies could share wireless antennas; Mr. Allen replied that capacity and coverage were both issues. Mr. McAuliffe added that each company uses a different frequency and sometimes different technologies.

- P. Appeal Period:**

Chair Kadas stated that any participant not satisfied with this decision may appeal to the City Council within 12 days of the date that the Notice of Disposition is signed.

II. PUBLIC HEARINGS –B. OSU CAUTHORN AND POLING HALLS (HPP11-00005)

Mr. Nudelman asked why the application had been withdrawn. Planner Richardson said OSU Planning staff knew that staff were recommending a denial of the application and also found out today that the project to replace the windows was not scheduled until next summer so they had additional time to further develop the application and so withdrew their application. He expected the application would come back; it may or may not be the same proposal. He said staff had suggested to the applicants that given the circumstances, they simply withdraw the application.

Mr. Nudelman asked whether OSU staff were aware of other ways to maintain and insulate windows other than replacing them; Mr. Richardson replied that he assumed that some staff, such as the Project Manager, knew a lot about windows, but these were not necessarily the people making the decisions. Ms. Kadas noted OSU did have other options it could explore now. Mr. Richardson added that the withdrawn application hadn't discussed why the proposal was the only one that would work. Mr. Collett stated that it was good that staff had recommended denial since that shows that it's not always up to the commission to come to that decision and that applications are scrutinized throughout the whole process.

III. MINUTES REVIEW- April 12, 2011.

Mr. Parkerson moved to approve the minutes as presented; Mr. Perkins seconded. Motion passed.

IV. OTHER BUSINESS/INFORMATION SHARING.

a. HRC Recruitment. Planner Richardson noted that terms of three commissioners, Parkerson, Wathen, and Collett, were coming to an end and if they wished to continue, they needed to reapply and he encouraged them to do so. He said he did not know at this time whether there were other applications. He related that Vice Chair Mr. McClure intended to resign.

Mr. Ridlington asked about the process; Mr. Richardson replied commissioners can send potential candidates his way to have questions answered or contact the City Manager's office; the application is also online.

Ms. Kadas noted that in losing Mr. McClure, the commission was losing a valuable Commissioner with extensive building and construction methods expertise and so consideration should be given to this in finding his replacement. Another consideration is trying to find a representative from all the historic districts; there is not currently a commissioner from Avery-Helm. She noted that McClure was vice-chair and commissioners should be considering if they want to volunteer; Mr. Richardson said the vote would be in July.

b. HP Month Updates.

Mr. Parkerson related that there was a new Central Park tour last week; about 25 attended, and B.A. Beierle gave a presentation on the importance of Historic Preservation Month. During the South Central Park tour, Doug Eaton opened his Whiteside House and its garden. The North Central Park tour included a 1928 bungalow. Saturday there was a tour of Finley Preserve; Mary Gallagher presented the history of the Fiechter House there. He related Larry Landis conducted an OSU tour.

Ms. Stephens related she made a presentation on the Beazell Barn; there was limited attendance; Mr. Parkerson noted it was hard to get to. He highlighted the Franklin neighborhood tour later this week, which will focus on trees. Mr. Parkerson said there will be a Downtown tour on May 21 by Mary Gallagher starting at noon starting at the fountain. He added that the Helen Berg Plaza renaming event

would be at 3 p.m. on May 21 at Riverfront Park. Mr. Parkerson highlighted the Crystal Lake tour. He said that every year the library is asked to house a Historic Preservation Month display, brochures and puts out books on architectural history.

Mr. Richardson related that the Historic Preservation Awards will be at the Lewisburg Grange on May 21 at 4:30 p.m. Councilor. Hogg will represent the City. Mr. Richardson said that tours of the building will begin at noon, with the last at 4 p.m. Ms. Dodson will give a presentation on the building at 4:30 p.m. and then awards will be given out, with information on the award-winning projects.

Ms. Kadas related that she recently went on the Bungalow Heaven Tour in Pasadena; she got some ideas for Corvallis. She said one district had about 900 bungalows. It is well organized; you can get tickets in advance; a tent is set up in a centrally located park. She said there was an element of pride involved in houses involved in the tours; she suggested doing something with Corvallis Historic preservation award winners similar to the Civic Beautification and Urban Forestry Commission's "Beauty Grows Here" signs so Historic Preservation Awards recipients could get more recognition. Many previous Pasadena recipient homes displayed signs.

She noted that Pasadena seemed to allow more conjectural elements. The main bungalow neighborhood was flanked by two active schools and relatively few houses were for sale. She highlighted brochures for each house, containing the history of the homes, and interviews with homeowners, including interesting questions. She saw seven of the eight houses open for tour. There were also presentations and workshops. "Bungalow Heritage" paraphernalia was for sale and tour tickets were \$20. Pasadena Heritage was the organizer. Mr. Parkerson said it sounded similar to the successful Petaluma Heritage Homes effort. Ms. Kadas said it helped spread the word on historic preservation and homeowners were very proud; even houses not on the tour were tidying up. There was an art show with an en plein air artist. There was a period re-enactment in one of the houses. Mr. Parkerson said all of the Petaluma Houses were in period costume. Ms. Kadas said there were many remodels. Interior photography was not allowed.

Mr. Parkerson noted that Albany holds historic home tours.

The next meeting is June 14 at the downtown fire station.

V. ADJOURNMENT: The meeting was adjourned at 8:00 p.m.

MINUTES

Wednesday – May 18, 2011 3:00-4:30 PM

In Attendance:

<input checked="" type="checkbox"/> Angie Baca	<input checked="" type="checkbox"/> Mike Beilstein	<input checked="" type="checkbox"/> Marco Benavides	<input checked="" type="checkbox"/> Kevin Bogatin	<input checked="" type="checkbox"/> Gary Boldizar
<input checked="" type="checkbox"/> Ed Boyd	<input type="checkbox"/> Floyd Collins	<input checked="" type="checkbox"/> Mark Cotter	<input type="checkbox"/> Bill Currier	<input checked="" type="checkbox"/> Jay Dixon
<input checked="" type="checkbox"/> Ken Elwer	<input checked="" type="checkbox"/> Max Frederick	<input type="checkbox"/> John Haroldson	<input type="checkbox"/> Rick Hein	<input checked="" type="checkbox"/> Linda Hukari
<input checked="" type="checkbox"/> Sharon Konopa	<input type="checkbox"/> Steve Harder	<input type="checkbox"/> Al Krug	<input type="checkbox"/> Jeff Lanz	<input type="checkbox"/> Jeanne Nelson
<input type="checkbox"/> Jon Nelson	<input checked="" type="checkbox"/> Gail Newman	<input checked="" type="checkbox"/> Jack Rogers	<input type="checkbox"/> Jon Sassaman	<input checked="" type="checkbox"/> Dan Schwab
<input checked="" type="checkbox"/> Diana Simpson	<input type="checkbox"/> Angie Stambuk	<input checked="" type="checkbox"/> Stewart Wershow	<input checked="" type="checkbox"/> Deb Williams	<input type="checkbox"/> Locke Williams
<input type="checkbox"/> Karen Zorn				

Present Absent

Members Present: = 18 **Quorum** (31 positions filled: quorum requirement 16)

Vacancies:

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

Staff:

Jodi Robin

Guests:

ACTIONS:

Action Item - April 2011 minutes approved as submitted.

FUTURE AGENDA ITEMS:

UPCOMING MEETINGS (3:00pm – 4:30pm):

- June 15th
- No July Meeting
- August 17th
- September 21st
- October 19th
- November 16th
- No December Meeting
- January 18th
- February 15th
- March 21st
- April 18th
- May 16th
- June 20th

Call to Order & Introductions

Ed Boyd called the meeting to order. The attendance roster was circulated and introductions made.

1. April 2011 Minutes

April 2011 minutes approved as submitted.

2. WCJC Committees, Projects and LPSCC Activities

A. Benton County Drug Treatment Court (DTC) Update, Linda Hukari-

Juvenile DTC:

Current Active Participants 8

- Planning an end of school year celebration

Adult DTC:

Current Active Participants 53

- May is National Drug Court month and is the 10-year anniversary for Benton County DTC
- National Drug Treatment Court Celebration today in Courtroom #2, all are invited
- Corvallis Parks and Rec softball season, DTC has two teams, a coed and all men's team, schedule is available

B. WCJC Nominating Committee, Ken Elwer, Dan Schwab, Diana Simpson-

2011-2012 Slate of Officers Proposed Slate of Officers –

Chair- Diana Simpson

Chair-Elect- Ken Elwer

Lay Chair- Richard Hein

Treasurer- Jon Sassaman

No changes made to the Executive Committee membership

Please contact the Nominating Committee with any questions or concerns.

C. Legislative Update, Ed Boyd-

Nothing new to report on relevant to the WCJC at this time.

3. Other Business

1). Benton County Drug Treatment Court Celebration- Ed Boyd

All WCJC Members are encouraged to attend at 4:00pm today in Courtroom #2

Call for Additional Agenda Items

None noted.

Adjournment The meeting was adjourned at 3:07pm

MEMORANDUM

To: City Council Members
From: Julie Jones Manning, Mayor 
Date: June 16, 2011
Subject: Reappointments to Boards, Commissions, and Committees

I am reappointing the following persons to the indicated advisory boards and commissions for terms of office expiring June 30, 2014:

Airport Commission

Rod Berklund
Louise Parsons
Vincent Remcho
Brian Wall

Budget Commission

Barbara Bull
Rich Carone
Jack Davis

Airport Commission Airport Industrial Park
Subcommittee

Rod Berklund
Brian Wall

Capital Improvement Program Commission

Lyle Hutchens

Arts and Culture Commission

Pat Amacher

Citizens Advisory Commission on Civic
Beautification and Urban Forestry

Ross Parkerson
Larry Passmore

Benton County Foundation

Scott Fewel

Committee for Citizen Involvement

Larry Earhart
Karin Main

Bicycle and Pedestrian Advisory
Commission

Evan Sorce
Glencora Borradaile
Brad Upton

Community Police Review Board

Phyllis Lee
Terryl Ross

Board of Appeals

Shawn Stoneberg

Corvallis-Benton County Public Library
Board

Isabela Mackey
Scott Elmshaeuser

Downtown Commission

Kirk Bailey

City Council Members

Re: Reappointments to Advisory Boards, Commissions, and Committees

June 16, 2011

Page 2

Downtown Commission Parking Committee

Brad Upton

Enterprise Zone Committee

Bob Devine

Housing and Community Development
Commission

Michael L'Heureux

David McCarthy

Parks, Natural Areas, and Recreation Board

Jen de-Vries

Phil Hays

Lynda Wolfenbarger

Public Art Selection Commission

Shelley Curtis

Paul Rickey

Watershed Management Advisory
Commission

Jacque Schreck

David Zahler

I will ask for confirmation of these reappointments at our next Council meeting, July 5, 2011.

1048

MEMORANDUM

To: City Council Members
From: Julie Jones Manning, Mayor 
Date: June 16, 2011
Subject: Appointment to Arts and Culture Commission

I am appointing the following person to the Arts and Culture Commission for the term of office shown:

Patricia Daniels
Term expires June 30, 2014

Patricia served three terms as a City Councilor and previously served as a City Planning Commissioner. She has a strong interest in our community arts.

I will ask for confirmation of this appointment at our next Council meeting, July 5, 2011.

1051

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor 

Date: June 16, 2011

Subject: Vacancies on Advisory Boards, Commissions, and Committees

The following people have either submitted their resignations recently, or have chosen not to be reappointed to their respective advisory boards, commissions, or committees when their terms of office expire on June 30, 2011, or they are not eligible for reappointment because of the length of time they have served:

Arts and Culture Commission
Noah Stroup – June 30, 2013

Corvallis-Benton County Public Library Board
Sandy Ridlington

Board of Appeals
John Faulconer – June 30, 2011

Downtown Commission
Les Boudreaux
Pat Lampton

Budget Commission
Barbara Ross – June 30, 2012

Downtown Commission Parking Committee
Nick Malos – June 30, 2013

Capital Improvement Program Commission
Greg Goracke

Enterprise Zone Committee
Larry Plotkin

Citizens Advisory Commission on Transit
Tom Kincaid
Robert Lowry

Linn-Benton Loop Commission
Robert Lowry

Commission for Martin Luther King, Jr.
Lissa Perrone – June 30, 2013
Amber Wilburn – June 30, 2011
Eric Wright – June 30, 2011

Parks, Natural Areas, and Recreation Board
Charles Fisher
Nick Todorovich – June 30, 2012

Committee for Citizen Involvement
Jerry Grosz
Larina Warnock – June 30, 2013

Watershed Management Advisory Commission
Michael Campana

Community Police Review Board
Nick Malos – June 30, 2013

I would appreciate your nominations of citizens to fill these vacancies.

MEMORANDUM

To: Mayor and City Council

From: Tony Krieg, Customer Services Manager 

Subject: Liquor License Investigation- Bier Caves

Date: June 10, 2011

The City has received an application from Nick and Kristen Arzner, owners of Bier Caves, Inc., dba Bier Caves, located at 308 SW Third Street, Corvallis, OR 97330. This application is for a New Outlet with a Full On Premise Sales liquor license.

An affirmative recommendation has been received from the Police, Fire, and Community Development Departments. No citizen comments or input were received regarding this application for endorsement.

Staff recommends the City Council authorize endorsement of this application.

Full On-Premises Sales License:

Allows the sale and service of distilled spirits, malt beverages, cider, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.

*** * * MEMORANDUM * * ***

JUNE 15, 2011

TO: MAYOR AND CITY COUNCIL

FROM: KATHY LOUIE, ASSISTANT TO CITY MANAGER/CITY RECORDER 

SUBJECT: CANVASS OF VOTES – MAY 17, 2011 ELECTION

The Benton County Elections Office has confirmed the May 17, 2011 special election results and provided the City with the Abstract of Votes on June 3, 2011. A canvass of the election results as required by Section 31 of the City Charter was made, and the Statement of Canvass is attached for your information.

The Canvass does not include the results by wards as it was provided to you recently by Councilor Hervey.

Attachment

c: City Manager
Department Directors
City Attorney



CITY OF CORVALLIS
STATEMENT OF CANVASS
MAY 17, 2011 SPECIAL ELECTION

02-74 – Local Option Tax for Library, Aquatic Center, Senior Center Operations

<u>Voting Position</u>	<u>Votes/Ballots Cast</u>	<u>Percentage</u>
YES	8,684	65.36%
NO	4,603	34.64%
Total Votes Cast	13,287	
Under Votes	74	
Over Votes	1	

We, the undersigned qualified electors of the City of Corvallis, do hereby certify that a canvas was performed and the results of the Election held on May 17, 2011 are as set forth in the foregoing summary.







Assistant to City Manager/City Recorder

RECEIVED

NUMBERED KEY CANVASS

Benton County, Oregon
Special Election
May 17, 2011

JUN 03 2011

REPORT-EL52 PAGE 0062

RUN DATE:05/31/11 02:21 PM

CITY MANAGERS
OFFICE

VOTES PERCENT

VOTES PERCENT

02-74 CITY OF CORVALLIS LOCAL OPTION TAX

Vote For 1

01 = Yes

02 = No

8,684 65.36
4,603 34.64

03 = OVER VOTES
04 = UNDER VOTES

1
74

	01	02	03	04
0001 01A	53	90	0	0
0002 01B	1237	743	0	7
0003 02A	49	19	0	0
0004 02B	385	108	0	8
0005 03A	812	485	0	6
0006 03B	147	65	0	0
0007 04A	23	12	0	0
0008 04B	358	126	0	2
0009 05A	873	208	0	12
0010 05B	3	2	0	0
0011 06	983	463	0	8
0012 07A	1352	773	0	10
0013 07B	55	21	0	0
0014 08	1581	925	0	13
0015 09	773	563	1	8

$$8,684 / 13,287 = 65.36$$

$$4,603 / 13,287 = 34.64$$

$$100\%$$

I hereby certify this copy to be a true and complete duplicate of the original on record in the Benton County Clerk's office in Corvallis, Oregon.

James V. Morales
Benton County Clerk

By:

Date

Jim VanBelt
5/31/11



Elections Division
120 NW 4th Street
P.O. Box 888
Corvallis, OR 97339-0888
(541) 766-6756
FAX (541) 766-6757
www.co.benton.or.us

CONFIRMATION OF ELECTION RESULTS FOR THE ELECTION HELD ON MAY 17, 2011

In accordance with ORS 255.295, 222.150 and 222.160, not later than the 20th day after an Election, the County Clerk shall prepare an abstract of the votes and deliver it to each of the Cities and Special Districts, which took part in that election. Not later than the 20th day after receiving the abstract, the Cities and Special Districts shall determine if the results of the election are correct. Cities and Special District must officially notify the County Clerk of their acceptance of the results of the election by filling out and returning this form.

OFFICIAL ACCEPTANCE OF ELECTION RESULTS

In the name of the below named city or district, I give witness to the fact that the city or district board has accepted the election results listed below as the official results for this election.

Name of District:

The City of Corvallis

See attached election results, sign, and return

Signature of Authority Signing: _____

Printed Name of Authority Signing: Kathy Louie

Date: June 16, 2011

OFFICIAL DOCUMENT
Sign, date, and return to Elections Office !

MEMORANDUM

June 20, 2011

To: Mayor and City Council
From: Steve Rogers, Public Works Director 
Subject: Columbia County Intergovernmental Agreement

Issue:

City Council authorization is necessary for the City Manager to sign an intergovernmental agreement with Columbia County for use of Corvallis Transit System's (CTS) trolley.

Background:

Columbia County Rider Transportation, the transportation arm of Columbia County, Oregon, has requested use of the Corvallis Transit System's trolley for a special event which operates July 13 through July 17, 2011. Passengers will be ferried between designated pickup/drop off locations and the event location. Columbia County Rider Transportation will provide all funds associated with its use of the trolley for this event.

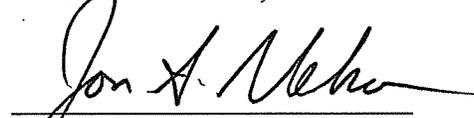
Discussion:

CTS approves of Columbia County's use of the CTS trolley because it fits with the City of Corvallis' goal of sustainable transportation. The trolley was purchased with federal funds through the Federal Transit Administration. Therefore, CTS staff contacted the FTA, the governing federal transportation agency of City of Corvallis, and received necessary approval of this arrangement between City of Corvallis and Columbia County Rider Transportation.

Recommendation:

That the City Council authorize the City Manager to sign the intergovernmental agreement.

Review and concur,



Jon Nelson, City Manager

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is entered into this 25th day of May, 2011 by and between the CITY OF CORVALLIS, OREGON, a municipal corporation of the State of Oregon, hereinafter referred to as "City", and COLUMBIA COUNTY RIDER TRANSPORTATION, a political subdivision of the State of Oregon, hereinafter referred to as "CC Rider".

1. WHEREAS, The parties desire to enter into an agreement to establish procedures for use of Trolley Vehicle for special events in Columbia County and defining legal relationships and responsibilities: and;

WHEREAS, The parties agree that allowing such use promotes the cost-effective and efficient use of public resources;

NOW, THEREFORE, the parties agree as follows:

2. A. Scope: City agrees to allow CC Rider to use its Trolley Vehicle for special events July 13, 2011 through July 17, 2011, in the manner and on the terms and conditions provided for herein.

B. Consideration: CC Rider, shall insure the Trolley Vehicle through CC Rider's insurance carrier to cover any and all damage that may occur. CC Rider shall be responsible for the purchase of fuel during its operation of the Trolley Vehicle and return the vehicle to City with a full tank of fuel; City shall provide vehicle to CC rider with a full tank of fuel. CC Rider shall take proper precaution in its operation, storage and maintenance. Equipment shall be used only for its intended purpose. CC Rider shall permit the equipment to be used only by properly trained and supervised operators. CC Rider shall be responsible for equipment repairs necessitated by misuse or negligent operation for the maintenance and/or replacement of high wear items (i.e., milling machine teeth, etc.). CC Rider shall not be responsible for scheduled preventive maintenance. City shall endeavor to provide equipment in good working order and to inform user of any information reasonably necessary for the proper operation of equipment.

3. Term and Termination. The term of this Agreement shall begin June 1, 2011 and shall terminate on July 20, 2011, unless terminated sooner by mutual consent of the parties. This Agreement may be modified or extended upon mutual consent of the parties.

4. Indemnification. CC Rider and City shall save and hold harmless each other and their officers, agents, and employees from all claims, suits, or actions of whatever nature arising out of their respective activities in connection with this Agreement, including court costs and attorney's fees. Neither party shall be liable for any loss, damage, injury, claim, or demand arising from the negligence of the other party or its officers, agents or employees.



MEMORANDUM

To: Mayor and City Council
From: Karen Emery, Director *KS*
Date: June 13, 2011
Subject: The Marys River Gleaners use of the Pioneer Garage

Issue:

The Parks and Recreation Department would like to continue an agreement to lease the Pioneer Garage to the Marys River Gleaners. The current lease agreement expires June 30, 2011; the new lease agreement will be in effect for three years, from July 1, 2011 through June 30, 2014

Background:

The Parks and Recreation Department has supported this partnership as it contributes to the overall health and well being of the community. The distribution of food to families in need and the volunteer efforts by the Marys River Gleaners has been a viable partnership and social service since 1998.

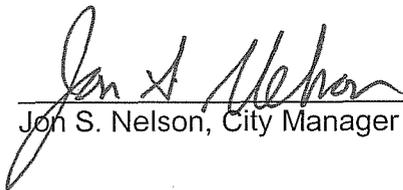
Discussion:

The Parks and Recreation Department has no plans to use the Pioneer Garage for other purposes at this time.

Recommendation:

Staff requests City Council to accept the lease agreement for Pioneer Garage as the site for the Marys River Gleaner's distribution site.

Review and Concur:



Jon S. Nelson, City Manager



Nancy Brewer, Finance Director

Attachment: Lease Agreement City of Corvallis and Marys River Gleaners

LEASE AGREEMENT
CITY OF CORVALLIS AND MARYS RIVER GLEANERS

THIS LEASE, made this XX day of June, 2011, is by and between the City of Corvallis, an Oregon municipal corporation ("City") and Marys River Gleaners, an Oregon non-profit corporation ("Lessee").

1. PREMISES

The City, for and in consideration of the rent, covenants and agreements of Lessee herein, does hereby lease to Lessee the certain premises described as follows:

The garage formerly known as the Pioneer House garage, located in Pioneer Park at 1300 Philomath Blvd, Corvallis, Benton County, Oregon.

2. TERM

To have and to hold the premises unto the Lessee from the date of full execution of this Agreement and ending June 20, 2014. This Agreement may be renewed subject to written agreement and successful negotiations, if any, of the provisions of the Agreement.

3. RENT

The rental rate shall be \$1 per year, payable on October 1st of each year.

4. USE OF THE PROPERTY

4.1 Permitted use: The structure shall be used for storage, sorting and distribution of food. The property shall not be used for any other purpose without the written consent of the City.

4.2 Sanitation service: Lessee shall provide and pay for garbage and recycle containers, and removal of waste and recycling generated by Lessee.

4.3 Electrical: Lessee shall maintain the existing electrical service to Corvallis Community Development standards.

4.4 Conformance with laws: Lessee shall at all times conform its use of the property to all applicable laws, regulations, ordinances, policies, and orders, whether federal, state or local.

4.5 Waste and nuisance: Lessee shall not suffer or permit any waste to be committed upon the property. Lessee shall not use or permit the use or occupancy of the property for any unlawful purpose, or commit or permit anything which may constitute a menace or a hazard to persons using the property, or which would tend to create a nuisance. In addition, Lessee shall not do or permit anything which would increase insurance premiums for the property or render any policy of insurance on the property void or voidable.

4.6 Hazardous materials: Lessee shall not store or handle on the premises or discharge onto the property any hazardous or toxic substances or wastes as defined in any federal, state or local law or regulation, or permit any other person to do so, without prior written notification to the City. Any storage or handling of hazardous or toxic substances or wastes shall be limited to that reasonably necessary in the prudent and safe operation of the business specified in Section 4.1, and shall strictly comply with all applicable laws and regulations, and the terms of this lease. Any violation of this provision may, at the City's option, result in immediate termination of this lease. Upon the expiration or termination of this lease, Lessee shall promptly remove all hazardous materials or substances from the premises.

4.7 Discharge response procedures: In the event of any discharge or spill of noxious or hazardous material into the environment, sewer system, or drainage system, Lessee shall immediately notify City and the Oregon Department of Environmental Quality. City and all appropriate state and federal agencies shall have the right to inspect the premises immediately to determine if the discharge or spill constitutes a violation of any local, state or federal laws, rules, or regulations. If a violation is determined to exist, the City shall notify Lessee and Lessee shall immediately cease all activities and use of the property until the violations are remedied, at Lessee's sole cost and expense and without expense to City. Rent shall not be abated during this period.

5. PROHIBITED DISCHARGES

Discharge of industrial waste, as that term is defined in the City's sewer ordinance, Municipal Code Chapter 4.03, into the sanitary sewer system, drainage system, surface ponds or ditches, or elsewhere is specifically prohibited, except as permitted by a valid Industrial Wastewater Discharge Permit in strict accordance with the sewer ordinance and applicable state and federal laws and regulations. Any violation of this provision may, at the City's option, result in immediate termination of this lease.

6. ALTERATIONS AND IMPROVEMENTS

6.1 Repairs and maintenance: Lessee is responsible for all repairs and maintenance of the structure, and Lessee is responsible for repair, maintenance and replacement of any mechanical, electrical, plumbing or other system serving the structure. Lessee takes the property as is and City has no obligation to repair or improve the property beyond those obligations specifically set out in this agreement.

6.2 Alterations prohibited: Lessee shall make no improvements or alterations of any kind on the premises without first obtaining City's written consent.

6.3 Ownership of improvements: All improvements and alterations performed on the premises shall be the property of City unless the City's written consent specifically provides otherwise. Improvements and alterations installed by Lessee shall, upon City's request, be removed by Lessee and the premises restored unless the City's written consent to make the improvement or alteration specifically provides otherwise.

7. SECURITY OF PREMISES

Lessee shall be responsible for their own security on the premises.

8. RIGHT OF ENTRY

City shall, if practicable, provide Lessee with 24-hour notice prior to entry, except that City shall have the right to enter immediately in the event of an emergency, or if the City has reasonable cause to believe Lessee is in violation of Sections 4 or 5 of this lease.

9. QUIET ENJOYMENT

City warrants that it is the owner of the premises and has the right to lease the building. City will defend Lessee's right to quiet enjoyment of the premises from the lawful claims of all persons during the lease term.

10. ASSIGNMENT AND SUBLETTING

Lessee shall not assign, mortgage or sublet the whole or any part of the premises without the prior written consent of City, which consent shall not be unreasonably withheld.

11. TAXES

The rent for this property specifically includes a discount provided Lessee because of anticipated property tax exemption. Lessee is responsible for obtaining property tax exception for the leasehold. Any property taxes which accrue after July 1, 2011 are the responsibility of Lessee.

12. UTILITIES

Lessee shall pay promptly when due all charges for electricity, gas, and other public utilities which may be levied, assessed, or made payable against the property during the term of this lease.

13. INSURANCE

13.1 Lessee's Obligations

13.1.1 General Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 for each claim, incident or occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this contract in at least as broad a form as ISO for CG0001. It shall provide that the City and its officers, agents, and employees are Additional Named Insured, but only with respect to obligations under this contract.

13.1.2 Provide at its own expense any desired fire and casualty insurance for its property on the premises.

14. DESTRUCTION OF PREMISES

If the premises are destroyed or damaged by fire or other casualty, City shall have the option to declare the lease terminated. If City shall not declare the lease terminated, then the rent shall be abated to the extent the premises are unfit for use or occupancy until City shall have made repairs, unless the damage occurs as the result of or the fault of Lessee.

15. DEFAULT

15.1 Declaration of default: Except as otherwise specifically provided in this lease, City shall have the right to declare this lease terminated and to re-enter the property and take possession upon either of the following events:

15.1.1 If the payment obligation remains unpaid for a period of 30 days after it is due; or

15.1.2 If any other default is made in this lease and is not corrected within 30 days of written notice to Lessee. Where the default is such that it cannot reasonably be remedied within the 30-day period, Lessee shall not be deemed in default if Lessee begins correction of the default within the 30-day period and thereafter proceeds with reasonable diligence and good faith to effect correction.

15.2 Court action: It is understood that either party shall have the right to institute any proceeding at law or in equity against the other party to enforce any provision of this lease. Such a proceeding may seek injunctive relief, damages, or both. In no case shall a waiver of the right to seek relief under this provision constitute a waiver of any other or further violation, or of any other right under this lease.

16. TERMINATION

16.1 Surrender upon termination: Upon termination or expiration of the term of the lease, Lessee will surrender the premises to the City in as good order and condition as it was at the time Lessee first entered and took possession, usual wear and damage by the elements excepted.

16.1 Fixtures: Prior to expiration of the term of the lease, Lessee shall remove all furnishings, furniture, and trade fixtures that remain its property. Failure to do so shall be an abandonment of the property, allowing City in its sole discretion to retain it or remove it at Lessee's expense, with interest at the legal rate from the date of expenditure. All fixtures placed upon the property during the term of the lease other than Lessee's trade fixtures shall, at City's option, be City's property.

If City so elects, Lessee shall remove any and all such fixtures, and repair any physical damage resulting from their removal. If Lessee fails to do so, City may do so at Lessee's expense with interest at the legal rate from the date of expenditures.

17. INDEMNIFICATION

City shall indemnify, protect, defend and hold Lessee, its officers, agents and employees harmless from and against any claim, demand, loss, action, or expense, including attorney's fees, to the extent caused by the acts or omissions of the City, its officers, agents, or employees. Lessee shall indemnify, protect, defend, and hold the City, its officers, agents, and employees harmless from and against any claim, demand, loss, action, or expense, including attorney's fees, to which the City may be subject by reason of any property damage or personal injury arising directly or indirectly out of Lessee's use or occupancy of the property, or the actions or omissions of Lessee, its officers, agents, or employees.

18. NON-DISCRIMINATION

The parties agree not to discriminate on the basis of race, religion, religious observation, citizenship status, gender identity or expression, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, or source or level of income in the performance of this Lease Agreement.

19. WAIVER OF SUBROGATION

Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire or casualty policy with the extended coverage endorsement, and in the event of an insured fire or casualty loss, neither party's insurance company shall have a subrogation claim against the other. This waiver shall be valid only if the insurance policy in questions expressly permits waivers of subrogation or if the insurance companies agree in writing that such a waiver will not affect coverage under the policies. Each party agrees to use its best effort to obtain such agreement from its insurer if the policies do not expressly permit a waiver of subrogation.

20. TIME OF ESSENCE

Time is of the essence in the performance of each of Lessee's obligations under this agreement.

21. NONWAIVER

Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision or of any other provision in the future.

22. ATTORNEY FEES

If any suit or action is instituted in connection with any controversy arising out of this lease, the prevailing party shall be entitled to recover, in addition to damages and costs, such sum as the trial court or appellate court, as the case may be, may adjudge reasonable as attorney fees.

23. NOTICES

When any notice or anything in writing is required or permitted to be given under this Lease, the notice shall be deemed given when actually delivered or 48 hours after deposited in the United States mail, with first class postage affixed, addressed as follows:

City:
City of Corvallis Parks and Recreation
Attn: Steve DeGhetto
1310 SW Avery Park Drive
Corvallis, OR 97333
541-7754-1738

Lessee:
Marys River Gleaners
Attn: Dean Hart
251 SW Twin Oaks Circle
Corvallis, OR 97333
541-754-4932

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

CITY OF CORVALLIS, OREGON

MARYS RIVER GLEANERS

Karen Emery, Director
Parks and Recreation

Signature

Printed name and title

Approved as to Form:

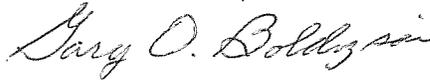
City Attorney

MEMORANDUM

June 10, 2011

TO: Mayor and City Council

FROM: Gary D. Boldizar, Chief of Police



SUBJECT: Edward Byrne Memorial Justice Assistance Grant (JAG) Program – FY 2011
Local Solicitation

ISSUE:

The Corvallis Police Department has been notified of a US Department of Justice, Edward Byrne JAG Program grant opportunity. City Council's recommendation in support of this grant application is required by the grant regulations.

BACKGROUND:

The Corvallis Police Department has received similar grants since 1996 for a variety of purposes under the Local Law Enforcement Block Grants Program and the Bureau of Justice Assistance JAG program. Past grant funding has been spent on technologies such as computer upgrades, computer software, emergency mitigation equipment, radios and in-car video cameras, and death investigator services.

DISCUSSION:

Funding through the grant is provided through a formula allocation process for Cities and Counties. The City of Corvallis and Benton County are identified as a disparate jurisdiction. A disparate allocation occurs when a City is scheduled to receive 150 percent more than the County while the County bears more than 50 percent of the costs associated with prosecution or incarceration of the City's Part 1 violent crime. Under the 2011 JAG Allocation, the County is ineligible for a direct grant award. The City is allocated \$10,284. For purposes of this grant, the County remains a partner with the City receiving funds and must be a signatory on the attached Memorandum of Understanding. The County agrees the City shall retain \$10,284 of the allocation.

The CITY intends to utilize the funds for the services of a death investigator via contract with the Benton County District Attorney's Office.

The grant will not be approved by the Department of Justice without the review/approval of the City Council.

Mayor and City Council
Edward Byrne Memorial Justice Assistance Grant (JAG) Program – FY 2011 Local Solicitation
June 7, 2011
Page 2 of 2

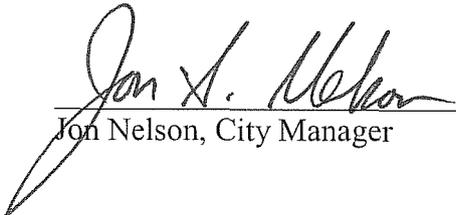
RECOMMENDATION:

Staff recommends that the City Council authorize application for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program – FY 2011 Local Solicitation by the Police Department.

Review and concur:



Nancy Brewer, Finance Director



Jon Nelson, City Manager

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF CORVALLIS AND BENTON COUNTY**

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
AWARD – FY2011 LOCAL SOLICITATION**

This Memorandum of Understanding is made and entered into this 21st day of June, 2011, by and between Benton County, a political subdivision of the State of Oregon, hereinafter referred to as COUNTY, and the City of Corvallis, an Oregon municipal corporation, hereinafter referred to as CITY.

Each party, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party, and

Each party finds that the performance of this Memorandum of Understanding is in the best interests of both parties, that the undertaking will benefit the public, and

The CITY and COUNTY are identified as disparate jurisdictions for allocation purposes. A disparate allocation occurs when a CITY is scheduled to receive 150 percent more than the COUNTY while the COUNTY bears more than 50 percent of the costs associated with prosecution or incarceration of the CITY'S Part 1 violent crime. Under the 2011 JAG Allocation, the COUNTY is ineligible for a direct grant award. The CITY is allocated \$10,284. For purposes of this grant, the COUNTY remains a partner with the CITY receiving funds and must be a signatory on this required MOU. The COUNTY agrees the CITY shall retain \$10,284 of the allocation. The CITY will act as the fiscal agent for the JAG funds.

The CITY intends to utilize the funds for contractual support for the services of a death investigator via contract with the Benton County District Attorney's Office.

NOW THEREFORE, THE CITY AND COUNTY agree as follows:

Section 1

Upon receipt of awarded grant funding, CITY will retain the full allocation of \$10,284.

Section 2

The CITY will use the funds for contractual support for the services of a death investigator via contract with the Benton County District Attorney's Office.

Section 3

Nothing in the performance of this MOU shall impose any liability for claims against CITY other than claims for which liability may be imposed under the Oregon Tort Claims Act.

Section 4

Nothing in the performance of this MOU shall impose any liability for claims against COUNTY other than claims for which liability may be imposed under the Oregon Tort Claims Act.

Section 5

Each party to this MOU will be responsible for its own actions under this MOU and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 6

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this MOU.

Section 7

By entering into this MOU, the parties do not intend to create any obligations express or implied other than those set out herein; further, this MOU shall not create any rights in any party not a signatory hereto.

CITY OF CORVALLIS

BENTON COUNTY

Jon S. Nelson, City Manager

Diana L. Simpson, Benton County Sheriff

APPROVED AS TO FORM:

APPROVED AS TO FORM:

City Attorney

Benton County Counsel

*** MEMORANDUM ***

JUNE 16, 2011

TO: MAYOR AND CITY COUNCIL

FROM: KATHY LOUIE, ASSISTANT TO CITY MANAGER/CITY RECORDER

SUBJECT: SELECTION OF HISTORIC RESOURCES AND PLANNING COMMISSIONERS



At the June 14 Work Session, you interviewed five candidates to fill four Historic Resources Commission vacancies. Three positions will expire on June 30, 2014, and one partial term position expiring on June 30, 2013.

You also interviewed three candidates interested in serving on the Planning Commission. All three positions will expire on June 30, 2014.

The voting process you agreed to use on Monday is as follows:

Historic Resources Commission –

- You will vote to fill the three vacancies on the first ballot until a majority is reached. This means that if one or more persons receive a majority vote on the first ballot, all will be appointed to the Commission. Then you will vote to fill the vacancy expiring on June 30, 2013.

Staff discovered during the preparation of the chart showing where candidates live and work that Mr. Thornton's business is in his home which is outside the Urban Growth Boundary (UGB). Municipal Code Section 1.16.090 allows for appointments to those living in the UGB or who are employed or self-employed full time in the City. Because Mr. Thornton's residence and business are outside the UGB, he is not eligible to serve on any city boards and commissions. I have informed Mr. Thornton of the Municipal Code requirements and his name will not appear on the ballot.

Planning Commission –

- Same process as described above.

As required by Municipal Code, if no one receives a majority vote on the first ballot, then the two receiving the most votes will be voted upon again to fill the first vacancy. After the first vacancy has been filled, the Council will use the same voting process to fill the second vacancy from all the remaining candidates. This process will be used until all vacancies are selected by a majority vote (Municipal Code Sections 1.16.235(3) and 1.16.325(6)).

The relevant Municipal Code sections on the two commissions and the current commission members' position classifications are attached.

c: City Manager Nelson
City Attorney Fewel

Attachment

**Historic Resources Commissioner Applicants
Occupation and Residence Location Guide**

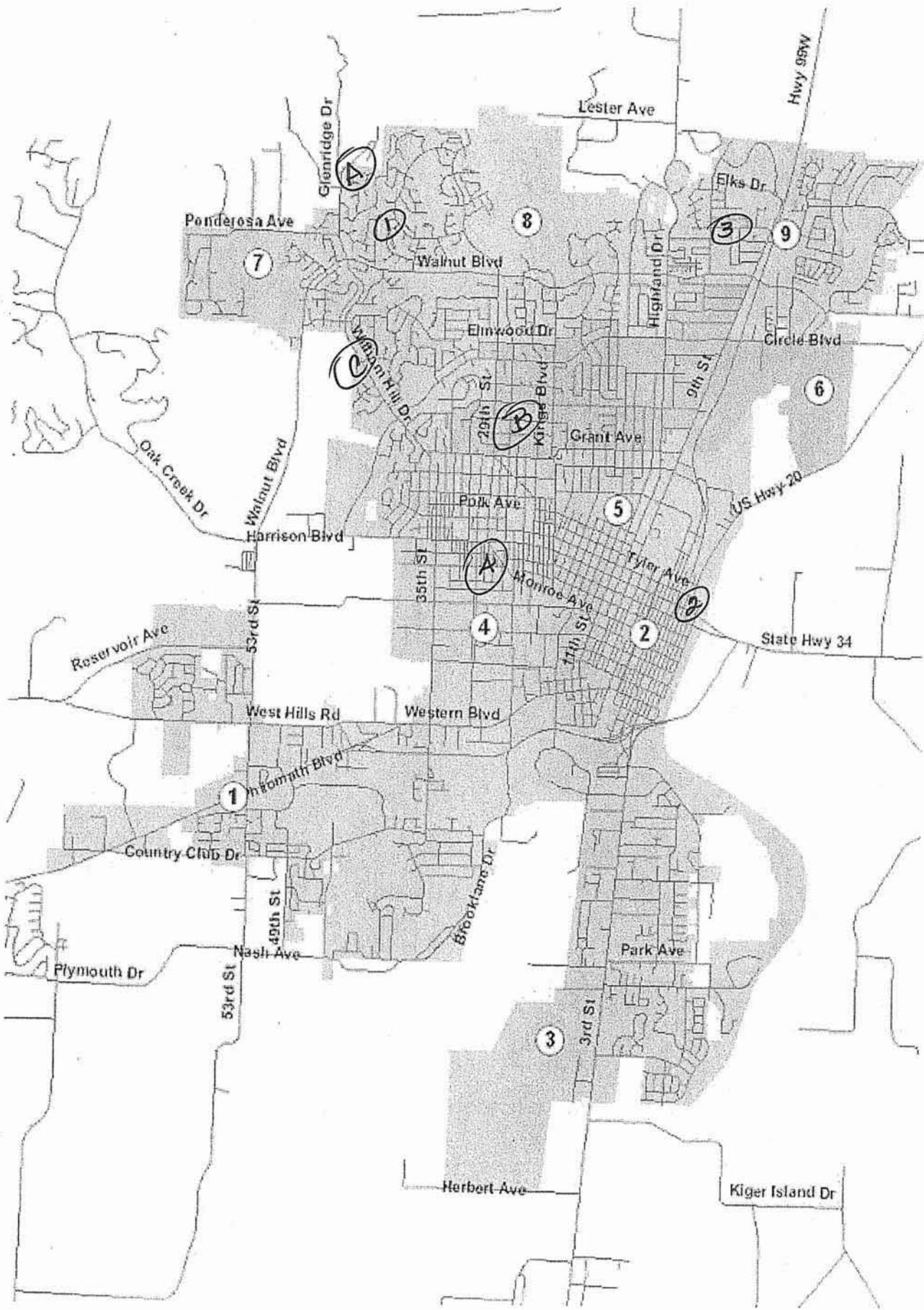
Map Location Number	Applicant's Name	Applicant's Occupation	Ward or UGB
1	Richard Bryant	architect and planner	8
2	Aaron Collett	civil engineer/project manager	2
3	Roger Lizut	retired	9
4	Geoffrey Wathen	martial art instructor	4

**Planning Commissioner Applicants
Occupation and Residence Location Guide**

Map Location Number	Applicant's Name	Applicant's Occupation	Ward or UBG
A	Franklin Hann	physical therapy	8
B	Jim Ridlington	retired	6
C	Ronald Sessions	architect	7

Municipal Code Section 1.16.090 Residency

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





Office of the Mayor

501 SW Madison Avenue

P.O. Box 1083

Corvallis, OR 97339-1083

(541) 766-6985

FAX: (541) 766-6780

e-mail: mayor@council.ci.corvallis.or.us

PROCLAMATION

ENHANCING COMMUNITY LIVABILITY – CALLING ON CONGRESS TO REDIRECT MILITARY SPENDING TO DOMESTIC PRIORITIES

JUNE 20, 2011

WHEREAS, The severity of the ongoing economic crisis has created budget shortfalls at all levels of government and requires us to re-examine our national spending priorities; and

WHEREAS, The people of the United States are collectively paying approximately \$126 billion annually to support the ongoing conflicts in Iraq and Afghanistan; and

WHEREAS, More than 6,000 members of the United States armed forces have died in these wars to date, along with at least 120,000 civilians.

NOW, THEREFORE, I, Julie Jones Manning, Mayor of the City of Corvallis, Oregon, support the United States Conference of Mayors' efforts to expedite the ending of United States' military involvement in these wars and to call on the United States Congress to return these dollars to local communities to assist local and state government in meeting vital education and human service needs, promote job creation, develop sources of renewable energy, and rebuild infrastructure.

Julie Jones Manning, Mayor

Date



City Manager's Monthly Highlights May 2011

[E-Mail City Manager](#)

This is my last City Manager's Monthly Highlights to share with you, and I wanted to thank you for your interest and support of City government Jon Nelson

Mayor and City Council

- The City's three-year operating levy was passed by voters at the May 17 election. Levy revenue will support continued operation of Osborn Aquatic Center, the Senior Center, and the Library.
- The Mayor spoke at the City employee recognition event, the memorial service/plaza dedication for former Mayor Helen Berg, and the "Walk for Water" event for Corvallis Sister City Gondar, Ethiopia.

Fire

- Fire personnel responded to 713 calls this month – 583 were within the City Limits, and 130 were outside the City Limits.
- Chief Kara Shaw took the Department's helm on the afternoon of May 23 as Fire Chief for the Day. Kara is a fourth grader at Adams Elementary School and won the Chief for the Day essay contest.
- A Request for Proposals for construction of the drill tower was issued by Public Works. The process closes on June 16.

Library

- There were 57,072 visitors to the Library this month – an average of 2,283 per day that the Library was open. Another 76,176 users accessed Library services from their computers. System-wide, 132,187 items were checked out, and 23,774 items on hold were picked up.
- System-wide, there were 98 programs with 2,733 attendees of all ages.

Parks and Recreation

- Opening day of Otter Beach received more than 500 participants and spectators.
- Concluded the 2011 Youth Parks Corps interview and selection process. Forty Corvallis youths will soon be employed in City parks providing valuable park maintenance duties and receiving valuable work skills.
- Adult Softball has 123 registered teams, an increase of 6 teams from last year.
- Footcare Service with an registered nurse continues to be a popular service. This fiscal year we have served 415 customers, plus another 40 scheduled in June, for a total of 455 people served.

Police

- Officers investigated 2,280 incidents, and the Corvallis Regional Communications Center dispatched 3,425 calls for police, fire, and medical assistance this month.
- Captain Hendrickson, Lieutenants Wood and Brewer, Sergeant Van Arsdall, and Officer Harvey attended a leadership course offered by the Federal Bureau of Investigation National Academy Associates.

- 9-1-1 Supervisor Hicks and Dispatcher Haberkorn attended "Leadership in Telecommunications" training at DPSST.

Public Works

- Celebrated National Public Works Week by planning and executing a luncheon to recognize the hard work of department employees.
- Construction is underway for the following projects: City Hall HVAC Replacement (May completion), Wastewater Reclamation Plant Electrical Equipment Replacement (November completion), and the Fillmore/Lincoln Sidewalks (June completion).
- Get There Another Way Week was held May 23 - 27. This annual promotion encourages employees to leave their single-occupancy vehicle (SOV) at home and "get there another way" at least one day during the week. This year's participants saved a combined total of almost 7,000 miles of SOV use in that week.
- Staff testified at the Oregon Legislative Joint Committee on Tax Credits on how the City uses Business Energy Tax Credit for transit operations, bus purchases, and energy conservation projects.

City Manager's Office

- Held annual Employee Recognition Event with milestone awards as part of celebrating Public Service Recognition Week.
- Final Employer Partnership for Diversity training held covering managing generations in the workplace.
- Following the May election, staff restored all documents and video files to the City's Web site.

Community Development

- Four members of HUD's Portland, Oregon, Community Development and Planning staff spent the week of May 23 in the Housing Division offices performing an in-depth Community Development Block Grant monitoring review. The outcome of the review will be a monitoring report, which is expected to be received by mid-July.
- Development Services Division staff processed 19 residential and 50 non-residential plan reviews for proposed construction projects and conducted 1,216 construction inspections.
- Created 19 new Code Enforcement Program cases as a result of citizen complaints received.
- Of the 194 plumbing, mechanical, and electrical permits issued in May, 39 (or 20 percent) were issued online. This statistic now includes online plumbing permits, which were added in December 2010 as part of the service enhancement package.
- Continued progress in working with the Airport Commission in updating the Airport Industrial Park Master Plan.
- Continued support of the Economic Development Commission in their development of an Economic Development strategy.

Finance

- Staff presented the proposed budget document to the Budget Commission on May 3, held a public hearing on the budget and revenue sharing on May 9, and presented a revised proposed budget at the final meeting and deliberations by the Budget Commission on May 19. The budget was approved as recommended for presentation to the City Council on June 6 for adoption.
- Finance and City Manager's Office staff opened proposals from five deferred compensation vendors from a request for proposal issued in consultation with the Hvas Group. Analysis of the submissions will follow in June.



CITY MANAGER'S REPORT

JUNE 16, 2011

2011-05

REPORTING PERIOD: MAY 2011

I. ORGANIZATIONAL HIGHLIGHTS

- The Riverfront Commemorative Park plaza at NW Jackson Avenue was dedicated and formally named the Helen M. Berg Plaza in honor of former Mayor Helen M. Berg. Mayor Berg was Corvallis' first woman Mayor and served the longest term. She facilitated many lengthy City Council meetings regarding the design of the Park and ultimately enjoyed watching children play in the Plaza's fountain.
- The City's Housing Division staff received the 2011 Keith E. Billings Award from Access Benton County for making homes accessible and functional for people with physical disabilities.
- The City's three-year operating levy was passed by voters at the May 17 election. Levy revenue will support continued operation of Osborn Aquatic Center, the Senior Center, and the Library.

II. MAYOR'S DIARY

I have engaged in the following activities, in addition to meeting and corresponding with constituents and presiding at the twice-monthly City Council meetings and meetings with Council leadership:

Speaking Engagements

- Recognition event for City employees
- Memorial service/plaza dedication for former Mayor Helen Berg
- Corvallis High School leadership class
- OSU social justice class
- Association of Retired Public Employees
- "Walk for Water" event for Corvallis Sister Cities/Gondar, Ethiopia
- Memorial Day service
- Tenth anniversary celebration of Benton County Drug Treatment Court

Proclamations (Enhancing Community Livability)

- Peace Corps 50th Anniversary
- National Historic Preservation Month
- Older Americans Month
- Drinking Water Week
- Public Service Recognition Week (presented at speaking engagement described above)
- Public Works Week
- Get There Another Way Week
- Building Safety Month

Special Meetings

- Met with Tammy Bray, Dean of Oregon State University (OSU) College of Health and Human Sciences
- Attended presentation and planning session with South Corvallis Food Bank
- Met with OSU apparel design students, who will design and produce a Corvallis/OSU hat to be worn when walking with other Oregon mayors in the Portland Grand Floral Parade
- Participated in regional meeting/summit on childhood obesity
- Attended open house for new Corvallis office of Glumac engineering firm
- Attended Willamette Angel Conference event and reception with award finalists
- Attended Oregon Business Development Commission meeting
- Co-chaired monthly meeting of Benton County's Ten-Year Plan to End Homelessness Committee
- Met with staff leaders of the Cascade West Council of Government (COG) to discuss regional branding strategies
- Met with communications leaders from major public/private sector organizations to discuss collaborating on key messages and information about Corvallis
- Participated in "Fire Chief for a Day" activities
- Visited Corvallis Municipal Court and met with staff
- With council leadership, met with Benton County Commission Chair Linda Modrell

Appointments

- Parks, Natural Areas, and Recreation Board
- Arts and Culture Commission

III. FIRE

A. Department Highlights

Operational

Response Activity - May 2011	City	Non-City	Total
Fires	9	1	10
Over pressure/Rupture	1	0	1
Requests for Ambulance	295	86	381
Rescue (Quick Response Team)	173	19	192
Hazardous Condition	5	0	5
Service Requests	49	8	57
Good Intent	30	16	46
False Calls	21	0	21
Other	0	0	0
TOTAL RESPONSES OVERALL	583	130	713

- Chief Kara Shaw took the Department's helm on the afternoon of May 23 as Fire Chief for the Day. Kara is a fourth grader at Adams Elementary School and won the Chief for the Day essay contest.
- A Request for Proposals for construction of the drill tower was issued by Public Works. The process closes on June 16.

IV. LIBRARY

A. Department Highlights

- There were 57,072 visitors to the Corvallis Library this month – an average of 2,283 per day that the Library was open. Another 76,176 users accessed Library services from their computers. System-wide, 132,187 items were checked out, and 23,774 items on hold were picked up.
- System-wide, there were 98 programs with 2,733 attendees of all ages.
- The July/August issue of the *Check It Out* newsletter will be the last that is done by an outside contractor. As part of the Library's budget reductions for Fiscal Year 2011-2012, the task of designing the publication will be done in-house by Senior Administrative Specialist Janelle Cook. The Library will present a proposal to the Friends and Foundation requesting that they split the cost of printing between the two organizations.
- A third group of volunteer menders has been formed. This task continues to be a popular request for folks interviewing for volunteer positions.

- Karl Marlantes, author of the best-selling book Matterhorn, held an afternoon question-and-answer session on writing and publishing and then did a reading and talk in the evening.
- The Youth Division is preparing for the early-June arrival of a DVD dispensing self-check machine, which will allow high-theft DVDs to be secured.

V. PARKS AND RECREATION

A. Department Highlights

Administration/Planning

- Provided staffing support to Osborn Aquatic Center and Senior Center.
- Presented fee review and received recommendation from Parks, Natural Areas, and Recreation Board.
- Completed the Tunison Park Rehabilitation Grant.

Aquatic Center

- The Heart of the Valley Triathlon was a huge success on Memorial Day, with more than 500 participants and spectators.
- Opening Day for Otter Beach received more than 500 participants and spectators.
- Started Otter Beach Pool Rental Season.
- Participation statistics –
 - 599 children registered for swimming and water safety lessons.
 - 1,021 participants in the Senior and Adult Exercise and Therapy classes.
 - 110 citizens certified in Health and Safety classes, such as cardiopulmonary resuscitation (CPR), First Aid, and Lifeguard Training.
- Ultraviolet system for Therapy Pool ordered and shipped (grant and donation funded); installation is anticipated the week of June 13.

Parks and Natural Areas

- Successful installation and plaza preparation for the Helen M. Berg Memorial on May 14 at NW First Street and NW Jackson Avenue in Riverfront Commemorative Park.
- Partnering with Public Works to enhance landscape aesthetics at the SW Second Street and SW B Avenue parking lot. Parks and Recreation contractor and Public Works funding equals more attractive landscaping.
- Partnering with OSU Department of Forestry faculty to develop best management practices regarding management of upland native oak and fir forest remnants.

- Concluded the 2011 Youth Parks Corps interview and selection process. Forty Corvallis youths will soon be employed in City parks providing valuable park maintenance duties and receiving valuable work skills.

Recreation

- Adult Softball has 123 registered teams, an increase of 6 teams from last year.
- 6 vs 6 Adult/High School Soccer program is starting with 20 teams.
- Hired 30 Summer Day Camp leaders. Orientation will occur in June.
- Lacrosse program went very well, and participants requested an extension of the season.
- Planning the Campeones de Salud Soccer Tournament in Willamette Park for August 12-14.
- Held the second Community Garden Master Plan stakeholders meeting. Roles and responsibilities were discussed.

Senior Center

- Offered a program for those with diabetes as part of our grant-funded Wellness program. Included a "Healthy and Delicious Diabetic Cooking class" in May. All of the participants were recently diagnosed as diabetic or pre-diabetic. Offered "Walk Away from Diabetes." Participants in this walking group, guided by volunteer OSU Nutrition majors, get a pedometer to use and a journal to track their steps and record their food intake.
- Footcare Service with an registered nurse continues to be a popular service. This fiscal year we have served 415 customers, plus another 40 scheduled in June, for a total of 455 people served.
- The outdoor program is offered year 'round. In May, 27 people participated.
- Two special events were offered in May – "Dinner & Cards" was sponsored by Sigma Kappa Sorority, and "Around the World in a Day" was an educational event featuring cultural exchange students attending OSU.

VI. POLICE

A. Department Highlights

Officers investigated 2,280 incidents this month. Following are the highlights:

- Officers charged a suspect with Kidnap, Coercion, Harassment, Disorderly Conduct, and Criminal Mischief after the suspect grabbed his girlfriend and dragged her from the inside of a restaurant. They had been involved in a verbal argument in the car, and she refused to get back in the car because she was scared. The suspect entered the restaurant, grabbed her by the arm, and pulled her toward the door, where she slipped and fell to the ground.

- Detectives were called regarding a disclosure by a Corvallis woman that her husband was viewing child pornography and had child pornography on his blackberry. Detectives also learned that the man was a registered sex offender. They served a search warrant and seized computers, DVDs, CDs, thumb drives, cameras, and weapons. The 38-year-old man was arrested and charged with two counts of Felon in Possession of Weapons. Detectives located multiple files of child pornography. He was charged with six counts of Encouraging Child Sex Abuse in the Second Degree.
- Patrol officers responded to an intoxicated driver with two passengers that crashed into an apartment complex. A laptop stolen from Hewlett-Packard (HP) was discovered in his vehicle, and a forged HP identification card was found on his person. He reportedly used the forged HP identification card (he used to work at HP, but was laid off) to validate the Texas license he found and used to get into bars. The man was charged with Driving Under the Influence of Intoxicants, Reckless Endangering, Forgery, and Theft.
- A man was awakened to hear knocking on his door then it being broke down. The suspect entered the residence then fled on foot. A perimeter was established, and Canine Xar tracked the suspect through the block. The suspect was detained as he tried to leave on a bicycle he had just stolen. It was determined the suspect was associated with two others and a vehicle parked nearby. A consent search was conducted on the vehicle, and stolen property from multiple car break-ins was discovered. The suspect, a juvenile, was taken to Oak Creek and charged with Burglary, Unauthorized Entry Motor Vehicle, and Theft. The case is pending further investigation.
- Detectives were working the night shift in plain clothes due to the rash of car break-ins. They observed a subject with his hooded sweatshirt up, wearing a blonde wig, sunglasses, and carrying a backpack. He consented to a search of his backpack, in which detectives located women's clothing. The man explained he is a cross-dresser. They also found a syringe containing methamphetamine residue. They arrested the man and took him to jail for possession of methamphetamine. During a search at the jail, jail staff located a bag of methamphetamine in his rectum. The 47-year-old man was charged with Unlawful Possession of Methamphetamine. Detectives also seized and searched his cell phone and located numerous text messages related to drug use.

9-1-1 Center Calls for Service

- The Corvallis Regional Communications Center dispatched 3,425 calls for police, fire, and medical assistance this month as follows:

POLICE		FIRE AND MEDICAL	
Corvallis Police	2,280	Corvallis Fire/Ambulance	523
Benton County Sheriff	485	Other Fire/Medical	33
Philomath Police	104		
TOTAL	2,869	TOTAL	556

B. Other

- Officers Eaton and Hinckley received Life Saving awards for calm action during cardiopulmonary resuscitation.
- Officer Withington presented twice to the Harding School staff regarding gangs, drugs, and other related issues.
- Sergeant Goodwin attended the HP safety fair, manning a booth regarding traffic safety. Approximately 50 people attended the first event, with around 35 at the second. Various questions were answered, and presentations were made using the Fatal Vision goggles to emphasize the dangers of impaired driving.
- Sergeant Zessin attended the Perspectives on Profiling (train-the-trainer) course in Los Angeles, California.
- 9-1-1 Dispatcher Lattymmer started work on May 16.
- Officers Houck and Molina attended child/infant death investigation training.
- Officers Bryant and McPartlin attended a three-day Oregon Department of Transportation-sponsored traffic crash investigations training course.
- Captain Hendrickson, Lieutenants Wood and Brewer, Sergeant Van Arsdall, and Officer Harvey attended a leadership course offered by the Federal Bureau of Investigation National Academy Associates.
- Detective Rehnberg attended the fourth annual Department of Public Safety Standards and Training (DPSST) Child Abuse Conference.
- Lieutenant Henslee attended training in Wilsonville, Oregon, on Suspicious Activity Reporting (SAR) hosted by the Department of Justice.
- 9-1-1 Supervisor Hicks and Dispatcher Haberkorn attended "Leadership in Telecommunications" training at DPSST.
- Dispatcher Lancaster completed Emergency Medical Dispatch Certification training.

VII. PUBLIC WORKS

A. Department Highlights

Administration Division

- Began Phase II work for the project to develop an asset management program.
- Celebrated National Public Works Week by planning and executing a luncheon to recognize the hard work of department employees.
- Completed waste audits in the first set of City facilities. Information gathered will be compared to previous waste audit results to gauge progress toward the organization's "zero waste to landfill" goal.
- The Sustainability Supervisor attended a three-day workshop in Denver, Colorado, funded by the United States Environmental Protection Agency as part of the Climate Showcase Community grant. The workshop covered strategic planning, training on tools and resources, managing cooperative agreements, and reporting requirements.

Engineering Division

- Construction is underway for the following projects: City Hall HVAC Replacement (May completion), Wastewater Reclamation Plant Electrical Equipment Replacement (November completion), and the Fillmore/Lincoln Sidewalks (June completion).

Transportation Division

- Sidewalk Safety bids were opened in May, with the contract awarded to R & R General Contractors. Ramp construction for Americans with Disabilities Act compliance will occur in June, and sidewalk panel repairs will begin July 18. The area of construction will repair sidewalk deficiencies between NW/SW First and Fifth Streets, SW Washington to NW Jackson Avenues. Additionally, repairs identified in other parts of the City will be made as funding allows.
- Bids were opened on the Pavement Preservation program. Grind/inlay work will begin on June 14 on NW Kings Boulevard from NW Professional Way to NW Arthur Avenue.
- The Federal Transit Administration notified the City that they have approved the environmental Documentation of a Categorical Exclusion for the future Transit Operations and Maintenance Facility and Public Works office and shops. The next step is to acquire funds for the project.
- Get There Another Way Week was held May 23 - 27. This annual promotion encourages employees to leave their single-occupancy vehicle (SOV) at home and "get there another way" at least one day during the week. This

year's participants saved a combined total of almost 7,000 miles of SOV use in that week.

- Staff testified at the Oregon Legislative Joint Committee on Tax Credits on how the City uses Business Energy Tax Credit for transit operations, bus purchases, and energy conservation projects.
- The Special Transportation Fund (STF) Coordinator attended a Department of Energy (DOE) conference in Washington, DC, held for Energy Efficiency Conservation Block Grant (EECBG) recipients. Staff, representing Benton County, attended with three other Oregon transportation partners in the \$3.46 million grant given to five Oregon counties to provide regional transportation. Staff visited with four of Oregon's legislators regarding rural transportation and upcoming legislation.
- Staff met with ECotality North America to review possible electric vehicle charging installation locations on First Street, three City parking lots, and the Library.

Utilities Division

- Celebrated National Drinking Water Week; provided three tours of the Taylor Water Treatment Plant.
- Published and mailed annual Consumer Confidence Report (aka, Water Quality Report).
- Staff participated in Benton Soil and Water Conservation District's annual Water Fair.

VIII. CITY MANAGER'S OFFICE

A. Department Highlights

- Received two Notices of Tort Claims; information is available for review in the Assistant to City Manager/City Recorder's office.
- Held annual Employee Recognition Event with milestone awards as part of celebrating Public Service Recognition Week.
- Final Employer Partnership for Diversity training held covering managing generations in the workplace.
- Manager and supervisor training held on "fierce conversations."
- Held dedication of Helen M. Berg Plaza.
- Began work on annual boards and commissions re-appointments and vacancies.
- Following the May election, staff restored all documents and video files to the City's Web site.

IX. COMMUNITY DEVELOPMENT

A. Department Highlights

- Housing Division staff submitted the City Council-approved Fiscal Year 2011012 Community Development Block Grant (CDBG)/HOME Investment Partnerships Program (HOME) Action Plan to the United States Department of Housing and Urban Development (HUD) prior to the May 15 deadline. No word on final CDBG and HOME funding levels for the coming year has been received.
- Four members of HUD's Portland, Oregon, Community Development and Planning staff spent the week of May 23 in the Housing Division offices performing an in-depth CDBG monitoring review. The outcome of the review will be a monitoring report, which is expected to be received by mid-July.
- One Essential Repair home owner rehabilitation loan, in the amount of \$44,735, was approved and closed.
- Housing Division staff received 86 Rental Housing Program-related contacts in May outlining 155 separate issues, with 23 issues related to habitability and 182 of a non-habitability nature. Eighteen of the habitability issues reported are or may be subject to the Rental Housing Code, and citizens making contact in these cases were advised of the process to follow to pursue resolution.
- Planning Division staff received six land use applications and issued decisions for four land use applications.
- On May 4, the Planning Commission invited Housing Program Specialist Loewen to speak about the City's housing program. The Planning Commission also reviewed steps in the land use application review process with Planning Division Manager Young.
- Development Services Division staff processed 19 residential and 50 non-residential plan reviews for proposed construction projects and conducted 1,216 construction inspections.
- Created 19 new Code Enforcement Program cases as a result of citizen complaints received.
- Of the 194 plumbing, mechanical, and electrical permits issued in May, 39 (or 20 percent) were issued online. This statistic now includes online plumbing permits, which were added in December 2010 as part of the service enhancement package.
- Mayor Manning signed a proclamation declaring May as Building Safety Month. Development Services Division Building Safety Inspectors built birdhouses with youth at the Farmers' Market on May 7. Photos of this event and a copy of the proclamation and other Building Safety Month items are located online at www.CorvallisPermits.com.

- Continued progress in working with the Airport Commission in updating the Airport Industrial Park Master Plan.
- Continued support of the Economic Development Commission in their development of an Economic Development strategy.

X. FINANCE

A. Department Highlights

- Staff presented the proposed budget document to the Budget Commission on May 3, held a public hearing on the budget and revenue sharing on May 9, and presented a revised proposed budget at the final meeting and deliberations by the Budget Commission on May 19. The budget was approved as recommended for presentation to the City Council on June 6 for adoption.
- Finance and City Manager's Office staff opened proposals from five deferred compensation vendors from a request for proposal issued in consultation with the Hyas Group. Analysis of the submissions will follow in June.
- Staff participated in a teleconference with International City Managers Association (ICMA) Center for Performance Management on the possibility for a college-town consortium if sufficient additional membership can be solicited nationally.
- MIS Division staff expanded wireless internet connectivity to the City's network where City staff, City Councilors, various committee/commission members, vendors, and other guests can connect to the Internet while conducting City business.

XI. MISCELLANEOUS

- Attached is the City Attorney's Office Report to the City Council for May.


Jon Nelson
City Manager



CORVALLIS CITY ATTORNEY
456 SW Monroe, #101
Corvallis, OR 97333
Telephone: (541) 766-6906
Fax: (541) 752-7532

**CITY ATTORNEY'S OFFICE
REPORT TO CITY COUNCIL: HIGHLIGHTS**

May 2011

The following are highlights of the City Attorney's Office activities during May 2011:

1. Internal investigation; preparation of findings.
2. Preparation and filing of Respondent's brief in *League of Women Voters et al. v. City, et al.* (Creekside Center LUBA Appeal); appearance at oral argument.
3. Settlement negotiations in *City v. Crescent Valley Company, LLC* (McKenna Building Code violation case).

Ongoing/Future Matters:

1. Representation of the City before the Oregon Court of Appeals in *State ex rel. McElroy v. CMC* (formerly *v. Gardner*)— appeal of mandamus action; in *City v. Crescent Valley Company, LLC* (McKenna Building Code violation case); before the Land Use Board of Appeals in *Safe Equities LLC v. City* (The Regent LUBA Appeal), *League of Women Voters et al. v. City, et al.* (Creekside Center LUBA Appeal), and *Boucot, et al. v. City* (Brooklane Heights 2011); and before the Employment Relations Board in *CPOA v. City* (ULP complaints on revisions to the City's Driving and Travel/Training Admin. Policies).
2. Enforcement actions re: code violations (building, rental housing, sidewalk, land development code).
3. Continued work on public records requests.
4. Continued assistance on internal investigations, employee grievances and other employment matters.
5. Assistance in preparing findings for land use decisions.
6. Assistance to staff and Council regarding City Manager transition.

COUNCIL REQUESTS

FOLLOW-UP REPORT

JUNE 16, 2011

1. Audio Recording of City Council Meetings on City Web Site (Council)

Videotaping of City Council meetings will discontinue beginning July 1 due to budget reductions. Councilors and citizens have asked if audio recordings can be made available via the City's Web site. Staff has confirmed that it is possible to post the audio recordings on the City web site and will begin with the July 5, 2011, Council meeting. The links to the recordings will generally be available the day after each Council meeting. Audio recordings have always been and will continue to be available to anyone requesting a hard copy through the City Manager's Office.


Jon Nelson
City Manager

**CITY OF CORVALLIS – COUNCIL REQUESTS – TRACKING REPORT
PENDING REQUESTS**

Council Request Item	Requested By	Date of Request	CM Report Due Date	Assigned to	Response in CM Rpt No.	Comments
Second Fenced Dog Park	Nelson	05-25-11	06-14-11	Emery, K		
Audio Recording of City Council Meetings on City Web Site	Council	06-06-11	06-14-11	Louie, K.	CCR 06-16-11	

INTER

OFFICE

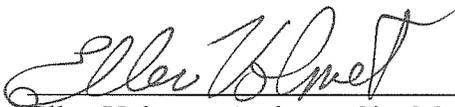
MEMO

To: Mayor and City Council
From: Ellen Volmert, Assistant City Manager 
Subject: City Manager Recruitment: Status
Date: June 20, 2011

As City Council is aware, the City Manager recruitment deadline for applications is approaching on July 8. Over 30 applications have been received and a number of advertisements have been placed. The City's consultant Phil McKenney has also been contacting potential candidates. July 8 will mark the completion of the second phase of the recruitment process.

The third stage of the process will then begin. As resumes are received, Mr. McKenney is sending supplemental questionnaires to candidates who appear to meet the candidate profile. He will then thoroughly review the resumes and questionnaires received and conduct preliminary interviews with the individuals most closely matching the candidate profile, as well as conduct preliminary background checks. He will then prepare a written recommendation of finalists, and a summary of the candidate information, for presentation to the Mayor and City Council. This discussion is scheduled for an executive session on Wednesday, July 20 and this will be the next time Mr. McKenney meets with the Mayor and City Council. Executive session is authorized pursuant to ORS 192.660.2.a which allows for a governing body to discuss the employment of a public officer in executive session. The consultant hopes to have candidate information available for the Mayor and City Council the afternoon of Tuesday, July 18. Once the City Council has select finalists for further consideration, all candidates are notified of their status.

The projected dates for the finalists process in Corvallis is August 4 and 5. This report is for informational purposes only. No action is required.



Ellen Volmert, Assistant City Manager

cc: Jon Nelson, City Manager

MEMORANDUM

DATE: June 15, 2011
TO: Mayor and City Council
FROM: Ken Gibb, Community Development Director 
RE: Industrial Lands Wetland Mitigation Project Update

Discussion:

Attached is an updated status report on the regional industrial wetlands project that is being coordinated by the Cascades West Council of Governments (CWCOG) and has participation from the Cities of Adair Village, Albany, Corvallis, Lebanon, Millersburg and Tangent.

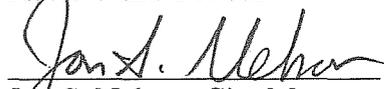
As the report indicates, this is a two track effort designed to improve site readiness for prime industrial sites (ten acres or larger) in the partner cities. Track A is the mitigation strategy that contemplates securing wetland mitigation credits in advance for qualifying industrial development projects. Currently, CWCOG is working on a grant application to help move the wetland banking concept forward.

Track B relates to streamlined permitting for selected industrial sites within the region. The concept, which is being supported by a State grant, would result in 70% certainty for wetlands permitting through a Regional General Permit (RGP) approach. Councilor Hervey and Brown and Staff recently attended a meeting and follow-up workshop for industrial property owners that explained this program. Twenty regional industrial sites will be selected to move into the RGP program. CWCOG and City staff are currently working to encourage Corvallis property owners to submit their sites as candidates for this opportunity. The City will submit the Airport Industrial Park as a candidate site.

Action Requested:

No formal action is requested at this time. Periodic updates on this project will be provided to the Council.

Review and Concur:


Jon S. Nelson, City Manager

Status Report – May 2011

Regional Industrial Wetlands/ Wetlands Mitigation Project

The Issues

Almost all vacant industrially zoned land in the mid-Willamette Valley has some area that is known or suspected wetland¹. Development that may impact wetlands must be approved by the Oregon Department of State Lands (DSL) and, in most cases, the U.S. Army Corps of Engineers (US ACE).

Recognizing that the economic growth of a region directly relates to its ability to easily site industry, Oregon Cascades West Council of Governments (CWCOG) and partner cities in Linn and Benton Counties have been working with the State of Oregon to develop a balanced approach to protecting wetlands resources while providing an adequate inventory of ready-to-go industrial land.

The first phase of this collaborative effort found that the major wetlands-related impediments to siting industry are the uncertainty and the time required to work through wetlands review, analysis, and approval processes. Hurdles include -

- ✦ A development plan must be on the table before regulatory review can begin.
- ✦ Review can take up to a year.
- ✦ Developers are responsible for mediating any differences between State and Federal permits.

If a wetlands area can not be avoided, the impacted area has to be mitigated² for. Creation of larger mitigation areas is generally preferred to on-site or individual approaches to mitigation as it-

- ✦ Allows for sharing of maintenance costs,
- ✦ Eases monitoring obligations, and
- ✦ Increases ability to enhance wetlands functions and values.

Industrial land demand to the year 2030 was projected for eight cities. This regional Economic Opportunities Analysis (EOA) identified that 100 to 300 acres of wetlands mitigation area will be required to meet demand for new industrial sites of ten or more acres. Additional mitigation area would be required to meet industrial demand for sites of under ten acres (75% of industrial locations are projected to be on sites of under ten acres). *EOA findings are summarized on the back.*





The Partners

This "Regional Industrial Wetlands / Wetlands Mitigation Project" is a highly collaborative effort coordinated by -

Oregon Cascades West Council of Governments

In cooperation with the -

City of Adair Village

City of Albany

City of Corvallis

City of Lebanon

City of Millersburg

City of Tangent

State of Oregon

Funding provided by -

Oregon Strategic Reserve Fund

Oregon Department of Land Conservation & Development

BL3 Regional Investment Board - Oregon Lottery Funds

Pacific Power

OCWCOG Member Dues

Oregon Department of State Lands

Our Opportunity – The Regional Mitigation of Prime Industrial Wetlands

Mitigation Strategy – Track A

A regional approach to off-site mitigation of wetlands on industrial lands appears possible. All cities are in the same Upper Willamette river basin. Almost all wetlands are expected to fall within the same wetlands classification of PEM Flats.

City representatives defined how to meet mitigation needs in late 2010. Key findings included -

- Providing land to meet growth and balancing natural resources with development interests are integral to each city's land use responsibilities.
- A regional approach would provide advantages of improved efficiency and increased effectiveness.
- Focus should remain on industrial demand, and especially on large industrial developments which typically require immediate answers.
- Recent shifts in availability and cost of mitigation credits point to the need to have credits available.
- A triple bottom line approach that delivers multiple economic-social-environmental impacts is desired.
- Optioning wetlands credits³ from an existing bank provides a reasonable immediate-term solution.
- Development of a wetlands mitigation bank⁴ appears to have viable near- through long-term potential.

Cities have appointed representatives to form a non-profit "Cascades West Regional Consortium" that will steer strategy implementation. Funding to reach out to potential partners is needed to evaluate next steps.

Lebanon Rodeo Industrial Site

120.1 acres – 73.1 acres delineated wetlands



Streamlined Permitting – Track B

A Regional General Permit (RGP) that includes multiple locations is issued by the U.S. Army Corps of Engineers (ACE). RGPs are renewable in five-year increments.

The RGP approach provides about 70% certainty to a prospective industry, as the RGP -

- Identifies likely wetland mitigation requirements.
- Allows developers to test their preferred lay-out against any on-site requirements.
- Sets drainage and other improvement standards, avoiding guesswork at the site design stage.

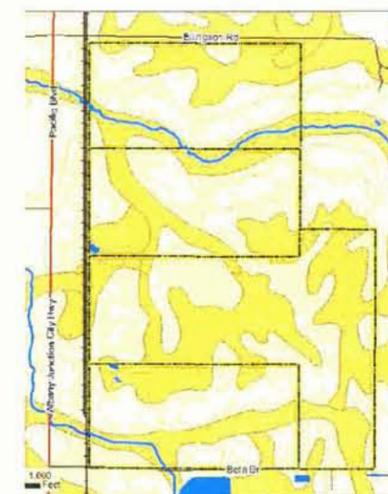
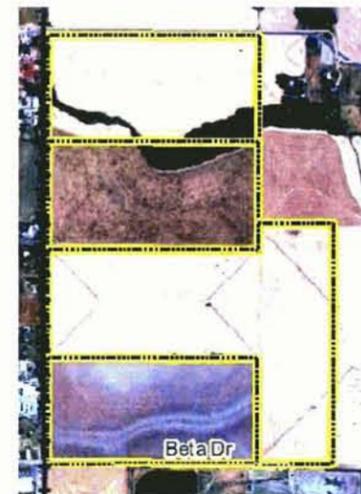
Once a site is selected, plans are drawn and submitted to ACE. ACE tests the site improvement plans against the permit and wetland bounds (as confirmed through delineation). If plans meet the RGP, approval is granted.

Under a \$250,000 State-funded effort, the next steps in seeking streamlined wetlands permitting will be to -

- Select twenty industrial sites to move into the RGP.
- OCWCOG-retained consultants will conduct detailed on-site assessments of each selected site.
- An RGP Proposal will be prepared and submitted to the U.S. Army Corps of Engineers.
- ACE then prepares, circulates, and finalizes the RGP.

South Albany Industrial Area (PepsiCo)

247 acres – 125.5 acres delineated wetlands



Essential Terms

¹ **Wetlands:** Areas inundated or saturated by surface or ground water sufficient to support hydrophyte plants. Not all wetlands are always wet - they may be seasonal or have been altered by farming, tiling, etc.

² **Mitigation:** Reducing adverse effects of a project by (in prioritized order):

- Avoiding impact
- Minimizing impact
- Compensation – restore, create, or enhance the wetlands area and functions lost

³ **Wetlands Mitigation Credit:**

This is the unit of exchange used in compensatory mitigation. It represents attainment of wetlands functions, usually on an acreage basis in the range of 1:1 to 1:3.

⁴ **Mitigation Bank:** Wetlands constructed to compensate for future wetlands impacts. Wetlands mitigation banks generate wetlands credits for sale. A bank must be in same river basin and be the same wetlands type as the wetlands that are being mitigated for. Banks must be maintained in perpetuity.

For Further Information on Wetlands

The Oregon Department of State Lands posts several fact sheets on wetlands-related issues at: www.oregonstatelands.us/DSL/Wetland/wetlandfacts.shtml

The Details - Summary of Analysis Findings

Economic Opportunities Analysis: The amount of land needed to meet industrial development demand was projected to 2030* for the then eight city partners using State employment projections, an analysis of key sectors, and a local vantage point. These projections provided estimates that -

- ♦ Industrial employment in project cities will increase by about 4,932 jobs during 2006-2030.
- ♦ About 431 acres of currently vacant industrially-zoned land will be developed by 2030 (this is in addition to on-site expansion at existing industrial facilities) in these cities.
- ♦ An inventory of about 1,487 acres of vacant industrial land is needed to allow for development patterns (right-of-way, density, other uses) and to allow for market choice.
- ♦ This preferred inventory would require at least 84 industrial sites in ranges of:

Under 10 acres	63 sites needed	Totaling about 207 acres
10-19 acres	8 sites needed	Totaling about 120 acres
20-49 acres	6 sites needed	Totaling about 210 acres
50-99 acres	2 sites needed	Totaling about 150 acres
100 acres or more	4 sites needed	Totaling about 600 acres (+Loves)

- ♦ About 3,560 acres are currently vacant and zoned industrial in the eight project cities.

* EOA methodology follows State guidelines & may be used to update Comprehensive Plans to 2030.

Mitigation Requirements: Because this project focused on addressing the wetlands issue on shovel ready-eligible sites, the remainder of the project worked on how to meet projected demand *only for sites of 10 acres or more*. 20 “key sites” that seemed best positioned for development in their respective size ranges were analyzed by DSL. It was assumed that the full industrial lands inventory will exhibit wetlands characteristics similar to these key sites. Findings for the key sites were that -

- ♦ 99 to 308 acres of wetlands will need to be mitigated for to meet future industrial demand, depending on which sites are actually selected for development.
- ♦ All sites are in the Upper Willamette basin. About 97% of the identified/potential wetlands on the key sites are in the same classification of Palustrine Emergent Flats (PEF).
- ♦ A Willamette Valley wet prairie ecosystem would be suitable for mitigation of these wetlands.

Options: Analysis included credit purchase costs, bank development and long-term operation cost, organizational needs, value-added options, and ability to provide certainty. Findings were that -

- ♦ A regional group could purchase credits at a preferential rate or establish its own bank.
- ♦ Credits in all existing and planned banks for the basin are currently already sold or spoken for.
- ♦ Recent credit purchases average much higher (\$84,500 statewide, \$93,654 Upper Willamette) than estimated bank development and long-term fund for operating costs (\$31,043).
- ♦ A bank created/operated for public entities could incorporate additional benefits and outcomes (recreation, habitat, filtering storm water, temperature reduction, etc.)

For Further Details

Regional Industrial Wetlands / Wetlands Mitigation Project report and accompanying *Regional Industrial Wetlands Impact Analysis* are on the “Economic Development” page of www.ocwcog.org

Oregon Cascades West Council of Governments
Community & Economic Development

1400 Queen Ave SE, 205A / Albany, OR 97321 / 541-967-8551 / www.ocwcog.org

MEMORANDUM

TO: Mayor and City Council

FROM: Steve Rogers, Public Works Director 

DATE: June 6, 2011

SUBJECT: Energy Efficiency and Conservation Block Grant Household Energy Efficiency Volunteer Coordinator Program Final Report.

ISSUE

The Household Energy Efficiency Volunteer Coordinator program (VC) selected by the Council to receive \$50,000 of Energy Efficiency and Conservation Block Grant (EECBG) funds has been completed. This memo is staff's review of the project and is presented for information only.

BACKGROUND

In the Spring of 2009 the City was awarded a grant for \$511,600 from the U.S. Department of Energy (DOE) through the EECBG program which is a part of the American Recovery and Reinvestment Act (ARRA). The grant allowed many different uses for the funds, such as weatherization incentives, renewable energy generation, energy conservation activities, and energy-related facility improvements.

After the award, Council directed staff to seek input from the public on project ideas. Following a thorough public process, ideas from the public, city staff, other local governments, and non-profits were presented to the Council by way of the Urban Services Committee (USC). The process yielded five projects, one being the VC program, proposed by the Corvallis Environmental Center (CEC) and the Corvallis Sustainability Coalition's Energy Action Team.

DISCUSSION

The concept behind the VC program was to create a position to organize, train, and motivate volunteers in the community who would promote energy conservation activities and opportunities for Corvallis residents. The City's support for the VC program was for one year with a total budget of \$50,000.

Four goals were established as outcomes from the program.

- 1) Provide support services for 300 households that participated in the Energy Trust of Oregon - Corvallis Energy Challenge Home Energy Reviews. This support would entail volunteers following up with Energy Challenge participants to explain a range of options for efficient energy use and to offer information about the resources available to fund those changes. Volunteers would also assist homeowners with actual completion of energy efficiency projects (understanding rebates, loans and

other available incentives; assisting with the EECBG Revolving Loan Fund (RLF) application process for qualifying projects; choosing contractors; managing paperwork; etc.).

2) Recruit enough qualified EECBG RLF clients to use all available RLF funds.

3) Reduce energy use for 200 Corvallis households.

4) Instill in clients the ability to continue energy reduction efforts on their own and not return to previous levels of energy consumption.

To achieve the goals, the CEC created Energize Corvallis (EC), a clearinghouse for information, resources, and programs to assist Corvallis residents in reducing their energy use. EC was primarily made up of two sub-programs: 1) Energy Advocates and 2) Corvallis Community Energy Project (CCEP).

Energy Advocates

The Energy Advocates program was developed in partnership with the Corvallis Weatherization Incentive Program (CWIP) staff, the Corvallis Sustainability Coalition's Energy Action Team, and the Energy Trust of Oregon. The main goal of the program was to assist Corvallis Energy Challenge participants in moving forward with energy efficiency-projects.

The Energy Advocate program designed program materials, including the Energy Advocate Resource Guide, an online database and survey, a Payback Calculator, and the Residential Energy Efficiency Revolving Loan Fund parameters. An Energy Advocate volunteer training course was also developed.

During the program, 23 volunteers completed all the requirements to become Energy Advocates. Over the course of the year, 13 volunteers left the program for various reasons. This effort is considered a success as a 50% attrition rate is not uncommon for volunteer programs.

Corvallis Community Energy Project (CCEP)

The CCEP was a student and citizen volunteer-based effort to engage with the neighborhoods and communities of Corvallis to create sustainable and efficient energy systems. The CCEP developed a pilot program in the Job's Addition Neighborhood Association (JANA) in Northwest Corvallis.

The goals of the CCEP were to 1) invite 100% of JANA households to participate in the CCEP, 2) engage with at least 50% of JANA households through person-to-person conversation, and 3) initiate innovative and solution-oriented conversations with 200 members of JANA.

To meet these goals, the CCEP developed a number of activities: 1) Community Survey, 2) Community Forum, 3) Community Carbon Challenge, 4) Community Carbon Challenge mapping and 5) Energizers Program.

CONCLUSION

Although the CEC displayed continuous energy and effort to meet the VC program goals, it fell short in three of four areas (1-3 below):

1) Provide support services for 300 households that participated in the Energy Trust of Oregon - Corvallis Energy Challenge Home Energy Reviews.

Energy Advocates provided assistance to 55 residents. Due to the actions of those residents, it's estimated 3,518 kilowatt hours (kWh) of electricity and 183 therms of natural gas are saved annually, representing about \$575 in savings. In addition to energy conservation actions taken by residents, Energy Advocate volunteers personally performed conservation activities at their homes representing 15,190 kWh and 480 therms in annual savings, representing about \$2,000 in savings.

2) Fully allocate RLF funding to qualifying clients.

No RLF funding (loans) was allocated. The CEC believe the loan parameters were too stringent making the pool of potential applicants small. The RLF loan parameters have since been changed to broaden the pool of potential participants.

3) Reduce energy use for 200 Corvallis households.

Energy reduction was documented in 123 households as a result of the VC program.

4) Instill in clients the ability to continue energy reduction efforts on their own and not return to previous levels of energy consumption.

Based on survey results, 80% of Community Carbon Challenge participants reported they will maintain the energy conservation changes made during the project.

When the CEC and Sustainability Coalition's Energy Action Team made this program proposal to the Council, it was estimated the program would save between 2-4 million kWh of electricity per year, putting the cost per kWh saved between \$.01-.02/kWh based on a budget of \$50,000. It's estimated 76,000 kWh were saved from this project, putting the cost at over \$.65/kWh saved.

On a positive note, the program did develop tools that can be used in future community energy reduction efforts, such as those that will be funded under the Environmental Protection Agency's Climate Showcase Communities (CSC) grant.

Based on the results of the VC project, staff believe that in the future, one-year (design-implement-conclude) community outreach projects like the VC program should be avoided. Fortunately, the VC program's efforts will be used to provide the groundwork for the CSC grant, providing some additional return on investment.

RECOMMENDATION

No action is required, this report is provided as information only. The CEC's final report on the VC program is available on the City's website on the EECBG page.

MEMORANDUM

TO: Mayor and City Council

FROM: Steve Rogers, Public Works Director 

DATE: June 8, 2011

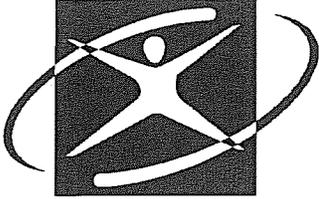
SUBJECT: Fire Station #4 Solar Photovoltaic Array

The City turned on its first city-owned renewable solar electric generation project on May 24, 2011. The 15kW system was constructed on the roof of Fire Station #4 (Tunison) with 100% of the project funding coming from Pacific Power's Blue Sky program and the Energy Trust of Oregon. The new solar panels are expected to provide more than half of the station's demand.

The system includes web-based monitoring that can be accessed from the City's website (ci.corvallis.or.us) on the Sustainability page. It shows real-time (within a couple hours) and historical energy production from the panels.

A sign explaining the project and how the panels work will be permanently located at the station, providing education and outreach to those visiting the station or the community room.





Corvallis School District 509J

RECEIVED

JUN 13 2011

CITY MANAGERS
OFFICE
Honoring Diversity

June 10, 2011

Mayor Julie Manning
City of Corvallis
PO Box 1083
Corvallis OR 97339-1083

Dear Mayor Manning:

On behalf of the Corvallis School District, I would like to thank you for your strong and thoughtful leadership. The School District has deeply appreciated the long history of support and partnership that the City of Corvallis has provided the district. As I transition from my position as superintendent, it is comforting to know that the community is in such good hands. I understand that work is underway to schedule the opportunity for you and the new superintendent, Dr. Erin Prince, to meet, and I am confident that you will find her to be a very talented educator and a deeply caring member of the community.

I am writing to you as a follow up to a leadership retreat that was held on May 26, 2011. Jon Nelson, Helen Higgins and I scheduled the retreat to provide an opportunity for the leadership of the City, the Boys & Girls Club, and the District to begin the process of addressing the strained relations that have existed between our organizations over the last couple of years regarding the scheduling of facilities. It was our goal to set into motion the creation of a new foundation onto which future leadership could build new, strong, and lasting partnerships and agreements in support of the patrons of our community. I have enclosed a copy of the agenda from the May 26 retreat for your review and records.

As the next step in that work, I would like for this letter to serve as notice to the City that the school district will be terminating 2000 City/District agreement, copy enclosed, as of June 30, 2012. This letter also serves as notice that the district will facilitate the adoption of a new set of administrative regulations to implement Board Policy KG – Community Use of District Facilities by the same date. I have also enclosed a copy of the school board policy and administrative regulation.

Mayor Julie Manning
City of Corvallis
June 10, 2011
Page Two

Plans are already in motion to complete next steps this summer and a second retreat is being scheduled for next fall. If you would like to receive minutes from the May 26 retreat or any of the subsequent documents, please let me know. I believe that we are on the right path and that a new story of strong partnership has begun.

Thank you again for your strong leadership, Julie. I will greatly miss you and the Corvallis community.

Sincerely,


Dawn Tarzian
Superintendent

DT:jc

S:\DO\SuperJulie\Correspondence\2011\Manning - Terminate City Agreement.docx

Enclosures

C: Dr. Erin Prince
Jon Nelson
Helen Higgins
Roy Burling

Detailed Agenda Outline - May 26, 2011 Session

Corvallis Collaboration: Boys & Girls Club, City of Corvallis, 509J School District

- Revised Time: 9:30am-1:30pm (includes working lunch)
- Location: Depot Meeting Room; 700 SW Washington, Corvallis
- Facilitator: Denise Trepanier Consulting, Inc. (541) 683-5990

Revised Purpose: Given the transition in City & School District leadership, provide the ongoing leaders in all 3 organizations the opportunity to better understand the challenges in meeting Corvallis Community's diverse needs, and brainstorm the preferred process and outcomes in developing new policy direction through more collaborative working relationships.

Participants: Executive Leadership & Board/Council Representatives

BGCC	City	509J
<ul style="list-style-type: none"> • Helen Higgins, CEO • Ed Kruskamp, Operations Director • Steve Zander, Board Member • Karen Misfeldt, Board Member 	<ul style="list-style-type: none"> • Jon Nelson, City Manager • Karen Emery, Parks & Rec Director • Hal Brauner, City Councilor • Betty Griffiths, Parks Board Member 	<ul style="list-style-type: none"> • Dawn Tarzian, Superintendent • Kevin Bogatin, Asst. Superintendent • Lisa Corrigan, Board Member • Anne Schuster, Board Member

Final Agenda Outline: May 26th (9:30am-1:30pm; working lunch)

- I. Welcome, Purpose & Ground Rules**
 - a. Hopes for today (*Dawn, Helen & Jon*)
 - b. Introductions: ALL share name, role & response to Prep Q#1 (*one minute per person*)
 - i. Icebreaker activity: Finding what we have in common with each other
- II. Establish Context for Understanding**
 - a. Discuss Summary Report: Staff Survey Themes
 - b. Understanding Each Other's Perspective
 - i. Small Groups: Each Organization briefly summarizes its Mission, Clients & Challenges
 1. What's most important to know about us? What's it like to walk in our shoes?
 - ii. Whole Group: Present to each other & Ask clarifying questions for understanding
 - c. Reflective Listening: What did we hear? Share personal insights & learnings
 - i. Identify Compelling Case for Change: ALL share responses to Prep Q#2
- III. Brainstorm "Strategic Level" Vision 2013: New Policy Direction Process & Roles**
 - a. Small groups (mixed): ALL share responses to Prep Q#3 & Q#4
 - i. Recommend Factors for Success: Relationship Protocols, Who needs to be at the table, Timeline...
 - b. Whole group: Present to Each Other & Synthesize Recommendations
- IV. Clarify Interim Plan**
 - a. In the meantime, how to best support the Interim Plan?
 - i. Address: Staff Surveys Summary Report
- V. Summarize Commitments & Next Steps**
 - a. Session debrief

Participant Prep Questions: Please answer the following questions to share in group discussions.

1. How does your role serve the Corvallis community? How do you measure success?
2. What will be the impact if relationships are not strengthened among the three organizations (BGCC, City, District) while waiting for the political process to run its course later in the year?
3. What's your preferred vision for 2013 - what would success look like (results and relationships)?
4. What will you do to help make this vision come true?

The CITY and the DISTRICT agree that:

1. Recreational Use of School Facilities. The DISTRICT will make available to the CITY for community recreation activities:
 - A. All permanently operated playground areas which are suitable for community recreation activities; these areas are to be determined by the Parks and Recreation Director of the CITY and approved by the City Manager and the Superintendent of the DISTRICT or their designated representatives.
 - B. The DISTRICT will allow the CITY to use other selected school facilities which are suitable for community recreation programs. These facilities are to be determined by the Parks and Recreation Director and approved by the City Manager and the Superintendent of the DISTRICT or their designated representatives.
 - C. The use of such selected school facilities shall be in accordance with the regular procedures of the DISTRICT granting permits for use of school facilities as provided for by laws of Oregon and the policies and procedures of the District Board.
 - D. Schedules shall be established for use of selected school facilities by designated representative of the District Superintendent and the City Manager.
 - E. Any CITY program operated in or on DISTRICT facilities shall be open and available to residents in the DISTRICT equally with residents in the City. The CITY, at its discretion, may charge adults living outside the City a higher fee to participate in recreation programs offered by the CITY in or on DISTRICT facilities or their designated representatives.
2. School Use of CITY Facilities. Consistent with usage by the general public, the CITY will make available to the DISTRICT selected CITY-owned parks and recreation facilities for DISTRICT use at no charge and on a space availability basis. These areas and facilities are to be selected by the Superintendent of the DISTRICT and the City Manager or their designated representatives.
3. Scheduling. A schedule of dates for use of the CITY and DISTRICT facilities will be worked out in advance. This schedule will be so arranged as to avoid any conflict between the DISTRICT and CITY use. In the scheduling of school facilities, school events and regularly scheduled school-related programs shall have first priority, the CITY shall have second priority and any other events by

other groups or agencies shall have third priority. In the scheduling of CITY facilities, the CITY shall have first priority, and the DISTRICT second priority, and others third.

- A. The schedule may be changed at the request of either party by mutual consent.
- B. School principals may advise in scheduling of an approved recreation program to be conducted by the CITY on or in the facilities under the principal's jurisdiction.
- C. School properties and facilities are not required for school purposes during certain evening hours and not certain days of the week and during summer vacation periods. It is, therefore, agreed that at such times suitable facilities will be made available for recreation use by the CITY and that designated school playgrounds will be open for public recreation use.

4. Rental and Other Charges.

- A. Youth Programs: The CITY agrees to pay a basic rental charge of \$7,600 to the DISTRICT for each fiscal year (July 1 to June 30) to cover utility costs and general maintenance. The charge is due and payable upon receipt of an invoice from the DISTRICT.
- B. Adult Programs: The CITY promises to pay a rental charge as outlined below. Charges indicated are for each three (3) hour or less block of time. Set up and clean up time shall not be included in the three (3) hour block. Adult programs shall be defined as any activity in which adults 18 years of age and over represent 50% or more of the total participation.

Rates:

- I. Regular Classroom - \$7.00: Shall be defined as rooms with teachers' desk, study tops, chairs, etc.
- II. Laboratory Classroom - \$14.20: Shall be defined as rooms used for Physics, Chemistry, Biology, Art Electronics, Business Education, Foreign Language Lab., Homemaking, Small Gym, etc.

- III. **Shop Classroom - \$18.90:** Shall be defined as rooms used for Wood Shop, Metal Shop, Agriculture Shop, Large Gym, Auto Shop, etc. Laboratory Classrooms or Shop Classroom use shall not include use of machinery or equipment. Chairs and tables may be used.
 - IV. **Fields - 70% of current Schedule of Fees:** Shall be defined as tracks, football, soccer, and baseball fields as well as any other outdoor area.
5. Supervision. The CITY agrees to provide personnel to supervise the recreation activities which take place after school hours and during holiday and vacation periods.
- A. It shall be permissible where such activities are beneficial to both school and recreation programs to allow the working hours of the CITY personnel to be integrated with school hours. In the event such activities are conducted during school hours with school children, the employee of the CITY shall be subject to the administrative authority and supervision of the principal of the school.
 - B. The personnel employed by the CITY shall be under the supervision of the Parks and Recreation Department except as outlined above.
6. Development by School District. The DISTRICT will install and maintain all fences, play apparatus and facilities necessary, in its judgment, for its school program. That equipment, apparatus, and facilities may be used by the CITY for community recreation purposes.
- A. The DISTRICT may participate and assist in recreation facility development on CITY lands where those facilities are designed to supplement normal school facilities.
 - B. The DISTRICT may participate and assist with equipment necessary for the community recreation program which are not included as a requirement for the school program. The facilities and equipment so furnished may be used by the DISTRICT for school purposes.

7. Maintenance. The maintenance of facilities on City-owned land shall be the responsibility of the CITY while the maintenance of facilities on DISTRICT land shall be the responsibility of the DISTRICT.
8. Disputes and Differences. In the event any dispute or difference arise as a result of this agreement, the dispute or difference shall be settled by the respective department heads of the DISTRICT and the CITY.
9. Contract Administration.

The parties designate the following as representative for purposes of administrating this agreement:

CITY: Dan Eden, Division Manager
Corvallis Parks and Recreation Department
1310 SW Avery Park Drive
Corvallis, OR 97333

DISTRICT: Fred Wright
Corvallis School District 509-J
1555 SW 35th Street
Corvallis, OR 97333

10. Responsibilities for Damage. The CITY shall be responsible for any damages to school property which are incurred as a result of any recreation activity being conducted by the Parks and Recreation Department. The DISTRICT shall be responsible for any damages to CITY property which are incurred as a result of any school activity being conducted by the CITY.
11. Hold Harmless. Subject to the limitations and conditions of the Oregon Tort Claims Act ORS 30-260-30.300, the parties agree to hold the other harmless, to indemnify and to defend the other, its officers, agents, volunteers and employees from any and all liability, actions, claims, losses, damages or other costs including attorneys fees and witness costs that may be asserted by any persons or entity

arising from, during, or in connection with the performance of the work described in this agreement. Nothing in this hold harmless shall be deemed to create a liability in excess of the Oregon Tort Claims limits for either party.

IN WITNESS WHEREOF, the parties herein have set their signatures.

CITY OF CORVALLIS .



Jon S. Nelson, City Manager

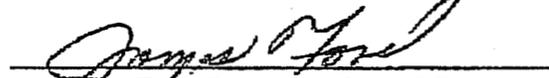
Date: 12-26-00

Approved as to Form:



City Attorney

CORVALLIS 509-J SCHOOL DISTRICT



Dr. James Ford, Superintendent of Schools

Date: 02/22/01

COMMUNITY USE OF DISTRICT FACILITIES

The Board supports the community education concept, which encourages the use of district facilities by community members for recreation, education, and service activities. All school and school-sponsored activities/events will maintain priority in facility use. The district reserves the right to grant permission for facility use and to deny any and all facility use permits at its sole discretion. The district will seek to recover all costs associated with the rental or leasing of all district facilities, but may establish criteria for a reduced fee or free use. The superintendent or designee(s) is authorized to cancel facility use permits when such action is in the best interests of the school district and/or the facility is needed for a school or school-sponsored activity or event.

Approval for use of a facility does not constitute approval or endorsement by the Board of the organization or group. The Board is not responsible for words or actions taken by organizations, groups, or individuals during their use of the buildings and or facilities.

Auxiliary Services Department, as designated by the superintendent, will provide oversight of the fee structure, contracts, availability, and scheduling of all district facilities and equipment.

The district reserves the right to require police supervision at any event the superintendent or designee deems necessary and to charge the user for the supervision.

The Board expects the users to treat the facilities with respect. The Board reserves the right to remove any facility from public use.

Short and long-term (over three months) use of district facilities must be made through the Auxiliary Services Department. The user must agree to all guidelines and conditions on the Facility Permit or the Contract for Facilities Use and Services. An individual, group, or organization may be denied future use of district facilities in the event of non-compliance of agreements, damage to facilities, improper use of facilities, or other harmful or illegal activities.

The superintendent shall establish administrative regulations for facility use, fees, and processes in accordance with policy.

END OF POLICY

Legal References:

ORS 330.430
ORS 332.107
ORS 332.172

December 19, 2000

**AGREEMENT BETWEEN THE CITY OF CORVALLIS
AND CORVALLIS SCHOOL DISTRICT NO. 509J**

THIS AGREEMENT is entered into this 26 day of Dec., 2000, by and between the CITY OF CORVALLIS, a municipal corporation of the State of Oregon, hereinafter called the "CITY" and Corvallis School District 509-J, hereinafter called the "DISTRICT."

The CITY and the DISTRICT are mutually interested in and concerned with the provision of adequate facilities for the recreation and physical well-being of the people of the City of Corvallis and the people of the District 509-J.

The DISTRICT has certain play areas, restrooms, auditoriums, gymnasiums, community rooms and other educational facilities under its jurisdiction owned and operated for school purposes, but suitable for a community recreation program. The CITY, in its Parks and Recreation Department, has in its employ certain personnel qualified to supervise, direct and conduct such a community recreation program.

For many years past, the CITY and the DISTRICT have maintained a cooperative working arrangement whereunder many school grounds and facilities have been and are being used for general recreation purposes, thus affording to the community greatly increased recreational opportunities at costs much below what would otherwise be necessary.

This agreement supersedes all prior agreements on this same subject and is made to continue and improve the cooperative efforts of the CITY and the DISTRICT.

1. Term.

This agreement shall remain in effect until terminated by either party. This agreement may be terminated by either party upon ninety (90) days written notice delivered to the representative. The CITY will not be obligated to make any payment to the DISTRICT for costs incurred after the date of termination.

2. Modifications/Deletions.

By mutual agreement, either party can amend this agreement with a thirty (30) days written notice delivered to the representative. It may be necessary from time to time to enter into supplementary agreements to deal with any proposed joint development of facilities on CITY and DISTRICT lands.

FACILITY USAGE RULES AND PROCEDURES

I. POLICY STATEMENT

The district cooperates with the community in providing use of the district facilities when possible without interference with the education and activity programs of the schools or the requirements for maintenance, operation, safety, and security of the physical plant and grounds.

II. APPLICATION PROCEDURE

Groups wishing to use district facilities must complete a facility use application, which may be obtained from the site's building use coordinator. To assure reservations of the facility, the application shall be submitted to the school or building office far enough in advance to allow ample time to properly plan for the use of the facility, preferably 15 working days before the scheduled event, but no more than six months in advance of use. (Long-term users with contracts are excluded and fall under a separate agreement. For information regarding long-term contract use contact the Facilities and Maintenance Division.) The application must be signed by the building use coordinator, approved, and on file in the Facilities and Maintenance office prior to usage of facilities.

Proof of liability insurance also is required for long-term users (use occurring for a period lasting more than three months) and intermittent users (use occurring at irregular intervals and/or over a time period of three months or less) and must be submitted to the Facilities office after the facility use application has been approved, and at least one business day prior to the use of the facility. Refer to the following sections for insurance requirements.

- VIII. Hold Harmless Agreement
- IX. Insurance Requirements

The facilities only can be used after the appropriate forms have been completed.

Subject to section III. Availability, it is the building administrator's responsibility to ascertain that the proposed activity:

- A. Will not be harmful to the school facility.
- B. Will not interrupt the school's programs.
- C. Will appropriately fit into the building use calendar.
- D. Will have adequate and appropriate supervision.
- E. Will not cause or allow a breach in security.
- F. Will comply with section XIV. Priority Use.
- G. Has a required clause to hold harmless the district.

The approved application supersedes any prior representations or agreements.

III. AVAILABILITY

- A. The district reserves the right to grant or deny permission for use of facilities at its sole discretion.
- B. Use of district facilities for church, partisan, political, or sectarian purposes may be granted; however, such approval does not imply district endorsement or sponsorship of these activities.
- C. Those organizations that have failed to pay for previous usage will be denied use until the past due debt is paid in full.
- D. Unauthorized use of the district facilities or failure to comply with the facility use application or administrative regulation may result in cancellation of application or denial of any future use.
- E. Nothing shall be sold, given, exhibited, or displayed unless prior written permission is granted by the district.
- F. Priority will be given in accordance with the guidelines established in Section XIV. Priority Use.
- G. If admission is charged, the district charge for the use of the facility will be the standard fee plus 15 percent of the gross gate. Donations and pledges are not considered admission fees.
- H. Summer use must be scheduled with the building at least five business days prior to the last day of school.

IV. CANCELLATION

Request for the cancellation of the application shall be made to the building use coordinator or the Facilities and Maintenance office no less than 48 business hours preceding the scheduled use of the facility. A regular charge shall be made in accordance with the usage application for the facility engaged and not used unless such notice to cancel is given.

The Board authorizes the superintendent/designee to cancel building use applications when it is apparent that such action is necessary for the best interests of the district. Whenever possible, the district will provide at least a 48-hour cancellation notice if a group's approval to use a facility must be revoked. Should a facility be closed due to loss of utilities, inclement weather, and/or other considerations, every effort will be made to communicate said closure and the facility use fee will be returned.

V. SUPERVISION

All groups using any facility will provide supervision. The building administrator/designee will determine and insert on the building use application the level and type of supervision required and may require that a district employee be present. A district staff representative likely will be required whenever a large group or many children will assemble, or in other situations in which potential for harm to person or property is high. Disagreements regarding the level of supervision required that cannot be resolved

FACILITY USAGE RULES AND PROCEDURES—KG-AR

(continued)

between the requestor and the building administrator/facilities manager should be appealed to the superintendent/designee.

When supervision by a district employee is requested or required the sponsoring group will be charged \$30.00 per hour for food service or other qualified employees. All district employees who are hired by the district to supervise will be paid through the district payroll department.

The district reserves the right to require certified security and/or law enforcement services at any event the administration deems necessary in its sole discretion and to charge the user the actual cost incurred by the district.

VI. SECURITY

District keys or keycards are not to be shared or given to non-district employees without appropriate record keeping and accountability. If the building administrator deems it necessary to issue a key and/or keycard, a \$25.00 deposit is required. The deposit will be retained at the school; it will be refunded when the key and/or keycard is returned or will be forfeited if the key and/or keycard is not returned by the date specified. Keys and keycards must be returned promptly.

VII. SAFETY, LIABILITY, AND CARE OF FACILITIES

Putting up decorations or scenery or moving pianos or other furniture is prohibited unless written permission is granted and inserted on facility use application. The use of school equipment and/or furniture is not included in the facility use application and is prohibited unless written permission is included in the facility use application. All electrical equipment and arrangements shall be controlled by the district or its representatives.

Representatives of the district must have access to all rooms at all times. The building administrator, designated supervisor, or facilities manager/designee has the right to stop any activity at any time if in his or her judgment there is a violation of Rules of Conduct for Use of District Facilities, KG-AR section XIII., or if the activity is deemed to be hazardous to personnel, property, equipment, or participants.

Any damages to district (e.g., grounds, building, or equipment) shall also be assumed by the user. If damages occur during the use of a facility, documentation must be provided by the event supervisor detailing the date, time, location, nature of the damage, and the responsible party. The building administrator and the Facilities and Maintenance office should be notified immediately and photos taken if possible.

Returning the facility and/or grounds to the condition it was prior to usage, including cleanup and the return of all keys and/or keycards is the responsibility of the user. Failure to comply will result in additional charges, including the cost of cleanup, repair, re-keying, and possible denial of future facility use.

FACILITY USAGE RULES AND PROCEDURES—KG-AR

(continued)

The maximum number of people permitted in the various buildings or facilities shall be restricted to any and all fire marshal requirements of the National Fire Protection Association (NFPA).

The district assumes no responsibility for personal properties left on the premises.

VIII. HOLD HARMLESS AGREEMENT

User shall release, indemnify, and hold harmless Corvallis School District, its directors, officers, and agents, from any and all claims and liabilities (including costs and attorneys fees) arising out of or in connection with user's use of Corvallis School District facilities. The release and indemnity agreement is intended to release Corvallis School District from any and all claims and liabilities, including but not limited to negligence by the Corvallis School District. This agreement shall appear on the application.

IX. INSURANCE REQUIREMENTS

Long-term users (use occurring for a longer period than three months) shall maintain liability insurance in the amount of not less than \$1,000,000 for comprehensive general liability including bodily injury or death and property damage per occurrence and not less than \$2,000,000 aggregate. User shall also provide workers' compensation coverage that satisfies Oregon law for their subject workers. The district shall be named as an additional insured and provide the district with 30 calendar days' written notice of cancellation or material modification of the insurance contract. A certificate of liability insurance with additional insured endorsement shall be provided by the user upon approval of the signed facility use application and on file in the Facilities office by one business day prior to the event.

Intermittent users (use occurring at irregular intervals and/or over a time period of three months or less) may apply for a waiver of insurance.

If the request is made in writing, exceptions for lower limits of insurance may be granted with the approval of the district's Risk Management office. User may need to consider purchasing event insurance from an insurance carrier.

Any organization sponsoring the use of a building and/or grounds shall assume liability for any accidents that occur upon the grounds or in the building during the times such facilities are in use under its direction.

X. SPECIALIZED FACILITIES, EQUIPMENT, AND USAGE

A. Gyms and Multipurpose Rooms

Appropriate (non-marking) gym shoes are required for all participants involved in active sports and games.

FACILITY USAGE RULES AND PROCEDURES—KG-AR
(continued)

B. Weight Rooms/Mat Room with Climbing Wall

Non-district use of weight rooms and the mat room with the climbing wall at Linus Pauling Middle School (LPMS) have special potential of injury to person or damage to property. Therefore, all weight rooms and the LPMS mat room with climbing wall are not available for use.

C. Kitchens and Cafeterias:

1. For activities that would not involve actual food preparation or operation of kitchen equipment (e.g., receptions), access to kitchen facilities will be allowed only under the supervision of an appropriate school employee whose responsibility would be to consult with the district's kitchen manager prior to the activity and to see that kitchen facilities are left as mutually agreed. Supervision would be an additional charge, as referenced in KG-AR section V.
2. For activities involving actual food preparation, district employed kitchen workers must be present. The actual number required depends upon the activity and must be determined by the district Food Service kitchen manager or director at an additional charge, as referenced in KG-AR section V.
3. Food labs are restricted and not available for use.

D. Computer Labs, Technology Classrooms

Non-district use of computer labs or technology classrooms (e.g., auto, wood, etc.), or arts rooms (e.g., photo, ceramics, jewelry labs) have special potential for damage to property or theft, as well as liability, and is generally prohibited.

The district electronic communication system has not been established as a public access service or a public forum. Commercial and/or inappropriate personal use of the district's system is strictly prohibited.

E. Playing Fields

Users renting playing fields without access to restroom facilities may be required to provide portable restrooms and garbage service for participants. Failure to comply will result in denial of future use. The district also reserves the right to restrict the use of fields due to weather or over-use.

F. Administration Office

The Corvallis School District 509J administration buildings are not available for outside use.

G. District Theaters

A separate facility use policy exists for the use of district theaters. Applications can be made by contacting the district theaters manager.

XI. RATE CATEGORIES

A. Groups Granted Free Use

The following groups, organizations, or activities will be granted free use of district facilities providing such use shall in no way interfere with or be detrimental to school functions. Such free use will be limited to those times when a district employee is on regularly scheduled duty. A charge will be made for the use of the facility when a district employee is required to be present or when extra heating, utility costs, or cleanup are incurred beyond the normal operating hours.

1. Parent club meetings and activities.
2. After-school district sponsored activities.
3. Wellness activities for district employees only.
4. Fundraising activities for educational, athletic or fine art purposes benefiting district programs.
5. Educational meetings or conferences pertaining to the operation of the district.
6. Other groups or organizations may apply for a granted free or reduced rate by submitting a Free Use or Reduced Rate Request form annually.

B. Groups Granted a Reduced Rate

1. **Specialized Instruction**
Individuals who provide individual instruction to enhance academic, athletic, or fine arts achievement of district students will be required to follow the facility use application procedure and submit proof of liability insurance or a signed waiver of insurance. The building administrator must approve all applications before any tutoring can take place. In lieu of a permit fee, the tutor shall pay 15 percent of whatever he/she charges students.
2. **Other Groups**
Other groups or organizations may apply for a granted free or reduced rate by submitting a Free Fee Use or Reduced Rate Request form annually. The requests will be accepted or rejected depending on whether they advance the district's education goals.

3. Groups Expected to Pay Regular Rate

The following groups, organizations, or activities will be expected to pay regular rate, as prescribed by the district's fee schedule.

- a. Schools other than those in the district.
- b. Political organizations.
- c. Commercial organizations.
- d. Religious organizations.
- e. Professional organizations.
- f. Fraternal organizations.
- g. Outside Labor Unions.
- h. Social groups.
- i. Recreational groups not covered by long-term use agreements.
- j. Fund raising activities where the net proceeds are identified and retained for the direct benefit of the patron.

4. Payment on Approval of Permit

Payment, when required, for use of a district facility shall be made to the district business office upon application approval, unless special arrangements have been made previously. Failure to pay will disqualify the group or user from use of district facilities.

XII. FREE FEE USE OR REDUCED RATE REQUEST FORM

All users requesting free use or use at a reduced rate must fill out and submit a Free Use or Reduced Rate Request for Corvallis School District 509J Facilities form. The form must be submitted with the users application to the facility they are requesting to use and must be approved by the building administrator before being submitted to the Facilities and Maintenance office for final approval.

XIII. RULES OF CONDUCT FOR USE OF DISTRICT FACILITIES

- A. Users are required to sign the Rules For the Use of District Facilities statement before facility use is granted (see Attachment D).
- B. The facility use application shall list any exceptions to the rules and regulations covering the community use of buildings or grounds.

XIV. PRIORITY USE

The district supports the community education concept, encouraging the use of district facilities by the community for recreation, education, and service activities. There is a strong desire to be supportive of as many services and opportunities for patrons as possible. The district acknowledges that community programs and groups must work together collaboratively to ensure the success of all programming options.

FACILITY USAGE RULES AND PROCEDURES—KG-AR
(continued)

The district reserves the right to restrict use of facilities at any time during the year due to condition and safety. Notice will be posted and every effort will be made to contact groups with pending reservations should facilities be closed.

The district additionally reserves the right to cancel outside use of facilities due to loss of utilities, inclement weather, and/or other considerations. Every effort will be made to communicate said closures.

Unused facilities may be rented under conditions separate from the guidelines described within this document; unused classrooms within facilities currently operating as 509J schools may also be leased to community groups fostering an early childhood opportunity that fits the needs of the district or school, e.g., early childhood programs operating in elementary schools.

Long-term (longer than three months) rental/leases of district facilities (both active schools and inactive facilities) require a negotiated contract and will be reviewed on a case by case basis with specific review as to the potential impacts on the educational environment. The guidelines noted within this document are intended for use specifically with short-term situations.

A. Key Considerations for Developing Priorities

1. Does it serve our students?
2. Does it help our students meet identified achievement goals?
3. Does it promote better learning for our students?
4. Does it promote an opportunity for all to learn skills and sportsmanship?
5. Does it meet community's need for after school care and help keep our students safe and supervised?
6. Does it serve the needs of the community?

B. School Day Priorities

1. First priority will be given to Corvallis School District programs. No outside use will be considered until district program needs, including athletics and activities, are met. Student program needs will outweigh the needs of programs focused on staff.
2. Second priority will be given to district-sponsored programs operating for the benefit of district students.
3. Third priority will be given to volunteer organizations with the primary focus to support district students in district curriculum.
4. Other outside uses during the school day are generally prohibited.

C. Non School Day and After School Day Priorities

1. First priority will be given to Corvallis School district programs. No outside use will be considered until district maintenance and educational

FACILITY USAGE RULES AND PROCEDURES—KG-AR

(continued)

- program needs (including, but not limited to parent open houses, performances, athletics, and activities) are met. Student programs will receive priority scheduling over adult/staff programs.
2. Second priority will be given to district-sponsored programs operating for the benefit of district students.
3. Third priority will be given to non-profit programs designed to build skills of district students in non-cut/all-play activities allowing every interested student to participate.
4. Fourth priority will collaboratively take into consideration the need for non-profit programs designed to develop skills of district students in competitive activities and non-profit adult recreation.
5. Fifth priority will be given to non-profit groups and government organizations conducting activities for adults, or intended for mixed adult and youth participants.
6. Sixth priority will be given to organized groups not recognized as non-profit or private individuals engaging in activities for the benefit of students and community patrons.
7. Final priority is fund-raising activities, with priorities given first to non-profit groups, then to private individuals, and lastly, to for-profit organizations.

D. Additional Guidelines

1. Meetings will be held seasonally for the purpose of allocating facilities and fields. Meeting dates and times will be determined by the Facilities and Maintenance office. Participants will include representatives from the Corvallis School District 509J and contracted community partners such as Boys and Girls Club and the City of Corvallis.
2. Practices for individual teams within priority programs may be limited so the district's available space serves as many community needs as possible.
3. Age-appropriate placement is advised whenever possible (i.e., middle school aged programming should be scheduled at a middle school, elementary programming should be scheduled at an elementary school). It is recommended that adult activities be placed at either high school or middle school facilities.
4. Age-appropriate timing is preferred.

XV. FEE SCHEDULES

A minimum base fee is charged for the first three hours with an additional hourly fee after that. Fees include user's set up and break down times needed to access the building or grounds. Fees also are determined by school days (non-school hours) and non-school days. Non-school days are charged at a higher rate than school days (non-school hours). Additional fees may be charged to the user if supervision, kitchen, or custodial staff is required.

FACILITY USAGE RULES AND PROCEDURES—KG-AR
(continued)

FACILITY USAGE FEES—Attachment A

	School Days (non-school hours*)		Non-School Days*	
	Base Rate First 3 Hours	Each Extra Hour	Base Rate First 3 Hours	Each Extra Hour
ELEMENTARY/K-8 SCHOOL FACILITIES				
Classroom	\$ 44.00	\$ 10.00	\$ 72.00	\$ 20.00
Cafeteria	\$150.00	\$ 24.00	\$240.00	\$ 50.00
Cafeteria & Kitchen**	\$210.00	\$ 30.00	\$300.00	\$ 60.00
Gymnasium	\$200.00	\$ 36.00	\$340.00	\$ 58.00
Classroom w/computers***	\$ 90.00	\$ 30.00	\$320.00	\$ 48.00
MIDDLE SCHOOL FACILITIES				
Classroom	\$ 44.00	\$ 10.00	\$ 72.00	\$ 20.00
Special Classroom (shops, etc)	\$ 72.00	\$ 20.00	\$120.00	\$ 38.00
Cafeteria	\$210.00	\$ 30.00	\$330.00	\$ 60.00
Cafeteria & Kitchen**	\$290.00	\$ 42.00	\$410.00	\$ 82.00
Gymnasium	\$270.00	\$ 60.00	\$480.00	\$ 88.00
Classroom w/computers***	\$ 90.00	\$ 30.00	\$450.00	\$ 80.00
HIGH SCHOOL FACILITIES (including Harding)				
Classroom	\$ 44.00	\$ 10.00	\$ 72.00	\$ 20.00
Special Classroom (shops, etc)	\$ 72.00	\$ 20.00	\$120.00	\$ 38.00
Cafeteria	\$210.00	\$ 30.00	\$330.00	\$ 60.00
Cafeteria & Kitchen**	\$290.00	\$ 42.00	\$410.00	\$ 82.00
Small Gymnasium				
Gymnasium	\$270.00	\$ 60.00	\$480.00	\$106.00
Classroom w/computers***	\$ 90.00	\$ 30.00	\$480.00	\$106.00
Special Use Permit Fee (all facilities)	\$ 50.00 Per Day			

District Athletic Fields Charge has a separate schedule listing charge by field.

District Theaters have a separate rate sheet that can be obtained from the District Theaters Office.

(Minimum base rate of three hours will be charged.)

*Supervision or Custodial coverage may be required on non-school days at an additional rate of \$30/hour

**Cafeteria and Kitchen - Permission from Food Service/additional charge for kitchen supervisor required

***Classroom with computers - Additional permission required for security purposes

FACILITY USAGE RULES AND PROCEDURES—KG-AR
(continued)

FIELD USAGE FEES—Attachment B

	School Days (non-school hours*)		Non-School Days*	
	Rate	Each Additional Hour	Rate	Each Additional Hour
ELEMENTARY/K-8 SCHOOL FACILITIES All fields per field	\$ 60.00 per day	n/a	\$ 60.00/Day	n/a
MIDDLE SCHOOL FACILITIES Football Field	\$ 60.00 base rate	\$ 18.00/hr	\$ 60.00 base	\$ 18.00/hr
Track	\$ 60.00 base rate	\$ 18.00/hr	\$ 60.00 base	\$ 18.00/hr
All other fields per fields	\$ 60.00 per day	n/a	\$ 60.00/day	n/a
HIGH SCHOOL FACILITIES CVHS Football Field	\$ 60.00 base rate	\$ 18.00/hour	\$60.00 base	\$ 18.00/hr
CVHS Track	\$ 60.00 base rate	\$ 18.00/hour	\$60.00 base	\$ 18.00/hr
*CHS Artificial Turf/Track	\$ 85.00/hour	\$ 85.00/hour	\$ 85.00/hr	\$ 85.00/hr
Baseball Fields	\$ 60.00 base rate	\$ 18.00/hour	\$ 60.00 base	\$ 18.00/hr
Softball Fields	\$ 60.00 base rate	\$ 18.00/hour	\$ 60.00 base	\$ 18.00/hr
Soccer Fields	\$ 60.00 base rate	\$ 18.00/hour	\$ 60.00 base	\$ 18.00/hr

(Minimum base rate consists of the first three hours)

Certificate of Liability Insurance required.

Supervision or Custodial coverage may be required on non-school days at an additional rate of \$30/hour

*CHS Artificial Turf/Track subject to approval by Athletic Director & Facilities.

Attachment C

Request must be received 15 business days prior to your event



**Free Use or Reduced Rate Request
For Corvallis School District 509J Facilities**

Requesting Organization _____ Date _____

Organization Description (check one):

- Non-profit, tax exempt status designation (attach copy of IRS certification)
- Corvallis School District 509J
- Benton County/City of Corvallis
- Business
- Individual

Organization Representative (print name) _____
(First) (Last)

Mailing Address (print) _____
(Street or PO Box)

(City) (State) (Zip)

Daytime Contact Number () _____

Requesting (please check one or both): Free Use Reduced Rate

Briefly describe the activity for which you are requesting free use or fee reduction of a facility:

Signed _____ Date _____

Application request attached Certificate of liability insurance attached

For Office Use Only

1. Organization meets the basic eligibility requirements for a fee exemption/reduction? Yes No
2. Are permits approved for the dates and times requested? Yes No
3. Will the district incur extra costs (i.e., additional staff time) if this fee exemption is granted? Yes No
(If "yes" approximately how much additional cost and for what?) \$ _____ for _____
4. What is the projected rental value of the facility use (if available)? \$ _____
5. The recommendation regarding this rental fee exemption or reduction request is:
 - Approved Free Use / Reason:
 - Approved Reduced Rate / Terms of reduction:
 - Denied / Reason:

Building Administrator _____ Date _____

Facilities Administrator _____ Date _____

This application for an exemption/reduction of rental fees is: Approved Denied

Reason Denied _____

FACILITY USAGE RULES AND PROCEDURES—KG-AR
(continued)

Attachment D

Corvallis 509J Public School District
Rules For the Use of District Facilities

Violation of any of the following rules may lead to cancellation of the facility use application and denial of any future use.

1. All groups will provide adequate and appropriate supervision.
2. Any organization sponsoring the use of the building or grounds shall assume all liability for any accidents that occur upon the grounds or in the buildings.
3. Participants are not to enter the building until the time specified in the facility use application.
4. All participants and the accompanying audience are to remain in the agreed upon area as described by the facility use application.
5. Use, possession or sale of alcoholic beverages or illegal substances is prohibited anywhere on district property. This also includes any usage of these substances inside private vehicles.
6. Use, possession or sale of tobacco or illegal substances is prohibited anywhere on school district property. This also includes any usage of these substances inside private vehicles.
7. The user is responsible for control of the audience and participants to prevent running around the building, bouncing balls, playing on unauthorized equipment, littering the premises or damaging property.
8. Harassment of school district personnel or other users of the facility may be cause for the cancellation of the facility use application.
9. Failure to return a key in a timely manner may result in forfeiting the key security deposit.
10. Unauthorized use of district facilities or failure to comply with all the conditions of the facility use application or policy will result in cancellation of the application and denial of future facility use.
11. The building and grounds being used are to be left in good condition. Litter and spills are to be cleaned up by the user or an additional fee will be charged to the user.
12. Abuse of gym equipment such as backboards, rims, nets and bleachers will not be tolerated and may lead to the cancellation of the facility use application and denial of future facility use.
13. District programs have priority for the use of facilities and may cause cancellation of use by outside groups.
14. Banners and advertising must comply with district standards and applicable board policy.
15. Parking of motorized vehicles is prohibited on district fields.
16. Any use of any type of open flame cooking devices requires prior special approval.
17. User and attendees must abide by school board policy KGB, Public Conduct on District Property.

I have read and agree to these rules.

Group or Organization: _____

Print Name: _____

Signature: _____ Date _____

It is mutually understood in this agreement that the user will abide by all Corvallis School District rules governing community use of district facilities and be totally responsible and liable for user's activities. User agrees to indemnify, defend and hold harmless Corvallis School District 509J from any and all liability arising from any act or omission related to the use of district facilities, including, but not limited to the content or any activities occurring on district property. It is further understood that the area used will be left in an orderly condition, and that the organization will assume full responsibility for any unnecessary breakage or destruction of property beyond normal use. A Certificate of Liability Insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate for long-term users is required and must accompany this form.

**BEFORE THE LAND USE BOARD OF APPEALS
OF THE STATE OF OREGON**

RECEIVED

Arthur and Barbara Boucot, Lance Caddy,)
Sheryl Oakes Caddy, Joe and Pam Casprowiak,)
Laurie Childers, William Koenitzer, Susan and)
Jeffrey Morr , John Selker, Robert Smythe,)
George and Lucinda Taylor, Carolyn Ver Linden,)
Elizabeth Waldron & James and Patricia Wohlwend)
Petitioners,)
v.)
City of Corvallis,)
Respondent.)

MAY 25 2011
CITY MANAGERS
OFFICE

LUBA No. 2011-_____

NOTICE OF INTENT TO APPEAL

I.

Notice is hereby given that petitioners intend to appeal the City of Corvallis' land use decision approving the Brooklane Heights Stormwater Plan for the Conceptual and Detailed Development Plan / Tentative Subdivision Plat of the Brooklane Heights Planned Development (PLD06-00018/SUB06-00006). The notice of disposition is attached as Exhibit 1. The decision became final on May 2, 2011 and follows two Land Use Board of Appeals (LUBA) Remands and subsequent LUBA affirmation of a City of Corvallis land use decision to approve the application subject to Conditions of Approval, reversing the Planning Commission's unanimous decision to deny the planned development application. This Notice provides names, addresses, telephone numbers and signatures of all petitioners.

II.

Lead petitioner is Susan Morr , 2775 SW Fairmont Drive, Corvallis, Oregon, 97333, telephone 541-753-4234. Additional petitioners are: Arthur and Barbara Boucot, 2850 SW Fairmont Drive, Corvallis, Oregon, 97333, telephone 541-757-1639; Lance and Sheryl Oakes Caddy, 2725 SW Fairmont Drive, Corvallis, Oregon, 97333, telephone 541-752-7072; Joe and Pam Casprowiak, 2640 SW Brooklane Drive, Corvallis, Oregon, 97333, telephone 541-757-9974; Laurie Childers and John Selker, 2675 SW Fairmont Drive, Corvallis, Oregon, 97333, telephone 541-757-9025; William Koenitzer, 4240 SW Fairhaven Drive, Corvallis, Oregon, 97333, telephone 541-754-0656; Jeffrey Morr , 2775 SW Fairmont Drive, Corvallis, Oregon, 97333, telephone 541-753-4234; Robert Smythe, 2758 SW Fairmont Drive, Corvallis, Oregon, 97333, telephone 541-757-6357; George and Lucinda Taylor, 2795 SW Fairmont Drive, Corvallis, Oregon, 97333, telephone 541-757-1863; Carolyn Ver Linden, 644 SW 5th Street, Corvallis,

Oregon, 97333, telephone 541-752-7132; Elizabeth Waldron, 2610 NW Glenwood Drive, Corvallis, Oregon, 97330, telephone 541-753-2207, and James and Patricia Wohlwend, 2695 SW Fairmont Drive, Corvallis, Oregon, 97333, telephone 541-754-0740.

III.

Respondent City of Corvallis has as its mailing address and telephone number: City of Corvallis, 501 SW Madison Ave., PO Box 1083, Corvallis, Oregon 97339-1083 and telephone number 541-766-6900. Respondent has as its legal counsel Scott Fewel or Jim Brewer, Corvallis City Attorney, 456 SW Monroe, Suite #101, Corvallis, Oregon, 97333; telephone 541-766-6909.

IV.

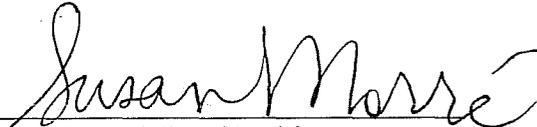
The applicant/owner Stephen Schaberg has as his address Stephen Schaberg, 2535 SW Whiteside Drive, Corvallis, Oregon, 97333. The applicant was represented in the proceeding below by land use planning consultant Scott Wright of Metolius Consulting, 2690 SW Fairmont Drive, Corvallis, Oregon, 97333.

Other persons mailed written notice of the land use decision by the City of Corvallis, as indicated in its records in this matter, include those persons listed on Attachment A, page 1, hereto attached.

NOTICE

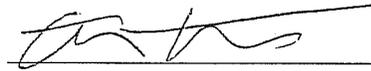
Anyone who desires to participate as a party in this case before the Land Use Board of Appeals must file with the Board a Motion to Intervene in this proceeding pursuant to OAR 661-010-0050.

Dated this 23rd day of May 2011.

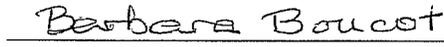

Susan Morré, Lead Petitioner

(Signatures of all petitioners follow on Page 3 of this Notice of Intent to Appeal.)

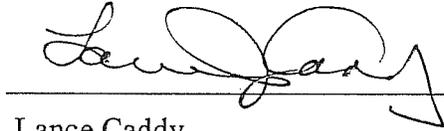
Petitioners:



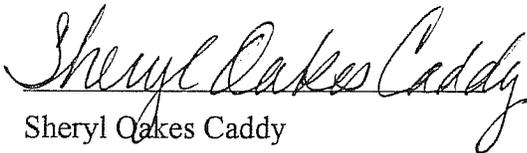
Arthur Boucot



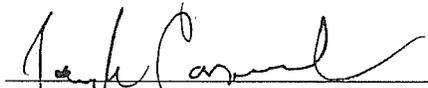
Barbara Boucot



Lance Caddy



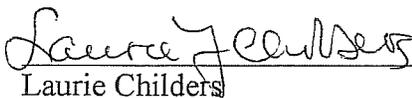
Sheryl Oakes Caddy



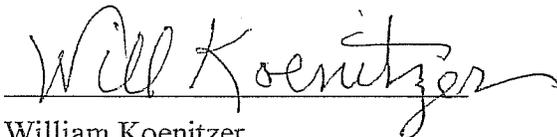
Joe Casprowiak



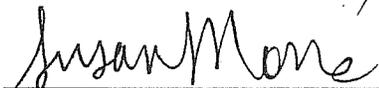
Pam Casprowiak



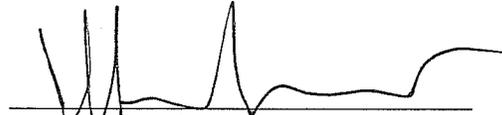
Laurie Childers



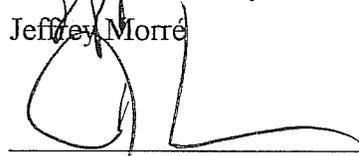
William Koenitzer



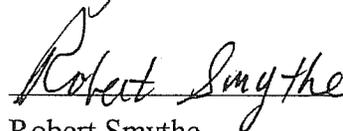
Susan Morré



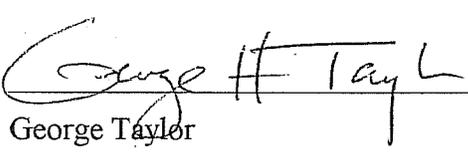
Jeffrey Morré



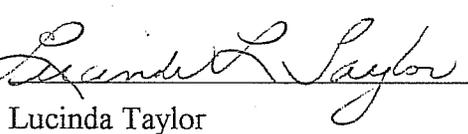
John Selker



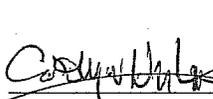
Robert Smythe



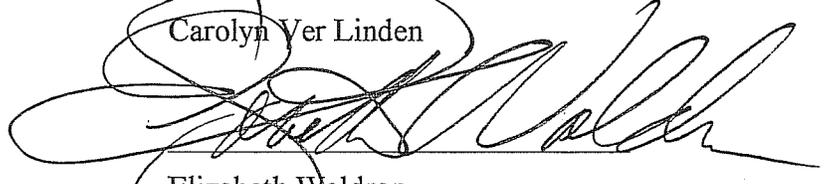
George Taylor



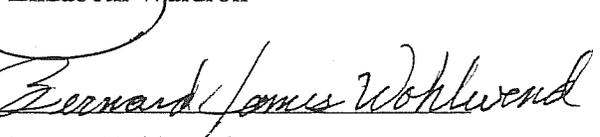
Lucinda Taylor



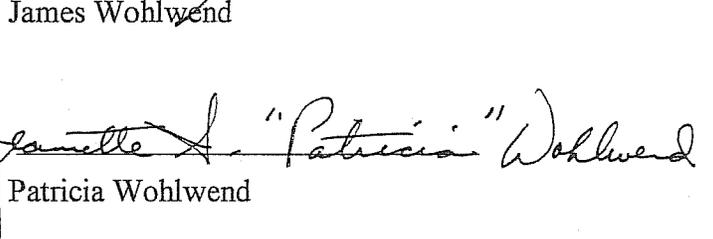
Carolyn Ver Linden



Elizabeth Waldron



James Wohlwend



Patricia Wohlwend

CERTIFICATE OF FILING

I hereby certify that on May 23, 2011, I filed the original and two copies of this **Notice of Intent to Appeal**, together with a check for the filing fee and deposit for costs in the amount of \$400, by hand to the Land Use Board of Appeals, at 550 Capitol Street NE, Suite 235, Salem, OR 97301.

Dated this 23rd day of May, 2011.

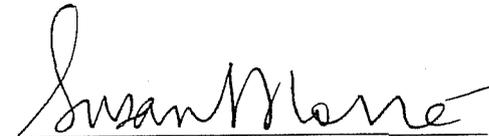


Susan Morré
Lead Petitioner

CERTIFICATE OF SERVICE

I hereby certify that on May 23, 2011, I caused to be served true and correct copies of this **Notice of Intent to Appeal** on all persons and entities listed in paragraphs II, III and IV of this notice, pursuant to OAR 661-010-0015(2), by first-class mail to the mailing addresses listed on page 1 of Attachment A, hereto attached.

Dated this 23rd day of May, 2011.



Susan Morré
Lead Petitioner

Steve Rogers

- Hired May 1989 as the Public Works Maintenance Division Manager
- Appointed Public Works Director in February 2001
 - *Inclusive
 - *Communicator
 - *Community Perspective

Public Works Accomplishments Under Steve's Leadership

- Fareless transit system setting ridership records
- Transportation maintenance fee to protect street infrastructure
- Watershed Stewardship Plan; approved and implemented
- Nationally recognized sustainability program
- Oregon Department of Transportation/Federal Highway Administration

Engineering Staff Certification: First in State

- Up-to-date and competitively priced utilities
- Projects too numerous to list:
 - *CSO/Riverfront completion
 - *Shovel-ready industrial park
 - *Safety sidewalk program
 - *City Hall seismic and block planning
 - *Utilities, street, and airport infrastructure projects
 - *Stormwater demonstration project
 - *United Chrome
 - *Traffic calming
 - *ARRA & EECBG investments
 - *Parking District C
 - *Intermodal mall
 - *Internal/external partnerships
 - *Conservation initiatives
 - *TMDL



In grateful appreciation to

Steve Rogers

Corvallis Public Works Director

in recognition of twenty-two years
of distinguished service to the
City of Corvallis

1989 - 2011



6/14/11 M/CC - FYI, K

Benton County Sheriff's Office

Diana Simpson, Sheriff

Emergency Management, Search & Rescue
180 NW 5th Street, Corvallis, OR 97330
541.766.6864 FAX 541.766.6052

June 13, 2011

To: Diana Simpson, Sheriff, Benton County
Jon Nelson, City Manager, City of Corvallis
Roy Emery, Fire Chief, Corvallis Fire Department
Gary Boldizar, Police Chief, Corvallis Police Department

From: Erik Rau, Emergency Services Planner

Re: Selected activities and completed tasks from 2011 May 01 to 2011 May 31

Outreach & Community Preparedness:

- Facilitated public meeting on earthquake preparedness at Linus Pauling Middle School with representatives from Oregon State University and Oregon Emergency Management. Meeting attendance was approximately 130.
- Conducted Map Your Neighborhood training for group at 35th & Lincoln.
- Conducted preparedness presentation for Community Services Consortium staff.
- Taught first aid for Kings Valley outdoor school 6th grade class

Preparedness & Hazard Mitigation Projects:

- Met with representatives of Oregon Emergency Management to establish support for potential seismic retrofitting of Benton County Courthouse.

Emergency Operations Plan (EOP):

- Continued review of Benton County and City of Corvallis EOP's in order to conduct a formal update of the County plan through 2011.

National Incident Management System (NIMS) compliance:

- Acted as a coordinating resource for NIMS queries and information from City & County departments, and local public safety agencies.

Continuity of Operations Planning (COOP):

- Acted as coordinating resource for COOP queries and information from City & County departments

Other activities:

- Attended and became certified in FEMA 154: Rapid Visual Assessment of structures for earthquake hazards.
- Assisted with annual BCSO search & rescue class overnight exercise and attended graduation celebration.
- Continued participation in Local Emergency Planning Committee meetings.
- Continued participation in Linn-Benton Vulnerable Population planning meetings.



**ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS**

June 16, 2011

MEETING DATE	AGENDA ITEM
June 22	No meeting
July 6	<ul style="list-style-type: none"> Property Tax-Related Financial Policies Review
July 20	No meeting
August 3	<ul style="list-style-type: none"> Land Use Application Fees Review Council Policy Review: <ul style="list-style-type: none"> CP 91-3.02, "City Compensation Policy"
August 17	
September 7	<ul style="list-style-type: none"> Land Use Application Fees Review
September 21	<ul style="list-style-type: none"> Economic Development Allocations Fourth Quarter Report
October 5	<ul style="list-style-type: none"> Fourth Quarter Operating Report Council Policy Reviews: <ul style="list-style-type: none"> CP 04-1.09, "Public Access Television" CP 93-1.06, "Guidelines for Use of the City Logo" CP 94-2.09, "Council Orientation" CP 91-3.04, "Separation Policy"
October 19	<ul style="list-style-type: none"> Council Policy Review: <ul style="list-style-type: none"> CP 08-1.11, "Identity Theft Prevention and Red Flag Alerts"
November 9	<ul style="list-style-type: none"> Council Policy Reviews: <ul style="list-style-type: none"> CP 91-2.03, "Expense Reimbursement" CP 98-2.10, "Use of E-Mail by Mayor and City Council" Comprehensive Annual Financial Report
November 23	<ul style="list-style-type: none"> Utility Rate Annual Review
December 7	<ul style="list-style-type: none"> Council Policy Review: <ul style="list-style-type: none"> CP 91-2.02, "Council Process" CP 97-10.01 - 10.08, "Financial Policies" First Quarter Operating Report
December 21	

ASC PENDING ITEMS

- Economic Development Policy on Tourism
- Utility Rate Structure Review
- Voluntary Donations on Electronic Utility Payments

Community Development
Public Works
Finance

Regular Meeting Date and Location:

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

**HUMAN SERVICES COMMITTEE
SCHEDULED ITEMS**

June 16, 2011

MEETING DATE	AGENDA ITEM
June 21	No meeting
July 6	<ul style="list-style-type: none"> • Corvallis Farmers Market Annual Report • Greenbelt Land Trust Bald Hill Land Acquisition • Parks and Recreation Annual Fee Review
July 19	<ul style="list-style-type: none"> • Willamette Neighborhood Housing Services Third Quarter Report • Declaration of Cooperation Between City/Benton County/Greenbelt Land Trust
August 2	
August 16	<ul style="list-style-type: none"> • Social Services Semi-Annual Report
September 7	
September 20	<ul style="list-style-type: none"> • Rental Housing Program Annual Report • Willamette Neighborhood Housing Services Fourth Quarter Report • Communication Plan Annual Report
October 4	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 93-4.11, "Public Library Policy for Selecting and Discarding Materials" • CP 99-4.14, "Use of City Hall Plaza and Kiosk"
October 18	
November 8	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-4.01, "Guidelines for Selling in Parks"
November 22	
December 6	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-1.03, "Naming of Public Facilities and Land" • CP 92-5.04, "Hate/Bias Violence"
December 20	

HSC PENDING ITEMS

- | | |
|---|---|
| <ul style="list-style-type: none"> • Council Policy Review: CP 00-6.05, "Social Service Funding Policy" • Indoor Furniture Placed Outdoors • Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks) | <p>Community Development</p> <p>Community Development</p> <p>Parks & Recreation</p> |
|---|---|

Regular Meeting Date and Location:

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

**URBAN SERVICES COMMITTEE
SCHEDULED ITEMS**

June 16, 2011

MEETING DATE	AGENDA ITEM
June 23	<ul style="list-style-type: none"> • Airport Base Lease Rates Adjustment • Airport Lease – Skoro • Airport Lease Addendum – Hand
July 7	<ul style="list-style-type: none"> • Food Carts
July 21	
August 4	No meeting
August 18	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 99-7.14, "Prepayment for Public Street Improvements"
September 8	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 02-7.15, "Fee-in-Lieu Parking Program"
September 22	
October 6	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-7.01, "Assessments - Sanitary Sewer and Water System Improvements" • CP 91-7.02, "Assessments - Storm System" • CP 91-7.03, "Assessments - Street Improvements" • CP 91-7.11, "Water Main Extensions and Fire Protection" • CP 91-8.01, "Watershed Easement Considerations" • CP 91-9.04, "Street Lighting Policy" • CP 08-9.07, "Traffic Calming Program"
October 20	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 04-1.08, "Organizational Sustainability"
November 10	
November 24	No meeting
December 8	<ul style="list-style-type: none"> • Council Policy Review: <ul style="list-style-type: none"> • CP 91-7.09, "Traffic Control Devices, Cost of" • CP 91-7.10, "Water Line Replacement Policy" • CP 91-9.01, "Crosswalks"
December 22	

USC PENDING ITEMS

- Council Policy Review: CP 91-7.04, "Building Permits" Community Development
- Council Policy Review: CP 91-9.03, "Residential Parking Permit District Fees" Public Works
- Energy Efficiency and Conservation Block Grant (EECBG) Program Update Public Works
- Fire Protection Services in Health Hazard Residential Areas Fire
- Reducing Potential for Fire Spread Involving Natural Resources Fire
- Traffic Calming Program Public Works

Regular Meeting Date and Location:

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

UPCOMING MEETINGS OF INTEREST



City of Corvallis

JUNE - OCTOBER 2011
(Updated June 16, 2011)

JUNE 2011

Date	Time	Group	Location	Subject/Note
16	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
18	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein	
20	12:00 pm	City Council	Downtown Fire Station	
20	7:00 pm	City Council	Downtown Fire Station	
24	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
22	7:30 am	City Legislative Committee	Gornell Meeting Room	
22	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
23	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
23	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
25	10:00 am	Government Comment Corner	Library Lobby - TBD	
27	4:30 pm	Airport Industrial Park Plng Cmte	Downtown Fire Station	
28	12:00 pm 4:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	

JULY 2011

Date	Time	Group	Location	Subject/Note
1	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
2		No Government Comment Corner		
4		City Holiday - all offices closed		
5	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
5	12:00 pm	City Council	Downtown Fire Station	
5	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
5	7:00 pm	City Council	Downtown Fire Station	
6	7:30 am	City Legislative Committee	Gornell Meeting Room City Hall Meeting Room A	
6	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
6	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
6	7:00 pm	Planning Commission	Downtown Fire Station	
7	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
7	7:00 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
9	10:00 am	Government Comment Corner	Library Lobby - TBD	
11	3:00 pm	Economic Development Cmsn	Downtown Fire Station	
12	7:00 pm	Historic Resources Commission	Downtown Fire Station	
13	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
13	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
14	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
16	10:00 am	Government Comment Corner	Library Lobby - Hal Brauner	
18	12:00 pm	City Council	Downtown Fire Station	
18	7:00 pm	City Council	Downtown Fire Station	
19	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
19	7:00 pm	Historic Resources Commission	Madison Avenue Mtg Rm	special meeting

Date	Time	Group	Location	Subject/Note
20	7:30 am	City Legislative Committee	Cornell Meeting Room	
			City Hall Meeting Room A	
20	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
20	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
20	5:00 pm	City Council Executive Session	Madison Avenue Mtg Rm	City Manager recruitment
20	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
20	7:00 pm	Planning Commission	Downtown Fire Station	
21	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
21	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
23	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
25	4:30 pm	Airport Industrial Park Plng Cmte	Downtown Fire Station	
26	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
28	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
30	10:00 am	Government Comment Corner	Library Lobby - Linda Modrell	

AUGUST 2011

Date	Time	Group	Location	Subject/Note
1	12:00 pm	City Council	Downtown Fire Station	
1	7:00 pm	City Council	Downtown Fire Station	
2	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
2	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
2	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
3	7:30 am	City Legislative Committee	Cornell Meeting Room	
			City Hall Meeting Room A	
3	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
3	7:00 pm	Planning Commission	Downtown Fire Station	
3	7:30 pm	Library Board	Library Board Room	
4	TBD	City Council	to be determined	City Manager interviews
4	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
4	7:00 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
5	TBD	City Council	to be determined	City Manager interviews
5	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
6	10:00 am	Government Comment Corner	Library Lobby - TBD	
8	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
9	7:00 pm	Historic Resources Commission	Downtown Fire Station	
10	8:20 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
10	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
11	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
13	10:00 am	Government Comment Corner	Library Lobby - TBD	
15	12:00 pm	City Council	Downtown Fire Station	
15	7:00 pm	City Council	Downtown Fire Station	
16	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
17	7:30 am	City Legislative Committee	Cornell Meeting Room	
			City Hall Meeting Room A	
17	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
17	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
17	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
17	7:00 pm	Planning Commission	Downtown Fire Station	
18	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	

Date	Time	Group	Location	Subject/Note
18	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
20	10:00 am	Government Comment Corner	Library Lobby - Julie Manning	
22	4:30 pm	Airport Industrial Park Plng Cmte	Downtown Fire Station	
23	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
25	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
27	10:00 am	Government Comment Corner	Library Lobby - TBD	

SEPTEMBER 2011

Date	Time	Group	Location	Subject/Note
1	7:00 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
2	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
3		No Government Comment Corner		
5		City Holiday - all offices closed		
6	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
6	12:00 pm	City Council	Downtown Fire Station	
6	7:00 pm	City Council	Downtown Fire Station	
7	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
7	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
7	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
7	7:00 pm	Planning Commission	Downtown Fire Station	
7	7:30 pm	Library Board	Library Board Room	
8	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
8	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
10	10:00 am	Government Comment Corner	Library Lobby - Dan Brown	
12	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
12	7:00 pm	Mayor/City Council/City Manager Quarterly Work Session	Madison Avenue Mtg Rm	tentative
13	7:00 pm	Ward 5 Meeting (Beilstein)	to be determined	City sponsored
13	7:00 pm	Historic Resources Commission	Downtown Fire Station	
14	8:20 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
14	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
15	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
19	12:00 pm	City Council	Downtown Fire Station	
19	7:00 pm	City Council	Downtown Fire Station	
20	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
21	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
21	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
21	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
21	7:00 pm	Planning Commission	Downtown Fire Station	
22	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
22	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
24	10:00 am	Government Comment Corner	Library Lobby - Richard Hervey	
26	4:30 pm	Airport Industrial Park Plng Cmte	Downtown Fire Station	
27	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	

OCTOBER 2011

Date	Time	Group	Location	Subject/Note
1	10:00 am	Government Comment Corner	Library Lobby - Jeanne Raymond	

Date	Time	Group	Location	Subject/Note
3	12:00 pm	City Council	Downtown Fire Station	
3	7:00 pm	City Council	Downtown Fire Station	
4	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
4	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
4	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
5	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
5	7:30 pm	Library Board	Library Board Room	
6	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
7	7:00 am	Bicycle & Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
8	10:00 am	Government Comment Corner	Library Lobby - Hal Brauner	
10	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
11	7:00 pm	Ward 3 (Hervey) meeting	TBD	City sponsored
12	8:20 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
13	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
15	10:00 am	Government Comment Corner	Library Lobby - Julie Manning	
17	12:00 pm	City Council	Downtown Fire Station	
17	7:00 pm	City Council	Downtown Fire Station	
18	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
19	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
19	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
20	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
20	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
22	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
25	12:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
27	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
29	10:00 am	Government Comment Corner	Library Lobby - Mark O'Brien	

Bold type – involves the Council ~~Strikeout~~ type – meeting canceled *Italics* type – new meeting
TBD To be Determined

RECEIVED -

Minutes May 19, 2011
Access Benton County

JUN 10 2011

CITY MANAGERS
OFFICE

Present: Edith Yang, Judy Heath, Pat Shermer, Marlene Massey, Dean Codo, Ronald Naasko, Tony Albert, Hugh White, Todd Allen, Jim Smith.

ABC Minutes are intended to describe the discussions, decisions, and actions that occur during ABC's monthly meeting. The minutes are to be considered only a draft until they are approved at the following monthly meeting. Persons who receive the draft of the minutes and see inaccuracies or omissions in them are asked to please inform ABC.

A. Our Special Guest, Aileen Hood, is the Executive Director of the Corvallis Community Alliance for Diversity (CAD). Aileen outlined the history of CAD which began in 1983 with much support from Mayor Vars and the community. Funding for the program was much more substantial than it is today. Aileen's position is now funded at one-quarter time. CAD has a contract with the City of Corvallis to provide "Omsbuds Services" when situations may arise that require knowledge and sensitivity about the diversity of people in order to help us build a strong, diverse community.

CAD services include training leading to diversity competencies, monthly meetings to involve our community in diversity activities, conflict resolution to create successful outcomes that honor diversity. Aileen is available to provide these services upon request of individuals and organizations. Please visit the CAD website if you would like more information: <http://alliancefordiversity.org/>

CAD sponsors community forums, study circles, and a speakers bureau!

Aileen gave us a problem solving activity as an example of structured experiences that help us understand aspects of diversity and ourselves. Thank You Aileen!

B. Minutes of April 21, 2011 approved as submitted.

C. Treasurer's Report: Cash Balance of \$248.00.

D. Correspondence. Notice from Corvallis Transit Coordinator that an opening will come soon for a commissioner on the (CACOT) Citizens Advisory Commission on Transportation. If you are interested about this opportunity, please contact Mr. Tim Bates at 541.754.1761.

E. Continuing Business:

1. Keith's Award. ABC will post information and documents concerning our 2010 Award on our website soon. We would be very happy to consider

any nominations of individuals or organizations that you believe exemplify the ideals of excellence in accessibility that Keith's Award represents.

2. ABC facilitated the recycling of a ramp from the original user to a new user. Thanks to the person who didn't need the ramp and the InterFaith Caregivers Ramp Program that recycled the ramp!

3. ABC's special guest for the June 16th meeting will be Corvallis' new Mayor, Julie Manning. Please join us to consult with Julie about access issues that you would like discussed!

F. New Business:

1. Mr. Codo shared his experiences with the lack of law enforcement at two parks in Corvallis where no dogs are allowed. The problem for him is that many owners do take their dogs to these parks and the dogs are a safety problem! Persons with disabilities often are very vulnerable to unleashed dogs that may jump on them, frighten them, or create waste that is harmful.

Citizens who fear dogs may choose to go to these parks that are restricted for dogs with their owners. Mr. Codo hopes that Corvallis can do better in terms of informing the public of the seriousness of the problem when there is not strong enforcement so that the park laws are respected.

Mr. Codo would like to form an advisory committee with the Corvallis Parks Department to work on this problem. If anyone is interested to work on this concern, please contact Mr. Codo at captainblackboot@gmail.com>

ABCers present also encouraged him to take his concern to his Ward Counselor and the City Council.

2. ABC brainstormed ideas on how to publicize the valuable services that the Housing Division (Keith's Award recipient of 2010) provides. We came up with the idea of having a video done showing the access features that are provided to Corvallis citizens who can not easily afford to pay for important and safe accommodations to their homes. We agreed to do some research of resources to help us do this. We have two individuals who would be willing to show their homes and describe the Housing Division services they received.

Meeting Adjourned at 1 p.m. Next regular ABC Meeting will be Thursday, June 16, 2011, Noon to 1 p.m., Benton Plaza, Commissioner's Meeting Room.

**HUMAN SERVICES COMMITTEE
MINUTES
June 7, 2011**

Present

Councilor Dan Brown, Chair
Councilor Jeanne Raymond
Councilor Mike Beilstein

Staff

Ellen Volmert, Assistant City Manager
Ken Gibb, Community Development Director
Karen Emery, Parks and Recreation Director
Steve Deghetto, Parks and Recreation Assistant Director
Jon Sassaman, Police Captain
Marci Laurent, Community Development Management Assistant
Kathy Brennan, Police Department Senior Administrative Specialist
Carrie Mullens, City Manager's Office

Visitors

Dawn Reynolds, Majestic Theatre Management (MTM) Executive Director
Dan Rayfield, MTM Board Vice-Chair
David Cudo, MTM Board Member
Jennifer Moore, United Way of Benton and Lincoln Counties (UWLBLC) Executive Director
Kari Whitacre, Community Outreach, Inc. (COI) Executive Director

SUMMARY OF DISCUSSION

<u>Agenda Item</u>	<u>Information Only</u>	<u>Held for Further Review</u>	<u>Recommendations</u>
I. Boards and Commissions Sunset Review: Community Police Review Board			Continue the Community Police Review Board by means of an ordinance to be read by the City Attorney
II. Boards and Commissions Sunset Review: Parks, Natural Areas, and Recreation Board			Amend Corvallis Municipal Code Section 1.16.265 as recommended and continue the Parks, Natural Areas, and Recreation Board by means of an ordinance to be read by the City Attorney
III. Majestic Theatre Annual Report			Accept the Majestic Theatre annual report for Fiscal Year 2009-2010
IV. Fiscal Year 2011-2012 Social Services Allocations Recommendations			Approve the Fiscal Year 2011-2012 social services allocations as recommended
V. Other Business	***		

Chair Brown called the meeting to order at 12:00 pm.

CONTENT OF DISCUSSION

I. Boards and Commissions Sunset Review: Community Police Review Board (Attachment)

Captain Sassaman said the Community Police Review Board (CPRB) was created in 2007 to provide a venue for further review of citizen complaints after an internal investigation has occurred. Over the last four years, the CPRB has reviewed policy, complaint and commendation summaries, and three formal complaints. One formal hearing has been held.

In each review and the hearing, the CPRB ultimately agreed with the internal investigation findings. The CPRB is a valuable element to the internal review and complaint process.

Captain Sassaman noted that when a complaint is filed, the citizen is informed about the internal investigation and given materials and information about the CRPB. This lowers the frustration level and increases citizen awareness.

Chair Brown stated support for the CPRB and procedures.

Councilor Raymond said some citizen complaints begin at the Councilor level. She supports the CPRB and commended the Police Department for their willingness to review how diverse populations are treated in the community.

Councilor Beilstein said the Police Department does not receive enough recognition for the traffic stop data collection and what the information reveals.

In response to Councilor Beilstein's inquiry, Captain Sassaman said the traffic stop information is reviewed by the Community Policing Forum. Most agencies collect five points of data from traffic stops. Corvallis collects 14 points. The information is provided to and analyzed by Portland State University. The Police Department thoroughly reviews the data and shares it with Council and Police staff during the annual diversity training. Captain Sassaman noted that Corvallis has always fallen within normal boundaries.

The Committee unanimously recommends Council continue the Community Police Review Board for a period of four years.

II. Boards and Commissions Sunset Review: Parks, Natural Areas, and Recreation Board (Attachment)

Ms. Emery noted that the staff report includes the charge of the Parks, Natural Areas, and Recreation Board (PNARB), current activities, future action plan, and notes shared responsibilities. PNARB reviewed all sections of the related Municipal Code section and recommended amendments to address housekeeping issues and to include advising Parks and Recreation Department staff about dogs in parks, natural areas, and other facilities.

In response to Councilor Raymond's inquiry, Ms. Emery said she will share the guidelines PNARB developed in determining whether a park can operate as a dog park.

The Committee unanimously recommends Council amend Corvallis Municipal Code Section 1.16.265 as recommended and continue the Parks, Natural Areas, and Recreation Board another four years.

III. Majestic Theatre Annual Report (Attachment)

Mr. Deghetto said the Fiscal Year 2009-2010 report identifies highlights and future endeavors. Staff and MTM are working on the details of a new agreement to include space utilization, educational opportunities, and partnerships.

Ms. Reynolds thanked the City for the excellent and prompt attention City staff provides. During last fiscal year, the theater experienced 100 percent staff turnover. A number of accounting practices have changed to provide transparency and reduce costs. Contracts were reviewed and rental rates increased. The theater offers a discount for nonprofit organizations and provides free events for the community. Although many dance classes are offered in the building, other partnerships and educational programs are desired. Next year, the theater will partner with Oregon State University (OSU) to host an opera.

In response to Councilor Raymond's inquiry, Ms. Reynolds said the stage at the Whiteside Theater is shallow and not appropriate for live theater productions. MTM has met with Whiteside representatives several times. They have discussed sharing costs for maintenance, advertising, and other operations. The MTM staff anticipate good partnerships with Linn-Benton Community College, OSU, and the Whiteside Theater.

Mr. Rayfield added that the Majestic Theatre has 300 seats and a "green room" where performers can prepare. Community theater and cultural events are offered along with musical programs when the theater is not being used for other events. The Whiteside Theater has 800 seats and will offer a completely different venue.

Councilor Raymond said the Majestic Theatre has been a great place to hold the Martin Luther King, Jr. celebration.

Ms. Reynolds announced that 2013 is the theater's 100 anniversary and the Benton County Historical Society completed research about the building. Originally, the building was a livery stable and housed a real estate office prior to becoming the Majestic Theatre. Revenue from the Majestic Theatre was used to build the Whiteside Theater.

In response to Councilor Beilstein's inquiries, Ms. Reynolds said she was hired in December 2010, four months after the reporting period ended for fiscal year 2009-2010. At this time, MTM cannot afford to hire full-time employees. A part-time education program manager has been hired. The children's production of *Aladdin* is scheduled for late winter. A summer camp will be offered with four volunteer teachers.

Councilor Beilstein noted that the anticipated earnings from the endowment were \$50,000 annually. This reporting period identifies \$9,000 in earnings.

Mr. Rayfield said MTM no longer relies on the endowment interest and does not build the revenue into the budget.

Ms. Reynolds added that it is easier to attract funds when programs are offered, but it takes money to offer programs. Building programs will attract donations. On July 2, the theater will host *5th & B* in concert and show the 1919 silent comedy *The Garage* accompanied by an original *5th & B* score (Attachment A). In addition, the theater plans to offer classic cartoons during Saturday Market.

Mr. Cudo said the first nine months of this fiscal year are impressive and the next report will be more positive. The turn-around is due to the experience, leadership, communication, and

energy brought into MTM by Ms. Reynolds and Mr. Rayfield, along with the rest of the MTM board. The theater hopes to stand alone financially in the future.

The Committee unanimously recommends that Council accept the Majestic Theatre annual report for Fiscal Year 2009-2010.

IV. Fiscal Year 2011-2012 Social Services Allocations Recommendations (Attachment)

Mr. Gibb said \$352,870 was available for social service allocations this year. The amount includes the \$102,870 from the levy passage. UWBLC receives five percent for administration of the program (allocations and monitoring). Councilor Raymond participated as the Council liaison.

Ms. Moore said the 18-member volunteer allocation committee was the largest group within the last five years. The committee reviewed materials, conducted site visits, and deliberated allocation amounts.

Councilor Beilstein stated support for a large allocation committee and the recommended allocations. He had hoped the Budget Commission would dedicate \$500,000 for social services and opined that voters would have approved a larger levy amount for social services. None of the \$876,702 requested was unreasonable.

Ms. Moore said the total amount requested averages about \$200,000 more than each preceding year.

Councilor Raymond commended the 18 volunteers. She said all of the agencies and programs requesting funds are great and the community is lucky to have the services and UWBLC. She said she will always vote for more social services funding.

Kari Whitacre thanked the City for providing the funds. She suggested the City review a different allocation process with more consistency in committee membership. As the funds diminish the current process has not worked as well. It does not seem reasonable that one program receives full funding while other programs receive little or nothing. The City should ensure that the agencies receiving funds are meeting the prioritized emergency and transitional needs. She noted that COI received approximately 25 percent of the total allocation.

Chair Brown said it would be useful if Ms. Whitacre could be more specific about suggested process changes. He noted that the current recommendations do not include a comparison of allocations from previous years.

Ms. Whitacre said the recommended allocation for COI is \$60,000 less than last year and last year's allocation was \$50,000 less than the year before. Therefore, in two years, COI has lost \$110,000 that is counted upon to operate the emergency housing and medical programs. The \$60,000 Integrated Housing request is for shelter operations and the Permanent Supportive Housing program houses 60 of the most vulnerable citizens in Corvallis. The later program cannot function on \$8,000. She understands the City's budget issues and opined that it will be

important to identify the true needs of the community and work toward providing resources for those programs.

Ms. Whitacre added that allocation requests were prioritized by critical need last year and most subsidies for childcare were not identified as critical. During this year's process, COI did not request childcare funding due to the decisions made last year. As it turned out, the committee decided children were most important and recommended funding child-related programs. If the allocations committee was the same group each year there would be better clarity of priorities.

Ms. Whitacre clarified that there have been three different allocation committees, not three different processes during the last three years. As the allocation amount shrinks and the committee grows, the loudest voice wins. Some agencies who received a recommendation for funding cannot show outcomes or provide timely audits.

Chair Brown stated support for improving processes and said if a process is good, a change in people is not important.

Councilor Beilstein said the previous COI Executive Director expressed the same concerns. The City should be clear in defining what it wants and concentrate its resources on those programs. COI has always been the largest part of the City's social service effort. Reductions will obviously impact COI more than others, but there is virtue in the current process. Previous policy allowed agencies to make financial requests of City funds directly through the Budget Commission and Council. Having a separate allocations committee outside of the political process is an improvement. He is not willing to amend the process at this time and would prefer to leave the administration with UWBLC. If the allocations committee wants to eliminate smaller agency allocations and concentrate on larger entities, Council can consider the recommendations. Council is concerned about the chronic homeless population and previously provided funding to the Homeless Coalition.

Chair Brown opined that considering policies and processes related to this allocation and the budget situation merits further discussion.

Councilor Raymond said the volunteers did the best they could. This is a community-based process that works well. A future analysis may be relevant. She suggested COI and UWBLC discuss this issue prior to recommending changes to Council. She stated support for the process administered by UWBLC.

Mr. Gibb said the process was established to provide a more thorough review of programs. It has worked well over the years and agencies are reminded that this is a competitive process, not guaranteed funding. The policy and priorities have been discussed by Council every year for the last few years and can be fine-tuned in the future. The agencies are also provided with an opportunity to evaluate the UWBLC process.

Ms. Moore confirmed that UWBLC seeks feedback at every stage of the process. During this year's cycle, it was recognized that the process will no longer function as effectively as it has

in the past. When UWBLC finishes overhauling their grant process, discussions will begin about the City's process.

Councilor Beilstein opined that the reason for inefficiency is directly related to the ratio of needs versus resources. The concept is to focus resources on results. It would be nice to incorporate continuity of programs into the criteria; however, that does not always fall within emergency and transitional.

Councilor Raymond added that the allocation committee discussed whether programs have other available resources.

Mr. Gibb said there are other options and models that can be discussed during the next policy review. The priorities are reviewed annually.

The Committee unanimously recommends that Council approve the recommendations as presented.

V. Other Business

The next Human Services Committee meeting is scheduled for 12:00 pm on Tuesday, June 21, 2011 in the Madison Avenue Meeting Room.

Respectfully submitted,

Dan Brown, Chair



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

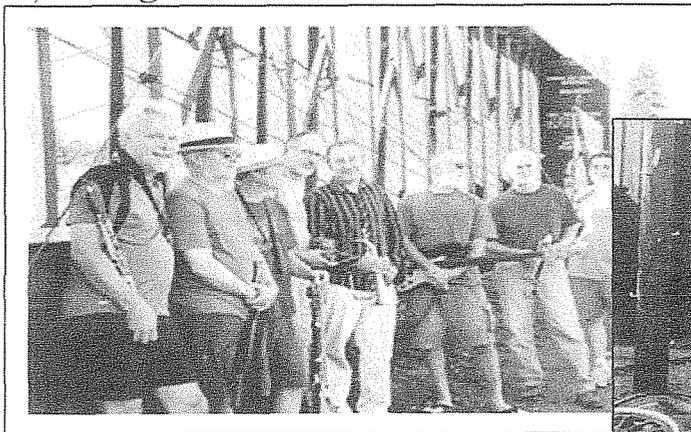
Historic Majestic Theatre--\$10 General Admission

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.



**CORVALLIS POLICE DEPARTMENT
MEMORANDUM**

TO: Human Services Committee

FROM: Gary Boldizar, Chief of Police *Gary Boldizar*

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:

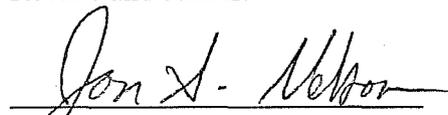
As required by the Municipal Ordinance, the Board has met at least quarterly since April of 2007. While most of the work for the past four years has been policy review and the review of complaint and commendation summaries, the Board has also had three formal complaint reviews and one formal hearing. 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:

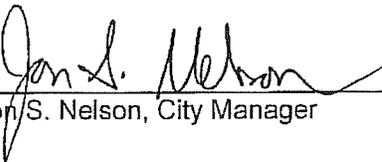
- A. PNARB interfaces with the Civic Beautification and Urban Forestry Commission (CBUF) and there can be a duplication of plan review, such as with Park and Natural Areas Master Plans. However, the work of CBUF largely supports and expands the work of PNARB as opposed to duplicating the effort.
- B. 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

Adopted August 1996
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.

Administrative Policy 96-2.02

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

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

Absent/Excused

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

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 sunsetting 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 Bevens 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 *DAK*
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.

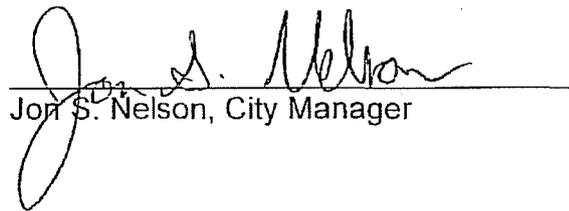
Future endeavors include:

- 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

	<u>Sep '09 - Aug 10</u>
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

	Sep '09 - Aug 10
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 2010 through August 2011

	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	<u>114,603.28</u>	<u>163,069.09</u>	<u>-48,465.81</u>
Cost of Goods Sold			
50000 · Cost of Goods Sold	1,743.96	0.00	1,743.96
Total COGS	<u>1,743.96</u>	<u>0.00</u>	<u>1,743.96</u>
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	<u>135,816.56</u>	<u>289,640.31</u>	<u>-153,823.75</u>
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	<u>40,472.18</u>	<u>50,944.97</u>	<u>-10,472.79</u>
Net Other Income	40,472.18	50,944.97	-10,472.79
Net Income	<u><u>17,514.94</u></u>	<u><u>-75,626.25</u></u>	<u><u>93,141.19</u></u>

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.

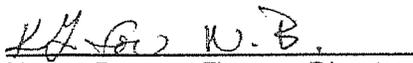
Attached is a document from United Way that includes a spreadsheet of agency requests and the Granting Committee's recommended allocations, and program descriptions from the agencies' applications along with comments from the Granting Committee.

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

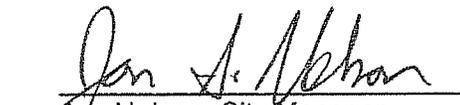
Recommendation

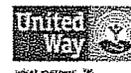
A motion to recommend to City Council approval of the allocations as presented on the attached or as amended by this committee.

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; Expedient, 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, congregated 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, congregated 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" 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.

**ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
June 8, 2011**

Present

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

Staff

Jon Nelson, City Manager
Roy Emery, Fire Chief
Will Bauscher, Battalion Chief
Nancy Brewer, Finance Director
Steve Rogers, Public Works Director
Mary Steckel, Public Works Admin Division Mgr
Adam Steele, Franchise Utility Specialist
Carla Holzworth, City Manager's Office

Visitors

Mike Huycke, Allied Waste
Julie Jackson, Allied Waste
Ron Tacchini, Allied Waste
Bronwyn Evans, Allied Waste

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Ambulance Rate Review			Increase ambulance rates as follows: \$1,000 for ALS 1 Emergency/Non Emergency; \$1,000 for ALS 2 Emergency; \$450 for Evaluation and Treatment No Transport; and remove Specialty Care Transport from the rate schedule.
II. Allied Waste Services Annual Report	*		
III. Third Quarter Operating Report			Approve the Third Quarter Operating Report for Fiscal Year 2010-11.
IV. Other Business	*		

Chair O'Brien called the meeting to order at 4:00 p.m.

CONTENT OF DISCUSSION

I. Ambulance Rate Review (Attachment)

Chief Emery reviewed the staff report. He emphasized the important role the \$1.9 million in ambulance revenue plays in offsetting costs for both emergency medical services and fire suppression.

In response to Councilor Traber's inquiry, Chief Emery agreed that while writeoffs would increase if rates went up, revenue would also increase.

In response to Councilor Traber's inquiry, Chief Emery said a dramatic increase in rates could potentially jeopardize continuation of the ambulance services contract with Benton County. He noted going from \$931 to \$1,000 for ALS2 Emergency calls is not

substantial, but raising the BLS Emergency rate from \$775 to \$1,000 is more significant. Chief Emery noted Albany raised its rates 20% and while revenue went up, writeoffs also increased. He added that Albany has a higher call volume, but Corvallis still brings in more revenue.

In response to Councilor Traber's inquiry, Chief Emery said it is not possible to predict whether an outside company could or could not meet performance standards set in the County's ambulance services contract.

The Committee unanimously recommends that Council increase ambulance rates as follows: \$1,000 for ALS 1 Emergency/Non Emergency; \$1,000 for ALS 2 Emergency; \$450 for Evaluation and Treatment No Transport; and remove Specialty Care Transport from the rate schedule.

II. Allied Waste Services Annual Report (Attachment)

Ms. Steckel said Allied Waste's (AW) annual report is required as part of their franchise and staff is satisfied with the company's performance. She noted the State-mandated waste recovery goal of 50% was not met. The County achieved a 43.9% rate in 2009, which is the most current year available. Ms. Steckel said county governments are responsible for compliance and Corvallis is working with Benton County, AW, and Oregon State University (OSU) to develop strategies to help meet the goal in the future. Ms. Steckel said of the 36 Oregon counties with goals, 11 did not achieve their goals.

In response to Councilor Traber's inquiry, Mr. Steele estimated Corvallis represents about 60% to 70% of recycling collected countywide. He added the Department of Environmental Quality (DEQ) standards include tires, cars, and deposits at grocery stores, so AW is just one of many entities that contribute to meeting the goal.

Mr. Huycke said customers are pleased with food waste collection and Corvallis' program is attracting national attention. In response to Councilor Hirsch's inquiry, Ms. Jackson said mixed organic carts are available for businesses.

Mr. Huycke announced routes have been restructured and the change is effective on Monday, June 13. In response to Chair O'Brien's inquiry, Mr. Rogers said it appears the route changes and street sweeping schedule will work well together. Staff will evaluate further in the fall when sweeping increases to twice per month.

Councilor Traber thanked AW for keeping rates low through operating cost controls.

In response to Councilor Hirsch's inquiry, Mr. Huycke confirmed AW works closely with OSU.

Ms. Steckel recognized the Council's leadership in making the food waste program a reality.

Mr. Huycke said AW is building a new landfill cell and there will be an associated open house.

The item is for information only.

III. Third Quarter Operating Report (Attachment)

Ms. Brewer said the third quarter report is available on the City's Web site. While finances were in fairly good shape at the end of March, there were a few areas of concern, some of which have been addressed since the close of the quarter. Additional appropriations were transferred to the City Manager's Office to cover a retirement cash out and recruitment expense, and the fleet fund added a supplemental budget to cover higher fuel costs. Business Energy Tax Credits will not be received this year, so staff is carefully monitoring the transit fund; an inter-fund loan may be required to cover expenses.

Ms. Brewer noted mid-year cuts are reflected in the Revised Budget, not Adopted. She recognized department efforts to save money and said staff is filling some of the positions that were held vacant pending the levy outcome. Sidewalk repairs and Capital Improvement Program projects are starting to pick up.

In response to Councilor Traber's inquiry, Ms. Brewer said budget appropriation increases are generally offset by revenues, such as grants, and increases are for expenses that were not expected when the budget was adopted.

The Committee unanimously recommends that Council approve the Third Quarter Operating Report.

IV. Other Business

The June 22 Administrative Services Committee meeting is canceled. The next meeting is scheduled for 4:00 pm, Wednesday, July 6, 2011 in the Madison Avenue Meeting Room.

Respectfully submitted,

Mark O'Brien, Chair



541 766-6961
541 766-6938 (fax)

CORVALLIS FIRE DEPARTMENT
MEMORANDUM
400 NW Harrison Blvd.
Corvallis, OR 97330

To: Administration Service Committee
From: Roy Emery, Fire Chief
Subject: Ambulance Rate Review
Date: May 31, 2011

Background:

Following the ambulance rate discussion during the last Administrative Services Committee meeting, members requested staff bring back additional information regarding the influence of a \$1000 base rate on ambulance revenues, and to clarify the costs associated with operating the ambulance service. As staff indicated, methodology used to determine 'actual' costs of providing ambulance transport services is difficult given the dual role function and response of Corvallis Fire Department.

To reiterate a point raised during the meeting, it is important to focus attention on the \$1.9 million general fund support created by ambulance transport services. This support directly offsets expenditures associated with the provision of **both** EMS and fire suppression services. Without ambulance transport revenues, the level funding required to maintain current EMS and fire protection services (without ambulance transport) would require greater general fund support (e.g., 1.06 million). In essence, ambulance revenues support non-transport fire department functions by approximately \$500 thousand dollars each year.

Findings for \$1000 base rate impact:

Using current ambulance response and billing data, staff determined a gross rate of return for the primary payer groups evaluated routinely within the ambulance industry. These rates of return were used to calculate the estimated impact of a \$1000 base rate.

A \$1000 base rate would result in approximately \$476,000 in additional charges for ambulance services. However, of these charges, only an estimated \$140,000 of additional revenue would be realized. The remaining \$336,000 would be applied to additional mandated write-off. Much of the disparity between charges and additional revenue is the result of the 'payer mix' contained within our ambulance service area.

61% of those who utilize ambulance transport are covered by Medicare/Medicaid. Given the fixed payment schedule and mandatory assignment (unable to bill patient for balance), any rate increase will not yield additional revenues. Therefore, a \$1000 base would result in \$289,000 in additional billings, but these additional billings would directly translate into \$289,000 in additional write-offs for this payer group.

11% of ambulance clientele either have no insurance or choose to pay privately. The rate of return for this payer group is extremely low, but could realize an approximate increase of \$21,000 in revenue. Yet an additional \$35,000 in write-off is likely to result given this group is the one most likely to see a significant reduction in collection rates due to increased costs.

The last payer group (insurance) constitutes 27% of the clientele and the largest rate of return on billings. Given the \$1000 base rate, an estimated \$119,000 in additional revenues would be generated along with \$11,000 of additional write-offs. However, as deductibles and co-pays continue to increase, the sustainability of the current rate of return becomes questionable.

It is worth noting that the City of Albany has not realized substantially greater success in capturing additional revenue from a 20% rate increase which occurred approximately one year ago. In comparing gross collection rates (revenues received compared to billings) for 2010, the City of Corvallis realized a 53% gross collection compared to 49% for the City of Albany. Much of the difference in performance is attributed to increased write-offs associated with higher base ambulance rates.

Findings for Ambulance Cost/Value:

In order to clarify costs associated with ambulance service delivery (e.g., the general fund support of \$400 to \$500 thousand per year), and quantify a return on this investment toward non-ambulance related department activities, staff utilized current response and deployment information in conjunction with previous cost calculations prepared by the city's finance department.

With the "either/or" deployment at ambulance stations, the quantity of time personnel/resources are available or deployed to respond to medical and/or fire emergencies is calculated by multiplying the number of units by the shift hours multiplied by the number of days. In the case of CFD, this calculations results in personnel/resources being available for 16,920 hours since October 1, 2010 (the implementation date of the department's new records management system). In order to provide additional insights into cost and value associated with these 'dual role' resources, staff felt the best method of evaluation was to compare/contrast 'time on task' in relation to the total deployed time. Using fiscal information developed by the finance department, an hourly rate (cost) was applied to these elapsed times to illustrate the costs and/or value added to the department. Staff did not attempt to quantify further the total stand-by time outlined above as these periods are not formally tracked and/or accounted.

Ambulance responses consume approximately 20% of the deployed hours noted above. Given cost allocations developed by the finance department, the hourly costs are approx \$569 or approx \$1.8 million of the ambulance related expenditures. An additional 4% of deployed time is consumed by ambulance related documentation and other activities involved with ambulance response equating to approx \$500 thousand in additional costs (total 2.3 million).

In addition to ambulance related activities, these same resources consume 6% of the deployed hours for fire/rescue and prevention activities. Using the same per hour rate as noted above, these activities costs approx \$562 thousand dollars annually. When one includes training hours required to maintain non-ambulance related knowledge, skills, and abilities, an additional 4% of the deployed hours are consumed resulting in approx \$500 thousand in associated costs (totaling approx \$1.06 million)

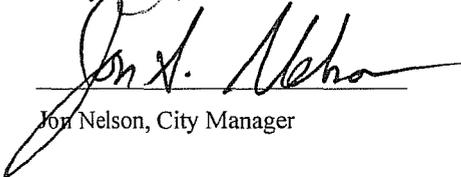
However, given the integrated nature of fire department operations and deployed hours already present, much of the 'costs' associated with the non-ambulance response, prevention, and training activities are already built into the \$2.3 million associated with the department's ambulance service. Therefore, the \$500 thousand general fund support constitutes only approx 50% of the costs associated with the fire related services provided by these resources to the community. Again, ambulance transport revenues arguably support non-transport fire department functions by approximately \$500 thousand dollars annually.

In closing, we hope the information presented here provides the explanation and clarifications sought by the committee so that you may make an informed decision regarding the city's ambulance rates and services. We would be happy to answer any future questions you may have.

REVIEWED and CONCUR:



Nancy Brewer, Finance Director



Jon Nelson, City Manager

DRAFT

**ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
May 18, 2011**

Present

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

Staff

Jon Nelson, City Manager
Roy Emery, Fire Chief
Will Bauscher, Fire Battalion Chief
Ken Gibb, Community Development Director
Carla Holzworth, City Manager's Office

Visitors

Bruce Hecht, Oregon Natural Step Network
Joan Wessell, Downtown Corvallis Association
Bill Ford, Business Enterprise Center
Marcy Eastham, Corvallis-Benton Chamber Coalition
David Gilbert, Visit Corvallis

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Ambulance Rate Review		*	
II. Economic Development Allocations Third Quarter Report			Accept the Economic Development Allocations Third Quarter Report for Fiscal Year 2010-11
III. Other Business	*		

Chair O'Brien called the meeting to order at 4:00 p.m.

CONTENT OF DISCUSSION

I. Ambulance Rate Review (Attachment)

Chief Emery distributed and reviewed staff responses to questions previously asked by Councilor Traber (Attachment A). Staff recommends a 2% increase to ambulance service rates and removing specialty care transport from the schedule. Chief Emery noted rates were not increased last year.

Councilor Traber observed that using the average of comparator rates would result in a higher figure than the median and he wondered whether increasing rates more than 2% is warranted. Chief Emery noted the \$1,600 base rates for Eugene/Springfield and Lane Rural relate in part to their service models. Those organizations utilize enterprise funds which are managed like a business. The higher rate shifts costs to those who

can pay and increases mandated write offs to substantially more than those in Corvallis. Chief Emery said those organizations transfer general fund monies into the ambulance service funds to ensure solvency. In response to Councilor Traber's observation that the City's Financial Policies direct movement toward cost recovery, Chief Emery said Corvallis has discussed models like Eugene/Springfield, but such a change would act as a driver to increase City health insurance rates. Councilor Traber expressed concern about the trade off between increasing property taxes and keeping insurance costs down. Chief Emery said there is a point of diminishing returns with rates. The need to generate additional revenue to cover costs prompted the recommended 2% rate increase.

In response to Mr. Nelson's inquiry about the impact of FireMed enrollment relative to higher rates, Chief Emery said the dynamics are different in other jurisdictions. For example, local television advertising and marketing strategies in the Eugene/Springfield area results in many more subscribers who don't use the service, thereby generating substantial revenues. Chief Emery noted that a greater proportion of Benton County FireMed subscribers use the service.

In response to Councilor Traber's inquiries about FireMed, Chief Emery explained it is a membership service. Those who join pay a nominal annual fee and if they ever need ambulance service, the charge is substantially discounted. There are about 3,000 subscribers in Benton County and Corvallis Fire agrees to accept as payment in full whatever amount is covered by insurance. The revenue generated helps to offset the writeoff that would otherwise be incurred.

In response to Councilor O'Brien's inquiry, Chief Emery said the 2% increase relates to higher fuel costs, medical supplies which are running about 5.5% or twice as high as the Consumer Price Index, and increased personnel expenses. In response to Chair O'Brien's inquiry about why only a 2% increase is recommended when costs are increasing over 5%, Chief Emery said staff is trying to charge a fair rate using the established methodology.

In response to Councilor Hirsch's inquiry, Mr. Bauscher said specialty care transports must be manually entered into the financial system. Any time a manual entry is made, it is a manipulation of an established code, which triggers a red flag for auditors. Coding and billing such transports as an advanced life support (ALS) 2 call would avoid such manual entries.

Mr. Bauscher noted the difference between an ALS 2 and a specialty care transport relates to staffing. Medicare and Medicaid define specialty care transport as care above and beyond the scope of a paramedic. However, in Oregon, the scope of a paramedic's duties are comparable to the skills of a registered nurse in the EMS

setting. Additional expenses such as time and fuel would only be incurred in rare cases where hospital staff is needed. Because the frequency of those cases is so low, both Fire and Finance staff believe it is more efficient to code the calls as ALS 2. Mr. Bauscher noted many of Corvallis' comparators do not have a separate specialty care transport charge for similar reasons.

Councilor Traber moved, and Councilor Hirsch seconded, to recommend increasing rates to \$1,000 for ALS 1 emergency/non-emergency and ALS 2 emergency calls, removing specialty care transport from the schedule, and increasing evaluation and treatment non-transport to \$450.

Councilor Traber said his recommendation is based on a review of comparator rates, the fact that Corvallis did not raise rates last year, and overall cost increases as discussed above. He would like the City to increase the amount recovered from ambulance service users so more property tax dollars are available for other Fire Department needs.

Chair O'Brien noted the Financial policies section related to ambulance fees indicates rates should reflect changes in the direct cost of service. Mr. Nelson said historically when cost increases such as those associated with fuel prices and personnel expenses were discussed, they have been weighed against Fire District and ambulance revenues that help offset fixed costs like fire suppression and prevention. He further noted that if the County awarded the ambulance services contract to a private ambulance company, Corvallis' fire suppression and prevention service costs would spike due to the loss of offsetting ambulance revenue. In response to Mr. Nelson's inquiry about such a possibility, Chief Emery said the County does consider rates when deciding whether to place the contract out for bid. Chief Emery added this revenue, which is between \$1.8 to \$1.9 million, does offset the Fire Department's reliance on property tax revenue.

In response to Chair O'Brien's inquiry about creating two rate structures, one for in-City and one for outside the City, Mr. Bauscher said it is possible, but it could have negative implications when the contract is up for renewal. In response to Councilor Traber's inquiry, Mr. Bauscher said about 12% of the calls are from outside the city limits. Chief Emery noted the City has explored having Corvallis provide ambulance services exclusively in the city limits, but it does not appear to be legally feasible. By law, the County awards ambulance service contracts including services in cities.

In response to Councilor Traber's inquiry, Mr. Bauscher said Rural Metro is the private ambulance company that contracts in the Eugene, and Salem area; their rates are reflected in the comparison schedule (for Salem & Eugene). Mr. Nelson added that even though a private ambulance company responds and receives the corresponding

revenue, the Fire Department must also respond and initiate care, but they do not receive any compensation for that service. In response to Chair O'Brien's inquiry, Chief Emery said the contract term is five years, it is up for renewal next year, and the City is trying to remain competitive in the hope it will continue to provide the service. In response to Councilor Traber's inquiry, Mr. Bauscher said the County appears to be receptive to renewing the contract, but they are concerned about rate increases.

Mr. Nelson noted closing the \$400,000 to \$500,000 budget gap is important, but there is also the risk of losing \$1.9 million in ambulance service contract revenue. In addition, if the contract was lost, staffing would probably be reduced and two fire stations would likely close, resulting in longer response times.

Councilor Traber withdrew his motion and Councilor Hirsch withdrew his second. The Committee directed staff to return to the next Administrative Services Committee meeting with information about the impact of rates proposed by staff and those proposed by Councilor Traber in his motion, relative to the current collection methodology and the resultant revenue.

II. Economic Development Allocations Third Quarter Report (Attachment)

Mr. Gibb reviewed the staff report, noting the Corvallis Knights will report to the Committee this fall. Mr. Gibb corrected the motion in the staff report to reflect the report is for the third quarter.

Councilor Traber noted Visit Corvallis' report shows an upward trend in room occupancy. In response to his inquiry about whether that is factored into the transient room tax (TRT) revenue projections, Mr. Nelson said projections are based on a review of the prior year's actual revenues; he confirmed next year's TRT is projected to increase slightly.

Bruce Hecht, Oregon Natural Step Network, reported on current activities, including the 2011 food boot camp; partnerships with the Business Enterprise Center and Council of Governments; and a plant nursery peer learning group that includes Oregon State University (OSU) and the City. In response to Councilor Traber's inquiry, Mr. Hecht said 12 nurseries are participating in the peer learning group. In response to Councilor Hirsch's inquiry, Mr. Hecht said the food boot camp participation went from 36 last year to 21 this year.

Joan Wessell, Downtown Corvallis Association (DCA), noted several new downtown businesses which have collectively added over 50 new employees. The most recent Rhapsody in the Vineyard had over 2,000 participants; the last of six free brown bag professional development workshops was recently completed; and the Red, White, and Blue festival will be held July 3-5 at the Riverfront between Monroe and Jackson



541 766-6961
541 766-6938 (fax)

CORVALLIS FIRE DEPARTMENT
MEMORANDUM
400 NW Harrison Blvd.
Corvallis, OR 97330

To: Administration Service Committee
From: Roy Emery, Fire Chief *RE*
Subject: Ambulance Rate Review
Date: April 26, 2011

Background:

In an ongoing effort to provide responsive, efficient Emergency Medical Services, Corvallis Fire Department works to balance rates charged for ambulance transport with the costs associated with service delivery. However, ongoing economic and inflationary factors continue to impact costs of goods and services essential to the operation of Ambulance Services. In addition, steady increases in the number of Medicare/Medicaid patients and uncertainty with ambulance reimbursements all contribute to the challenges being faced within the industry.

User fees, offsetting reliance on general fund dollars, remain the primary funding source for the Corvallis Fire Department Ambulance services. In order to achieve the balanced approach desired by the Corvallis City Council, ambulance rate adjustments have been based upon the alignment with "median" values charged among those agencies reviewed (see attachment A). While many neighboring jurisdictions have made significant rate increases in an attempt to make up for decreasing Medicare/Medicaid revenues, this approach only serves to divert expenses to other payer groups and increase the amount of mandatory write-off required.

Findings:

Staff has compiled a summary of ambulance rate information for agencies within Benton, Linn, Lane, Yamhill, Polk, and Marion Counties. The areas and agencies were selected in an effort to obtain a representative sample of agencies of similar size, and/or areas served within the Mid-Willamette Valley. A summary of the rates can be found in attachment A.

Ambulance rates charges by Corvallis Fire Department remain within approximately 2% of the median ambulance rates charged with the exception of the "specialty care transport (SCT)" charge (e.g., 4%). However, staff has found this charge applies to an extremely limited number of calls annually and does not substantially change revenues collected. Furthermore, the manual process in which this charge must be applied presents auditing concerns from the city's finance department.

Proposal:

To maintain alignment with median rates, staff recommends adjusting the following Ambulance Service Rates effective FY 11/12:

▪ ALS 1 Emergency/Non-emergency	from \$855.00	to \$872.00	2.0% increase
▪ ALS 2 Emergency	from \$912.50	to \$931.00	2.0% increase
▪ Evaluation & treatment no transport	from \$404.00	to \$412.00	2.0% increase
▪ Specialty Care Transport	Remove from rate schedule		

Recommendation:

Staff recommends approval by the Administrative Services Committee and adoption by motion for the City Council.

REVIEWED and CONCUR:


Nancy Brewer, Finance Director


Jon Nelson, City Manager

	County	Fire-Med	Specialty Care Transport	BLS-Emergency	ALS 1 Emergency	ALS 2 Emergency	ALS 1 Non-Emergency	BLS Non-Emergency	Evaluateion & Treatment No Transport	Transport Mileage (per mile)
Corvallis Fire (Proposed)	Benton	\$50.00	Remove	\$775.00	\$872.00	\$931.00	\$872.00	\$775.00	\$412.08	\$15.00
Corvallis Fire (Current)	Benton	\$50.00	\$990.00	\$775.00	\$855.00	\$912.50	\$855.00	\$775.00	\$404.00	\$15.00
Eugene Fire & EMS	Lane	\$62.00		\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$800.00	\$20.00
Lane Rural Fire district	Lane	\$62.00		\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$800.00	\$20.00
Springfield Fire & Life	Lane	\$62.00		\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$800.00	\$20.00
Albany Fire	Linn	\$50.00	\$1,020.00	\$1,020.00	\$1,020.00	\$1,020.00	\$1,020.00	\$1,020.00	\$420.00	\$19.50
Jefferson Fire District	Linn	\$50.00		\$700.00	\$800.00	\$900.00	\$800.00	\$700.00	\$400.00	\$15.00
Lebanon Fire District	Linn	\$50.00		\$743.80	\$854.63	\$854.63	\$854.63	\$743.80	\$274.28	\$13.74
Sweet Home Fire	Linn	\$50.00		\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$177.50	\$13.50
Salem Fire Department	Marion	\$50.00		\$740.00	\$870.00	\$918.50	\$870.00	\$586.00	\$424.50	\$14.25
Marion County Fire District #1	Marion	\$50.00		\$740.00	\$870.00	\$925.00	\$870.00	\$650.00	\$450.00	\$15.00
Keizer Fire District	Marion	\$50.00		\$740.00	\$870.00	\$920.00	\$870.00	\$586.00	\$408.25	\$14.50
Turner Fire District	Marion	\$50.00		\$740.00	\$870.00	\$925.00	\$870.00	\$650.00	\$450.00	\$15.00
Dallas Fire Department	Polk	\$50.00		\$712.00	\$894.00	\$894.00	\$894.00	\$712.00	\$450.00	\$15.00
Polk County Fire District #1	Polk	\$50.00	\$1,050.00	\$759.00	\$855.00	\$955.00	\$855.00	\$759.00	\$404.00	\$15.00
McMinnville Fire	Yamhill	\$50.00	\$1,600.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$250.00	\$20.00
Newberg Fire Department	Yamhill	\$45.00		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$300.00	\$13.75
Median		\$50.00	\$1,035.00	\$767.00	\$870.00	\$925.00	\$870.00	\$767.00	\$414.13	\$15.00
Percent Increase to Median		0.00%	4.35%	-1.04%	1.72%	1.35%	1.72%	-1.04%	2.44%	0.00%

From: ward8@council.ci.corvallis.or.us [mailto:ward8@council.ci.corvallis.or.us]
Sent: Tuesday, May 17, 2011 2:24 PM
To: Brewer, Nancy; Emery, Roy
Cc: Nelson, Jon
Subject: Ambulance Rate Questions

Nancy
Roy

After reviewing the 4/26 staff report on ambulance rates, I have a couple of questions I hoped you could answer.

- You used median for the analysis instead of average. Any particular reason? I ask because average would give substantially different increases as driven by the Lane county rates.

Historically the department has used median values as a starting point for our analysis of ambulance rates, for two primary reasons. First, the median value is the recommended value of analysis within the ambulance industry - affording some level of comparison. Secondly, the median tends to represent the central tendency of the sample more accurately and reduces fluctuations associated with high or low values. As you noted, using the average would significantly alter both the pace and magnitude of any rate changes. However, it is important to note that this value remains a starting point of the analysis.

- The council policy also refers to cost of service as something to consider with ambulance rates. I seem to remember from some earlier budget discussions (but cannot find the reference now) that the ambulance fees do not cover the direct cost of providing the ambulance service. Please let me know how much the direct costs and total fee income differ by.

Given the 'dual role' functions of Corvallis Fire Department, determining direct costs specific to EMS services is difficult. In response to previous council inquiries, finance staff analyzed information on total expenditures being charged to EMS services along with those incorporated into overall Fire Department functions. The results of this review determined an annual total of approx \$2.3 million in expenditures related to EMS services. During the same time period, total charges for EMS services was \$3.3 million. Unfortunately, due to mandated write-off and other reimbursement actual revenues received amounted to approx \$1.9 million. While this analysis took place approximately two years ago, the spread between expenditures and actual fee income remains consistent at approx \$400,000 to \$500,000. However, it is important to place this 'subsidy' into context. Although EMS services constitute 85% of the services the fire department provides, EMS responses only consume between 15% and 20% of the deployed hours. As a result, these same resources can be utilized for fire suppression, inspection, public education and other fire department functions.

- You refer to some adjacent agencies making significant changes in their fees. Can you give me a sense of when each of the agencies referred to in Attachment A actually updated their fees? I am looking for a rough review with time granularity like recently, a while back ...

All agencies surveyed conduct an annual review of their ambulance rates. Approximately two years ago, Eugene, Springfield, and Lane Rural were the first agencies to implement a substantial increase in ambulance rates (e.g., \$1600 base). In the last year, McMinnville and Newberg have also implemented substantial rate increases compared to previous rates. The remaining agencies all have implemented increases ranging from 2% to 8%. However, not all have occurred on a yearly basis.

- How much does the city write off for Medicare underpayment? Medical insurance underpayment? Bad debt?

Medicaid/Medicare and some other third party insurance or subsidy plans require mandated write-off. These write offs equate to approximately 37% of ambulance charges. Bad dept currently constitutes less than 1% of charges.

Having some of this information will help evaluate your rate proposal and make informed decisions.

Thanks
Biff

MEMORANDUM

TO: Administrative Services Committee
FROM: Steve Rogers, Public Works Director 
DATE: May 3, 2011
SUBJECT: 2010 Allied Waste of Corvallis Annual Report

ISSUE

The solid waste franchise agreement between the City of Corvallis and Allied Waste of Corvallis (Allied) requires that an annual report be submitted to the City by March 1st of each year. This Annual Report (Attachment I) is a summary of the company's operations for year ending December 31, 2010.

BACKGROUND

The 10-year franchise agreement with Allied gives the company exclusive rights to collect and transport solid waste within the city limits and to earn a reasonable rate of return. The agreement requires specific services, including garbage collection, curbside recycling, public education on recycling or reuse issues, and special collection events. Allied pays the City a franchise fee equal to 5% of the company's annual cash receipts for customers within the city limits.

DISCUSSION

Report Review

Public Works reviewed the Annual Report to ensure that it contains all of the information required by the franchise agreement. In addition, the Finance Department performed an unaudited evaluation (Attachment II) of the financial information presented in the report. Last year, staff was concerned about the size and nature of the Management Services expense line item and want to note that the amount in this report is down 33% compared to 2009. Overall, staff is satisfied with Allied's performance.

Recycling Highlights

The State has established waste recovery goals for each watershed; for Benton County, the goal is 50%. The most recent recycling rate for Benton County reported by the Oregon Department of Environmental Quality (DEQ) is 43.9% for 2009, a 3.2% decrease compared to 2008. This number includes the recycling reported by Allied along with data from other recyclers (i.e. scrap metal and bottle deposits) and various disposal sites. The official calculation for 2010 will be available from the DEQ late this Fall or early 2012.

Local partners are concerned about this trend and staff is working with Allied to improve recycling rates in Corvallis and Benton County. Staff also plans to develop a long term strategy for recycling collection in public areas such as the Riverfront, Downtown, and transit center.

The detailed recycling reporting on pages 15-17 provides baseline information by material type to help guide future program enhancements or changes.

Yard Debris and Food Waste

In May 2009, Allied implemented a Council-approved service enhancement to increase yard debris collection to weekly and to add vegetative food waste. This action resulted in Corvallis becoming the first city in Oregon to collect food waste with residential yard debris at the curb.

In June 2010, Allied enhanced the vegetative food waste program to allow all food waste, including proteins (meat, eggs, dairy). This action resulted in an additional 907 residential tons and 101 commercial tons of organic material collected compared to 2009.

Electronics

Electronic recycling collection continues to increase, with a 29% jump in 2010. Consumers changing to flat screen TVs and computer monitors appears to have driven much of the increase with older style units routinely ending up at the recycling depot.

Batteries

In 2010, battery collection was up 284% or 20 tons. Allied attributes the increase to better awareness by the public that batteries are accepted at the recycling depot and at household hazardous waste events.

Plastic Film

The report indicates a 34% reduction in plastic film collected at the recycling depot. Allied communicated to staff that for a three-month period, the film collected at the depot was not being weighed separately, so the tonnage reported is lower than what was actually collected.

Spring Recycling Event

Participation in the Spring Recycling Event has decreased in the last few years. Although 2010 saw a slight increase in customers compared to 2009, it was still significantly lower than previous years. Allied believes this may be due to the additional materials collected at their recycling depot and the implementation of weekly yard debris service.

Household Hazardous Waste (HHW) Events

The four 2009 HHW events saw a 37% increase in customer attendance resulting in 22% more material collected when compared to 2009. While the increase is exciting, it is closer to historical averages because 2009 participation was very low; 28% below 2008. A breakdown of the types and amounts of materials is provided on page 19 of the Annual Report.

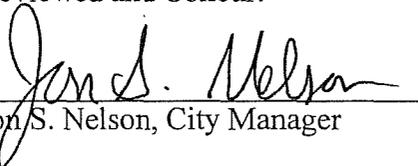
Coming in 2011

Allied plans to increase efficiencies by making changes to collection routes. This will involve extensive outreach to affected customers to ensure they know their new collection day. Allied will also be focusing on increasing promotion of the organic waste collection program to aid in improving the community's recycling rate.

RECOMMENDATION

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

Reviewed and Concur:


Jon S. Nelson, City Manager

Attachments:

Attachment I - 2010 Allied Waste of Corvallis Annual Report

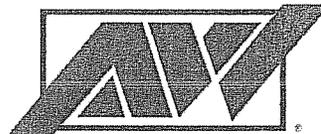
Attachment II - Finance Review of Annual Report

Allied Waste Services of Corvallis

City of Corvallis

Annual Report

2010



ALLIED WASTE SERVICES

 A REPUBLIC SERVICES COMPANY

March 1, 2011

Mayor Julie Manning
Members of the Corvallis City Council
City of Corvallis Staff



I am pleased to present the annual report for Allied Waste of Corvallis operations within the City of Corvallis.

Here are a few highlights from 2010:

- In April 2010, our composting operation, Pacific Region Compost (PRC), received Oregon's first permit to compost food waste. This facility enabled the City of Corvallis to become the first municipality in Oregon to allow commercial and residential customers to recycle food waste with other organic materials. We appreciate the support we received from the City of Corvallis that enabled our company to make this investment. The City's commitment to be a leader in this new frontier of recycling has put Corvallis "on the map" and given it much deserved recognition as other cities follow suit.
- As a result of the above activities, over 907 tons of additional residential mixed organic waste was collected in 2010 as compared to 2009 and 170 tons of commercial food waste was collected in 2010, an increase of 146% over the 69 tons collected in 2009.
- We continued to make significant improvement in all of our efficiency metrics in 2010. We collected more yards of commercial waste for each hour worked, we serviced more residents for each hour worked, and each drop box was hauled in less time. Efforts to maintain and improve efficiency keep operating costs down, benefiting the citizens of Corvallis.
- Allied Waste has been an active partner of the Corvallis Sustainability Coalition, serving on task and action groups. Our recycling educator is a member of both the Waste Reduction Action Group and the Food Waste Composting Committee. We continue to be sensitive to issues raised by the Coalition and take part in the town hall process. The goals of the coalition, as adopted by council, help to shape our long-range program planning. Allied Waste was also a sponsor of the 2010 Sustainability Town Hall.
- We completed our fifth year of coordinating the Master Recycler Program, with 30 Master Recyclers completing this free course. These graduates are now "paying back" to the community by volunteering and developing programs.

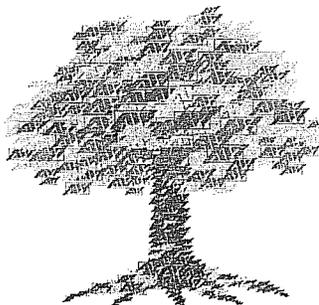
We are proud to partner with a forward-thinking community such as Corvallis and I appreciate your comments and suggestions as you review this report. Feel free to contact me anytime at 541-979-9577.

Best Regards,

Mike Huycke
General Manager
Allied Waste of Corvallis

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ALLIED WASTE SERVICES OF CORVALLIS
SUMMARY OF SERVICES
NUMBER OF CUSTOMERS RECEIVING SERVICE INDICATED

	2008	2009	2010
Residential			
Cans	118	95	78
20 Gal Cart	414	410	426
35 Gal Cart weekly	9,311	8,169	8,075
35 Gal Cart bi-weekly		785	918
64 Gal Cart	2,200	1,997	1,952
90 Gal Cart	1,167	829	825
On-Call	201	186	183
Total Residential	13,411	12,471	12,457
Commercial	967	1,358	1,182
Industrial	89	78	83

Residential recycling customers in city limits: 12,643

Residential mixed organic waste customers in city limits: 11,476

Disposal Site:
Coffin Butte Landfill



ALLIED WASTE SERVICES OF CORVALLIS RECEIPTS & FRANCHISE FEES FOR CORVALLIS

CURRENT YEAR 2010		
Month	2010 Receipts	Fee Paid
Jan-10	\$476,333	\$23,817
Feb-10	\$581,241	\$29,062
Mar-10	\$526,611	\$26,331
Apr-10	\$594,660	\$29,733
May-10	\$542,320	\$27,116
Jun-10	\$602,999	\$30,150
Jul-10	\$547,065	\$27,353
Aug-10	\$626,957	\$31,348
Sep-10	\$566,322	\$28,316
Oct-10	\$665,859	\$33,293
Nov-10	\$555,264	\$27,763
Dec-10	\$639,481	\$33,215
TOTAL	\$6,925,109	\$347,496

PRIOR YEAR 2009		
Month	2009 Receipts	Fee Paid
Jan-09	\$499,598	\$24,980
Feb-09	\$541,265	\$27,063
Mar-09	\$519,928	\$25,996
Apr-09	\$556,501	\$27,825
May-09	\$559,016	\$27,951
Jun-09	\$751,090	\$37,554
Jul-09	\$377,578	\$18,879
Aug-09	\$643,802	\$32,190
Sep-09	\$503,353	\$25,168
Oct-09	\$662,290	\$33,115
Nov-09	\$478,859	\$23,943
Dec-09	\$656,795	\$32,840
TOTAL	\$6,750,075	\$337,504

Note: Data above excludes receipts and franchise fees for Bio-Med of Oregon or Recycling

ADDITIONAL RECEIPTS REPORTED IN 2010

Month	Medical Waste Receipts	Medical Waste Fee Paid
Jan-10	\$8,897	\$445
Feb-10	\$6,307	\$315
Mar-10	\$7,475	\$374
Apr-10	\$7,714	\$386
May-10	\$7,484	\$374
Jun-10	\$6,412	\$321
Jul-10	\$7,154	\$358
Aug-10	\$6,022	\$301
Sep-10	\$10,136	\$507
Oct-10	\$6,673	\$334
Nov-10	\$5,958	\$298
Dec-10	\$10,368	\$522
TOTAL	\$90,599	\$4,534

Month	Recycle Receipts	Recycle Fee Paid
Jan-10	\$12,914	\$646
Feb-10	\$15,464	\$773
Mar-10	\$20,987	\$1,049
Apr-10	\$23,101	\$1,155
May-10	\$19,560	\$978
Jun-10	\$23,986	\$1,199
Jul-10	\$21,946	\$1,097
Aug-10	\$20,967	\$1,048
Sep-10	\$26,431	\$1,322
Oct-10	\$30,609	\$1,530
Nov-10	\$37,960	\$1,898
Dec-10	\$42,226	\$2,111
TOTAL	\$296,152	\$14,807

ALL SERVICES:

2010 TOTAL RECEIPTS

\$7,311,860

2010 TOTAL FRANCHISE FEE PAID

\$366,837



ALLIED WASTE SERVICES OF CORVALLIS
COMPARISON OF FRANCHISE FEES PAID

Years	City of Corvallis Receipts	Franchise Fee Paid	Percent Change
1997-98	\$4,361,494	\$218,075	-0.2%
1999*	\$4,502,824	\$225,144	3.2%
2000	\$5,158,146	\$257,921	14.6%
2001	\$5,217,607	\$260,880	1.1%
2002	\$5,246,287	\$262,314	0.5%
2003	\$5,271,952	\$263,598	0.5%
2004*	\$5,264,319	\$263,216	-0.1%
2005*	\$6,089,698	\$304,485	15.7%
2006*	\$6,668,284	\$333,360	9.5%
2007*	\$6,804,766	\$340,238	2.1%
2008	\$6,860,594	\$343,030	0.8%
2009*	\$6,910,493	\$345,523	0.7%
2010	\$7,313,900	\$366,939	6.2%

Notes:

* indicates rate increases 7/99, 9/04, 9/05, 10/06, 11/07, 5/09
Totals include recyclables and medical waste
collection



ALLIED WASTE OF CORVALLIS

FINANCIAL OVERVIEW

City of Corvallis 2010

Revenue

Revenue in 2010 was up 5.6% over 2009. The increase in service rates, implemented May 1, 2009, coupled with improved commodity prices, offset lower volumes from a slow economy. Volume declines impacted primarily our industrial lines of business.

Operations Expense

The total cost of operations increased 2% when compared to 2009. Cost management, improved operating efficiencies contributed to offset significantly higher fuel rates.

- **Labor** costs decreased less than 1% as operational efficiencies more than offset a 2% cost of living adjustment.
- **Repairs and maintenance** costs decreased by 1%, primarily due to the recent reinvestment of new trucks, particularly our residential line of business.
- **Vehicle operating** costs increased 11%. Fuel is the primary cost driver in this category. Our average fuel rate in 2009 was \$2.15 and increased to an average of \$2.73 per gallon in 2010.
- **Facility operating** was about flat year over year, decreasing \$5k or 1%.
- **Safety, insurance and claims** frequency decreased in 2010 compared to 2009, but the cost per claim in 2010 was higher equating to an overall expense increase.
- **Disposal/Recycling Purchases** costs increased 2%.
- **Other Operating Costs** increased 9% or \$4K as a direct result of higher 3rd party charges to conduct our household hazardous waste events.
- **Depreciation** increased less than 1%, due primarily to higher investment in equipment, namely collection vehicles.

Salaries and General Administrative Expense

Salaries and administrative expenses declined when compared to 2009 by 4.0%, mostly relating to a reorganization of administrative roles and responsibilities.

Itemized below are the highlights in this category:

- **Salaries** increased in 2010, primarily due to the lack of turnover in administrative positions.
- **Professional fees** decreased 31% due to the absence of recruiter's fees associated with hiring replacements in our accounting group that occurred in 2009.
- **Management services** includes many accounting functions, payroll, Sarbanes-Oxley compliance, safety programs, human resources management, information technology, purchasing management and interest expense associated with capital purchases. Costs decreased 17% because the Allied Waste operations in Oregon recently went through reorganization. This reorganization resulted in significant savings within SG&A, which included management fees.
- **Bad Debt Expense** increased 14% due to increased collection challenges associated with the current economy.

Overall, we saw an improvement in net income, both in dollars and as a percentage of revenue. Improved efficiencies more than offset inflationary expenses, contributing to the improved profitability.



ALLIED WASTE SERVICES OF CORVALLIS
 COMPANY TOTAL
 BALANCE SHEET
 Year ended December 31

	<u>2010</u>	<u>2009</u>
ASSETS		
Current Assets		
Cash	\$ -	\$ -
Net Trade Receivables	\$ 927,523	\$ 865,941
Other Receivables	\$ 1,750	\$ (1,752)
Prepaid Expenses	\$ 52,708	\$ 67,509
Inventories	\$ 66,033	\$ 64,413
Deposits	\$ -	\$ -
Total Current Assets	\$ 1,048,014	\$ 996,111
Property & Equipment		
Buildings & Improvements	\$ -	\$ 52,296
Vehicles & Equipment	\$ 3,557,615	\$ 2,784,461
Containers & Compactors	\$ 1,335,599	\$ 1,432,983
Furniture & Fixtures	\$ 59,308	\$ 52,497
Accumulated Depreciation	\$ (1,399,001)	\$ (764,541)
Total Property & Equipment	\$ 3,553,521	\$ 3,557,696
Goodwill	\$ -	\$ -
Total Assets	<u>\$ 4,601,535</u>	<u>\$ 4,553,807</u>
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable	\$ 256,173	\$ 93,713
Accrued Liabilities	\$ 216,170	\$ 806,111
Unearned Revenue	\$ 23	\$ (19)
Total Liabilities	\$ 472,366	\$ 899,805
Stockholder's Equity		
Intercompany Accounts ¹	\$ (878,378)	\$ 2,748,212
Common Stock	\$ -	\$ -
Additional Paid-in Capital	\$ -	\$ -
Retained Earnings (Beginning)	\$ 1,718,411	\$ 29,255
Current Year Earnings	\$ 1,754,568	\$ 876,535
Other Inc(Dec) - R/E	\$ 1,534,568	\$ -
Total Stockholder's Equity	\$ 4,129,169	\$ 3,654,002
Total Liabilities & Equity	<u>\$ 4,601,535</u>	<u>\$ 4,553,807</u>



ALLIED WASTE SERVICES OF CORVALLIS
CITY OF CORVALLIS
STATEMENT OF INCOME
For the twelve months ended December 31

	<u>2010</u>	<u>2009</u>
Revenue	\$ 7,026,291	\$ 6,651,599
Cost of Operations	\$ 4,958,930	\$ 4,742,459
Gross Profit	\$ 2,067,361	\$ 1,909,140
Salaries, General and Administrative	\$ 1,098,385	\$ 1,194,590
Operating Income	\$ 968,976	\$ 714,550
Provision for Income Taxes	\$ 389,362	\$ 285,820
Net Income	\$ 579,614	\$ 428,730
Net Income as a Percent of Sales	8.2%	6.4%

Note 1: 2010 provision for Income Taxes uses a rate of 40%. Actual rate may differ. For example, the actual 2008 corporate rate was 53.6% and 2009 corporate rate was 42.6%.



ALLIED WASTE SERVICES OF CORVALLIS
CITY OF CORVALLIS
SCHEDULE OF DIRECT EXPENSES
For the twelve months ended December 31

	<u>2010</u>	<u>2009</u>
COST OF OPERATIONS		
Labor	\$ 1,501,646	\$ 1,502,106
Repairs and Maintenance	\$ 470,668	\$ 476,300
Vehicle Operating Costs	\$ 374,655	\$ 308,538
Equipment Rent	\$ 187	\$ 211
Facility Operating	\$ 193,196	\$ 198,147
Safety, Insurance and Claims	\$ 217,124	\$ 152,832
Disposal / Recycling Purchases	\$ 1,261,193	\$ 1,202,722
Franchise Fees	\$ 366,837	\$ 343,030
Other Operating Costs	\$ 67,752	\$ 57,214
Depreciation	\$ 505,672	\$ 501,359
TOTAL COST OF OPERATIONS	<u>\$ 4,958,930</u>	<u>\$ 4,742,459</u>
 SALARIES, GENERAL & ADMINISTRATIVE		
Salaries	\$ 414,465	\$ 366,775
Rent and Office Expense	\$ 169,209	\$ 178,114
Travel and Entertainment	\$ 17,432	\$ 12,463
Professional Fees	\$ 6,265	\$ 16,685
Bad Debt Expense	\$ 30,463	\$ 23,669
Management Services	\$ 290,320	\$ 434,996
Other Expenses	\$ 160,093	\$ 156,016
Depreciation	\$ 10,138	\$ 5,872
TOTAL SALARIES, GENERAL & ADMINISTRATIVE	<u>\$ 1,098,385</u>	<u>\$ 1,194,590</u>



ALLIED WASTE SERVICES OF CORVALLIS
COMPANY TOTAL
STATEMENT OF CASH FLOWS
Year ending December 31, 2010

Cash provided from (used for) Operations:

Net Income	\$	1,052,745	
Non-cash operating expenses:			
Depreciation & Amortization	\$	825,181	
Allowance for doubtful accounts	\$	52,402	
Add: Total non-cash operating expenses	\$	877,583	
Change in operating Assets & Liabilities			
Accounts Receivable	\$	(113,984)	
Other Receivable	\$	(3,502)	
Prepaid Expenses	\$	14,801	
Inventories	\$	(1,620)	
Payables	\$	162,460	
Accrued Liabilities	\$	(592,657)	
Deferred Revenue	\$	42	
Total change in operating assets & liabilities	\$	<u>(534,460)</u>	
Cash provided by net operating activities			\$ 1,395,868

Cash provided from (used for) investing activities:

Fixed Assets	\$	(969,128)	
Intercompany Obligations	\$	(426,740)	
Cash provided from (used for) investing activities			\$ (1,395,868)

Cash provided by (used for) financing activities:

\$ -
(Prior period adjustment associated with Republic purchase of Allied Waste)

Increase (Decrease) in cash

\$ 0



ALLIED WASTE OF CORVALLIS CITY OF CORVALLIS TRENDS - 2010

Operations

The operations team focused on several areas in 2010:

- Safety – Each year Allied Waste strives to improve safety frequency rates and the number of claims. We are pleased to report that the number of claims decreased from 7 claims in 2009 to 5 claims in 2010. The accident frequency rate decreased from 9.75 in 2009 to 8.87 in 2010. These results were obtained through diligent focus, constant training and re-training, and a strong commitment to safety by every employee in the company. Drivers spend at least 13 hours in formal safety training each year. Operations supervisors also conduct route observations on each driver every month to ensure safety and service standards are practiced.
- Efficiency Improvement – We continued to make significant improvement in all efficiency metrics in 2010. More yards of commercial waste were collected for each hour worked, more residents were serviced for each hour worked, and the average drop box was hauled in less time. Appendix B reflects these improvements in each line of business.
- Facility – We maintained the knowledgeable and courteous staff at the recycling depot on the Allied Waste property. The depot is secure and staffed 12 hours a day, 7 days a week. As a result, contamination has been significantly reduced. Customers appreciate the assistance they receive when they arrive at the depot and extensive list of items that can be dropped off at the depot for recycling.
- Fleet Maintenance – We continue to implement environmentally friendly tactics to reduce our impact on the environment. Utilizing biodegradable hydraulic oil in the shop that saves roads and waterways from damaging pollution. To reduce greenhouse gases and particulate emissions, Allied trucks are equipped with automatic 5-minute idle shut off mechanisms and new trucks are equipped with diesel oxidation catalysts that will reduce pollution from particulates by one-third.
- Outreach – A summer intern was hired to educate Corvallis restaurants about food waste collection services. This outreach provided customers with information about the program and was valuable as another way of receiving customer feedback as we seek to improve this service.

Customer Service

We pride ourselves on being able to help each and every customer with just one phone call or email. On a quarterly basis, Customer Service Representatives are “secret shopped” over the phone via recorded conversations that ensure service quality and tone remain at the highest standards. They are graded on approximately 30 different criteria and are trained to provide the best customer service possible. The Customer Service Representatives for Corvallis had an average score of 88% during 2010 and one of them received a national award for her call. In addition, Allied customers are randomly surveyed over the phone or by email. These surveys include questions regarding customer expectations, perceived value, service quality, problem resolution, and customer loyalty.

Focus for 2011:

- Residential trash, recycling and yard waste routes will be adjusted to increase efficiencies by balancing routes, eliminating overlap, and locating them in the same geographical area each day.
- Seek opportunities to enhance efficiencies in commercial, residential and roll-off lines of business to keep operating costs down and offset the impacts of ongoing inflation.
- Maintain a focus on driver training and safe operating practices.
- Continued work with the City of Corvallis and Benton County to evaluate opportunities to improve our wasteshed's recovery rate and achieve the goal of 50%.
- Continued promotion of organic waste composting and related customer education remains a focus item for 2011. Efforts will include promoting the benefits of reusing finished compost materials as a soil amendment, erosion control agent or ground cover throughout our community.



ALLIED WASTE SERVICES OF CORVALLIS
CAPITAL EXPENDITURES
2008 - 2011

2008	Shop Equipment	\$	13,600
	Container Delivery Truck	\$	16,500
	Commercial Containers	\$	27,000
	Industrial Containers	\$	12,500
	Residential Carts	\$	87,000
	Residential Curbside Recycling Bins	\$	5,100
	Security Camera System	\$	5,700
		\$	167,400
2009	Residential Carts	\$	36,072
	Commercial MSW Truck - Front Loader	\$	228,631
	Residential MSW Truck - Side Loader	\$	231,698
	Commercial Containers	\$	37,143
	Cardlock Fueling System	\$	23,483
	Container Delivery Truck	\$	34,665
	Shop Equipment	\$	4,597
	Service Truck	\$	89,000
	Truck Scales	\$	8,955
	Auto Lube System	\$	7,922
	Grabber Assembly	\$	3,321
		\$	705,487
2010	Service Truck	\$	22,500
	Residential MSW Truck - Side Loader (qty 3)	\$	763,262
	Yard Waste Carts	\$	49,229
	MSW Carts	\$	35,731
	Tractor	\$	94,881
	Recycle Glass Bins	\$	3,525
		\$	969,128
2011	Roll Off Truck	\$	224,440
	Commercial Truck	\$	243,618
	Composters	\$	8,700
	MSW Carts	\$	54,133
	Recycle Glass Bins	\$	7,000
	Commercial Containers	\$	64,000
		\$	601,891



ALLIED WASTE SERVICES OF CORVALLIS
WASTE GENERATED & TONS RECYCLED BY COMMODITY TYPE

COMMODITY	Total 2008	Total 2009	2010 Curbside	2010 Depot/ Com'l	Total 2010	Change	
Wood Waste	928	468	-	670	670	43%	
Yard Debris (including leaves)	10,044	10,339	8,734	575	9,310	-10%	
Cedar Shavings	592	568	-	235	235	-59%	
Cardboard	3,467	3,204	-	3,439	3,439	7%	
Office Paper	321	326	-	363	363	11%	
Newspaper	15	18	-	10	10	-46%	
Commingled ¹	7,014	6,619	4,819	1,836	6,656	1%	
Electronics	161	150	-	193	193	29%	
Food Waste ²	65	69	-	169	169	145%	
Plastic Film	19	20	-	13	13	-34%	
Container Glass	964	1,144	578	541	1,119	-2%	
Scrap Metal	204	328	-	220	220	-33%	
Motor Oil (truck fuels) ³	122	45	-	15	15	-66%	
Batteries ⁴	11	7	-	27	27	284%	
Concrete	122	406	-	516	516	27%	
Construction & Demolition (C&D)					329	100%	
Total Recycle Tons	24,049	23,711	14,132	8,823	23,283	-1.8%	37.2%
Total Landfill Tons	43,015	41,606			39,287	-5.6%	62.8%
TOTAL WASTE	67,064	65,317			62,570	-4.2%	

NOTES:

1. The awareness of the need to reduce consumer waste in combination with the economic downturn has resulted in commingle volumes remaining flat.
2. Increased food waste diversion volumes are a reflection of our commitment to expanding Organic Waste collection
3. Residential customers may be choosing to not change their own oil and choosing instead to go to third party vendors
4. Increased presentations by recycle coordinator, Julie Jackson, increasing awareness in the community



ALLIED WASTE OF CORVALLIS 2010 Residential Curbside MSW & Recycle Tons by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Woodwaste (WW)	-	-	-	-	-	-	-	-	-	-	-	-	-
Cedar Shavings (CS)	-	-	-	-	-	-	-	-	-	-	-	-	-
Municipal Solid Waste (MSW)	1,020.4	889.8	961.3	1,025.0	959.9	1,018.0	1,031.1	1,008.1	1,056.5	1,006.6	1,065.7	1,130.2	12,172.6
Yard Debris (YD)	422.2	494.3	651.8	896.0	1,011.6	1,225.6	774.5	643.5	636.1	665.8	749.9	563.2	8,734.4
Food Waste (FW)	-	-	-	-	-	-	-	-	-	-	-	-	-
Cardboard (CB)	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Paper (OP)	-	-	-	-	-	-	-	-	-	-	-	-	-
Newsprint (NP)	-	-	-	-	-	-	-	-	-	-	-	-	-
Comingle (CO)	413.1	352.3	395.4	403.4	382.8	418.8	380.3	383.4	413.4	369.1	429.2	478.3	4,819.4
Glass (GL)	59.9	43.9	47.5	55.7	44.3	52.3	45.9	42.8	54.0	46.8	36.2	49.4	578.4
Metal	-	-	-	-	-	-	-	-	-	-	-	-	-
e-Waste	-	-	-	-	-	-	-	-	-	-	-	-	-
Motor Oil (MO)	-	-	-	-	-	-	-	-	-	-	-	-	-
Household Hazardous Waste (HHW)	-	-	-	-	-	-	-	-	-	-	-	-	-
Batteries (Batt)	-	-	-	-	-	-	-	-	-	-	-	-	-
Concrete	-	-	-	-	-	-	-	-	-	-	-	-	-
Paint	-	-	-	-	-	-	-	-	-	-	-	-	-
Plastic Film (PF)	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - All Tons	1,915.5	1,780.2	2,055.9	2,380.1	2,398.6	2,714.6	2,231.6	2,077.8	2,160.0	2,088.3	2,281.1	2,221.0	26,304.8

2010 MSW & Recycle Depots Tons by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Woodwaste (WW)	-	-	-	-	-	-	-	-	-	-	-	-	-
Cedar Shavings (CS)	-	-	-	-	-	-	-	-	-	-	-	-	-
Municipal Solid Waste (MSW)	-	-	-	102.0	-	-	-	-	-	-	-	-	102.0
Yard Debris (YD)	-	-	-	-	-	-	-	-	-	-	-	-	-
Food Waste (FW)	-	-	-	-	-	-	-	-	-	-	-	-	-
Cardboard (CB)	29.5	29.6	31.7	28.3	27.3	27.9	25.4	35.7	26.2	28.2	37.2	43.6	370.5
Office Paper (OP)	-	-	-	-	-	-	-	-	-	-	-	-	-
Newsprint (NP)	-	-	9.8	-	-	-	-	-	-	-	-	-	9.8
Comingle (CO)	49.1	49.3	59.0	47.8	56.1	58.1	46.1	53.7	54.9	48.1	33.9	46.7	602.7
Glass (GL)	32.5	18.6	39.1	32.6	48.3	44.3	40.5	43.5	42.8	29.9	41.6	45.7	459.5
Metal	12.9	10.9	-	48.3	-	31.0	47.1	11.8	15.6	19.0	10.1	13.3	220.1
e-Waste	12.0	10.2	13.0	16.1	15.5	16.0	12.7	16.8	20.8	20.1	20.1	19.7	192.9
Motor Oil (MO)	-	1.2	1.5	1.2	1.5	0.4	1.4	2.1	2.6	0.6	2.0	0.6	15.1
Household Hazardous Waste (HHW)	-	44.7	-	-	30.4	-	-	15.7	-	-	8.3	-	99.1
Batteries (Batt)	-	6.8	1.5	-	2.3	-	-	1.0	-	-	15.4	-	26.9
Concrete	4.0	77.0	7.1	-	49.3	27.6	104.9	47.3	73.8	76.9	9.5	38.7	516.1
Paint	-	-	-	-	-	-	-	-	-	-	-	-	-
Plastic Film (PF)	1.7	2.0	1.3	-	-	-	1.7	1.4	1.0	-	-	4.1	13.2
Total - All Tons	141.8	250.3	163.9	276.2	230.7	205.3	279.8	229.0	237.7	222.8	178.1	212.4	2,627.8

Disposal Sites

MSW = municipal solid waste	Coffin Butte Landfill
YD = yard debris	PRC
WW = wood waste	PRC
FW = food waste	PRC
CB = cardboard	Source Recycling
OP = office paper	Source Recycling
NP = newsprint	Source Recycling
CO = commingle	Source Recycling
CS = cedar shavings	Heeler Farm

GL = glass	Coffin Butte Landfill (roadbase)
Metal	Cherry City Metals
e-Waste	ECS, Reganysis
MO = motor oil	Safety Kleen
HHW = household hazardous waste	PCS
Concrete	Knife River
Paint	Habitat ReStore
PF = Plastic Film	SP Recycling



2010 Commercial MSW & Recycle Tons by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Woodwaste (WW)	59.1	20.6	33.7	56.6	34.5	56.5	39.5	48.6	68.3	66.7	80.9	105.4	670.3
Cedar Shavings (CS)	21.0	24.5	21.0	24.5	28.0	21.0	17.5	10.5	10.5	21.0	17.5	17.5	234.5
Municipal Solid Waste (MSW)	1,219.7	1,131.8	1,224.8	1,281.7	1,187.3	1,325.0	1,203.8	1,109.7	1,225.3	1,176.3	1,281.4	1,272.7	14,639.5
Yard Debris (YD)	51.5	43.2	31.6	25.3	33.7	36.9	36.0	45.1	25.8	35.6	46.2	62.6	473.5
Food Waste (FW)	10.3	12.1	11.5	17.3	18.2	12.4	7.0	11.7	9.9	20.0	19.0	19.9	169.1
Cardboard (CB)	272.0	247.3	279.2	259.9	254.1	235.4	217.4	229.0	263.0	252.2	292.3	266.5	3,068.2
Office Paper (OP)	25.5	36.7	25.6	41.4	37.0	31.3	29.3	33.4	35.1	15.7	28.6	23.7	363.3
Newsprint (NP)													
Comingle (CO)	99.5	100.8	104.2	103.0	97.9	114.2	86.5	91.5	109.6	102.4	113.6	110.6	1,233.7
Glass (GL)	6.8	6.8	6.8	6.8	6.8	6.8	6.8	6.8	6.8	6.8	6.8	6.8	81.1
Metal													
e-Waste													
Motor Oil (MO)													
Household Hazardous Waste (HHW)													
Batteries (Batt)													
Concrete													
Paint													
Plastic Film (PF)													
Total - All Tons	1,765.2	1,623.7	1,738.4	1,816.5	1,697.3	1,839.5	1,643.7	1,586.2	1,754.2	1,696.7	1,886.3	1,885.8	20,933.3

Note - MSW total does not include industrial totals

Disposal Sites

MSW = municipal solid waste	Coffin Butte Landfill
YD = yard debris	PRC
WW = wood waste	PRC
FW = food waste	PRC
CB = cardboard	Source Recycling
OP = office paper	Source Recycling
NP = newsprint	Source Recycling
CO = commingle	Source Recycling
CS = cedar shavings	Heeter Farm

GL = glass	Coffin Butte Landfill (roadbase)
Metal	Cherry City Metals
e-Waste	ECS, Reganysis
MO = motor oil	Safety Kleen
HHW = household hazardous waste	PCS
Concrete	Knife River
Paint	Habitat ReStore
PF = Plastic Film	SP Recycling



ALLIED WASTE OF CORVALLIS
ANNUAL EVENTS
Spring Recycle Event

Spring Recycle Event

Totals below reflect yard debris, wood waste, scrap metal, and electronics recycled at the 2010 Sprint Recycle Event. Nearly 99% of the inbound volume was recycled or collected for reuse. Benton Furniture Share and Habitat for Humanity were on site during the Spring Recycle Event to collect usable household furnishings and building materials. This event is promoted in customer newsletters, on billing statements, on the Allied Waste web site and in the Gazette Times.

Locations	2008 Customer Count	2009 Customer Count	2010 Customer Count	YOY Change
CDC South Lot	1,118	782	817	4.5%
CDC North Lot	519	348	413	18.7%
Total	1,637	1,130	1,230	8.8%

Material Collected	2008 Tons	2009 Tons	2010 Tons	
Metal	32	32	35.42	10.7%
Yard Debris/ Wood	104	143	102	-28.7%
Electronics	15	8	1.8	-77.5%
Total	151	183	139.22	-23.9%

1. Implementation of the Oregon e-Cycles program in 2009 has decreased the electronic waste collected at events. Electronic waste is collected seven days a week at the Allied Waste Recycle Depot, making it more convenient for area residents to recycle these materials.

Compost Workshops

Allied Waste of Corvallis held two Compost Workshops in 2010. The first workshop took place in May and the second in September. The spring workshop was held in conjunction with the Master Gardeners annual plant sale. There were approximately 200 people in attendance. Many stopped by to ask compost questions. Seventeen people attended the drop in workshop in September. Both events are staffed by Allied Waste and Linda Brewer, OSU Compost Specialist.

Leaf and Christmas Tree Collection

Leaves were collected October 17 through December 24, 2010. 2,290 tons of leaves and were collected and delivered to area residents and farms upon request for composting. Christmas trees were picked up curbside and at a drop off box at the Allied Waste office and were processed at Pacific Region Compost.



Household Hazardous Waste Collection

We held four collection events in 2010. We promote these events in our customer newsletters, on billing statements, on our web site and in the Gazette Times. We've coordinated our quarterly newsletters to reach the customers just prior to these events in an attempt to better publicize them and encourage greater participation.

The table below shows the number of customers served at our household hazardous waste disposal events this year as compared to the previous three years.

HHW Customer Count

Year	February	May	August	November	TOTAL	YOY Change
2007	367	823	967	870	3,027	
2008	897	902	975	874	3,648	20.5%
2009	567	527	862	676	2,632	-27.9%
2010	1116	886	924	701	3,627	37.8%

Material Total

Hazardous Material	2007	2008	2009	2010
Latex Paint	36.00	43.45	49.28	38.40
Paint	23.24	27.86	8.18	20.68
Flammable Liquids	4.00	4.95	4.87	5.15
Toxic Liquids	4.38	7.66	2.00	7.46
Toxic Solids	1.85	2.55	1.80	3.10
Corrosive Liquids	0.70	1.30	1.00	1.13
Caustic Liquids	1.30	2.12	1.50	2.22
Oxidizing Liquids	0.48	0.31	0.01	0.12
Oxidizing Solids	1.23	0.02	0.11	0.13
Hypochlorite Solutions	-	0.18	0.43	0.71
Aerosols, Flammable	0.48	2.04	1.92	2.25
Insecticide Gases	1.23	0.62	0.60	0.80
Compressed Gas	0.45	0.72	0.46	0.50
Batteries, Wet	0.29	0.02	0.15	-
Batteries, Dry	4.70	11.12	6.79	15.45
Lithium Batteries	-	0.06	0.06	0.04
Flammable Solids	0.07	0.01	0.02	0.06
Water Reactive Solids	0.02	0.08	0.00	0.01
Self-Heating Solids	0.01	0.09	0.02	0.01
Mercury	-	0.01	0.02	0.02
Organic Peroxide	0.01	0.00	0.00	0.01
Hydrogen Peroxide	-	0.02	0.02	-
Light Ballasts	0.01	0.47	1.86	0.68
Asbestos	0.05	0.01	-	-
Nitric Acid	0.01	-	0.02	-
Perchloric Acid	0.02	-	-	-
Potassium Cyanide	0.05	-	0.05	-
TOTAL TONS	80.58	105.67	81.16	98.88



ALLIED WASTE OF CORVALLIS

Summary of Research Related to Resource Recovery Systems

In April 2010, our composting operation, Pacific Region Compost (PRC), received Oregon's first permit to compost food waste.

This facility enabled The City of Corvallis became the first municipality in Oregon to allow commercial and residential customers to add all food wastes to the organic materials formerly collected as "yard waste." Allied Waste worked with the Waste Reduction/Food Waste team of the Corvallis Sustainability Coalition to educate customers in two areas: the benefits of food waste composting and how to collect food waste.

We appreciate the support we received from the City of Corvallis that enabled Allied Waste to make this investment. The city's commitment to be a leader in this new frontier of recycling has put Corvallis "on the map" and given it much deserved recognition as other cities follow suit.

ALLIED WASTE SERVICES OF CORVALLIS

FOOD WASTE / YARD DEBRIS TONS

2008 - 2010

	2008	2009	YoY % Change	2010	YoY % Change
Food Waste	65	69	6.2%	170	146.4%
Residential YD	6,122	7,251	18.4%	8,158	12.5%

As a result of the above activities, over 907 tons of additional residential mixed organic waste (compacted yard debris on DEQ reports) was collected in 2010 as compared to 2009.

170 tons of commercial food waste was collected in 2010, an increase of 146% over the 69 tons collected in 2009.



ALLIED WASTE OF CORVALLIS
EDUCATION AND COMMUNITY OUTREACH
Summary of Education Activities throughout 2010

Allied Waste of Corvallis employs a Recycling Specialist to provide recycling and waste reduction education in area schools and the community.

School Outreach and Education:

3 high schools, 3 middle schools, 13 grade schools, and 3 pre-schools

School Presentations: 21

Hands-on presentations of what can and cannot be recycled at school and at home are included in our outreach to Corvallis schools. Students learn how their efforts conserve resources, reduce air and water pollution, and waste prevention contribute to a better place to live for all of us. School presentations also include a discussion of the composting process and its importance in waste reduction efforts. Our overall goal in talking with students is to educate, empower and inspire them to be sustainability minded citizens.

School Waste Audits: 3

Classes sort through a sample of school trash and sort it into recyclables, reusable materials, food, and garbage. They learn the percent of the trash that could have been recycled and reused as well as, the number of full sheets of paper that were printed on just one side. Students use what they learn to decide what actions the school can be taken to prevent waste and increase recycling. With approval from the principal and custodial staff, these actions then become integrated into the school's waste reduction plan. Students then make presentations to other classes, reporting their findings and teaching how to improve waste reduction and recycling efforts.

School Visits: 9

We frequently visit certain schools to monitor the quality of recycled materials and address any issues related to collection, sorting, and progress on waste reduction goals.

OREGON GREEN SCHOOL PROGRAM (OGS)

Schools receive one of the three different levels of recognition for their waste reduction efforts through the Oregon Green Schools Program. Entry Level schools must recycle at least three materials; provide training to students and staff on how to participate in the recycling and waste reduction program; conduct a school waste audit and establish waste reduction goals; demonstrate a reduction in the purchase or consumption of a product; and demonstrate the reuse of materials at school. Our recycling specialist serves as the Oregon Green School Coordinator for our area as well as the chairperson for the OGS Board of Directors. There are four schools in Corvallis that have been designated as an Oregon Green School, with six others working on Green School certification. Crescent Valley High School and area Master Recyclers were trained to assist Corvallis schools in their efforts to become Oregon Green Schools.



Community Outreach & Education

Community Presentations: 31

Presentations to community groups, on the importance of recycling as well as what and how to recycle in our curbside system were conducted regularly. We also offer waste audits to area businesses. Allied Waste was a sponsor and participant in Kids Day for Conservation, with an attendance of over 3,000 people.

Master Recycler Program

2010 marked the fourth year of our sponsorship of the Master Recycler program. Together with OSU Recycling, this eight-week course is offered free to community participants. The class provides an in-depth education on waste reduction at all levels. Master Recyclers use the knowledge they gain to “pay forward” 30 hours of volunteer time in a wide variety of waste reduction efforts.

The Allied Waste Community Education Program has also been an important piece of the new commercial food waste collection, providing hands on expertise to businesses opting for this service.

Displays

Recycling, reuse, composting, and safer alternatives to hazardous waste displays were set up at daVinci Days, Waterfront Earth Fair, HP Earth Fair, OSU Earth Day Fair, the Corvallis Sustainability Town Hall and Kids Day for Conservation.

Community Involvement

Corvallis Sustainability Coalition

Allied Waste is an active partner of the Corvallis Sustainability Coalition, serving on task and action groups. Our recycling educator is a member of the Waste Prevention Action Group and Food Waste Composting Committee. The goals of the coalition, as adopted by council help to shape our long-range program planning. Allied Waste was also a sponsor of the 2010 Sustainability Town Hall.

Allied Waste and it’s employees have a strong commitment to supporting the community. Employees are involved with United Way of Benton County, Corvallis Rotary and Corvallis Little League. More than 90 yards of Pacific Region Compost was donated to the Crescent Valley High School Arboretum project. Our company this year, made contributions of cash or service to the following groups:

Corvallis HS Basketball
Crescent Valley HS
Rotary Club of Corvallis
Old Mill Center
Corvallis Cub Scouts
Fall Festival
Benton Co. Sheriff’s Office
Corvallis Assistance League
Mary’s River Park
City of Monroe
Tangent Fire Hall

Corvallis Transit System
Downtown Corvallis Assoc.
Philomath Youth Activities
Philomath Classic Car Show
daVinci Days
United Way
United Way Day of Caring
City of Tangent
Triangle Park
First Alternative Co-op

CV/CHS All Night Parties
Jefferson Elementary School
Kiwanis Club of Corvallis
Red, White & Blues Festival
Benton Co. Fairgrounds
Tangent Harvest Festival
Wren Mobile Recycling
City of Philomath
City of Corvallis
Alesa Recycling Center



Kids Ride Free

Allied Waste of Corvallis was pleased to contribute \$6,000 to the Corvallis Transit System to pay for free bus rides for area children during the summer months. More than 30,000 free rides were taken to the library, movies, parks, swimming pool and other summer destinations, saving an estimated 3,000 gallons of gas and preventing 28 tons of carbon dioxide emissions from being released the environment.

First Alternative Co-op Community Recycle Center Partnership

Allied Waste contributes \$250 per month to assist with the lease of the property where the Co-op's Recycle Center is located, in addition to regular weekly collection service. In 2010 we assisted them with commingle, cardboard, glass and trash collection and also participated in an earth fair held at the Co-op in the fall.

Media

Allied Waste uses customer newsletters, local newspaper, radio public service announcements and a website to promote our services. The following media was used:

- The Allied Waste website was overhauled in 2010 to include more information and links to other waste reductions businesses and programs for customers.
- Four customer newsletters were direct mailed to every address within the City of Corvallis.
- The Corvallis Gazette Times, a local paper called The Anarchist, the Albany Democrat Herald, the Salem Statesman Journal and The Oregonian all ran large features on the improvements made to the PRC and inclusion of food waste in the spring of 2010.
- Allied Waste ran a one quarter page size ad in the Gazette Times for a compost give-a-way program in conjunction with Garland Nursery that was offered to residents in October.
- Information ran in the F.Y.I. section of the Gazette Times prior to each of the quarterly household hazardous waste events.
- Public service announcements ran on KRKT, KEJO, KFLY and KLOO radio stations during the month of December to promote waste reduction and recycling during the holidays.
- A video created by the Waste Prevention Action Team of the Corvallis Sustainability Coalition that demonstrated simple tips for collecting food waste ran on the Corvallis Public Access television station.

Total Impact in the Community

Contributions totaled approximately \$15,169.75 this year, including cash and in kind donations made by Allied Waste.



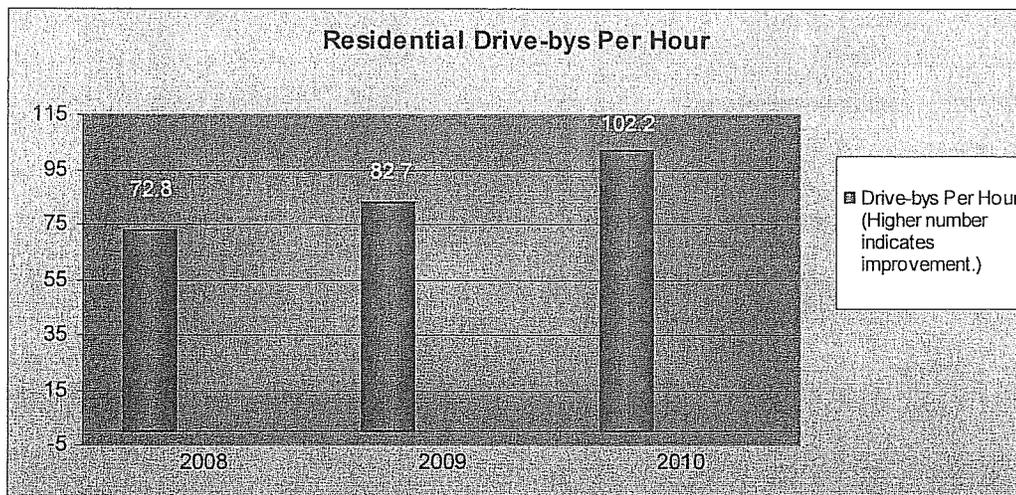
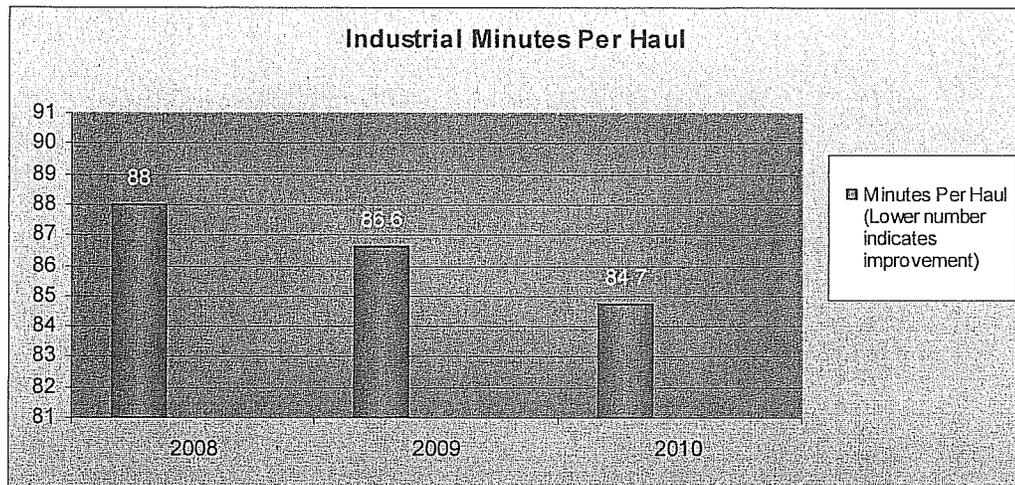
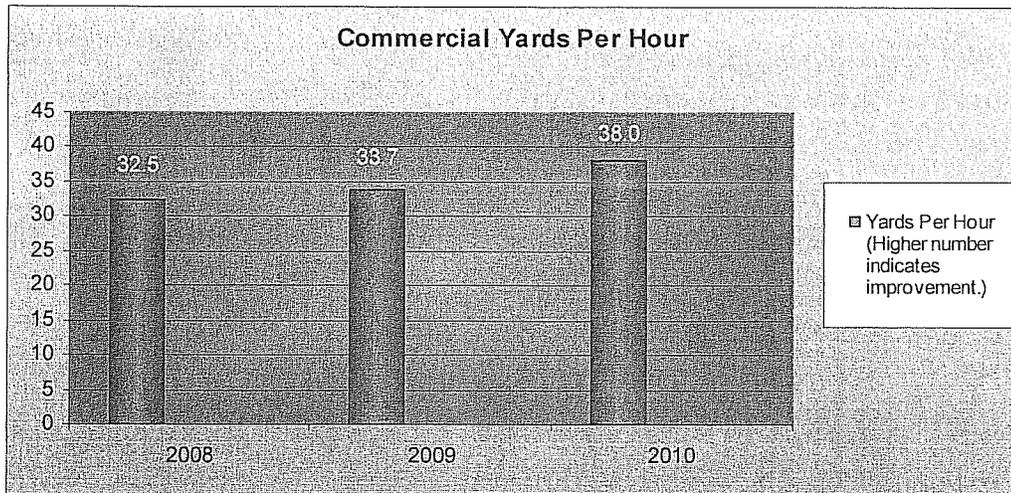
APPENDIX A 2010 Customer Complaints/Compliments Report

Type of Complaint:	Number of Complaints	# of Complaints Resolved:
Billing Issues	5	5
Container Placement/Replacement	2	2
Property Damage	0	0
Trash/Recycling on Ground	0	0
Recycling Issues	0	0
Containers Missed	1	1
Customer Service Issues	1	1
Partially Emptied	0	0
Driver Issue	1	1
Total:	10	10

Type of Compliment:	Number of Compliments:
Customer Service	3
Driver Extra Effort	3
Overall Service Levels	3
Recycling	1
Total:	10

APPENDIX B

Route Efficiencies/Yearly Comparison





APPENDIX C Commercial / Industrial Customer Count

Commercial	2009	2010
90 Gal Cart weekly	238	211
1 yd x 1	104	98
1 yd x 2	3	3
1 yd x 3	3	2
1 yd x 4	0	0
1 yd x 5	0	0
1.5 yd on call	186	167
1.5 yd x 1	117	109
1.5 yd x 2	14	17
1.5 yd x 3	0	0
1.5 yd x 4	1	1
1.5 yd x 5	0	0
2 yd on call	13	10
2 yd x 1	144	132
2 yd x 2	59	60
2 yd x 3	9	11
2 yd x 4	3	2
2 yd x 5	0	0
3 yd on call	12	8
3 yd x 1	118	90
3 yd x 2	46	32
3 yd x 3	21	17
3 yd x 4	0	0
3 yd x 5	2	1
4 yd on call	6	4
4 yd x 1	91	78
4 yd x 2	40	23
4 yd x 3	7	5
4 yd x 4	0	0
4 yd x 5	1	2
6 yd on call	6	5
6 yd x 1	77	63
6 yd x 2	27	20
6 yd x 3	9	11
6 yd x 4	0	0
6 yd x 5	1	0
Total Commercial	1,358	1,182
Industrial		
10 yd on call	0	1
20 yd on call	1	1
20 yd compactor on call	6	6
25 yd compactor on call	2	2
25 yd compactor x 2	1	1
27 yd compactor on call	1	1
30 yd lidded on call	12	12
30 yd on call	45	49
30 yd compactor x 2	1	1
40 yd on call	1	1
40 yd compactor on call	8	8
Total Industrial	78	78
TOTAL:	1,436	1,260



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

MEMORANDUM

March 3, 2011

TO: Adam Steele, Franchise Utility Specialist

CC: Julian Contreras, Financial Services Manager

FROM: Jeanna Yeager, Accountant

SUBJECT: Allied Waste of Corvallis, Annual Financial Review Fiscal Year 2010

This review consists of inquiries and analytical procedures and is very limited in its nature. It does not attest to whether the financial statements or schedules were prepared in accordance with Generally Accepted Accounting Principals. The Allied Waste of Corvallis annual reports are unaudited financial reports that are the representation of the management of Allied Waste of Corvallis.

This review is based on Allied Waste's fiscal year, January 1, 2010 through December 31, 2010. During the year, Allied Waste received total revenues of \$7,026,291, up 5.6% from the prior year. This can be attributed primarily to an increase in residential service rates and improved commodity prices.

Total operating expenditures were \$4,958,930, an increase of 4.6%, yet salaries and general administrative costs decreased 8.1%. This resulted in operating income of \$968,976 and net income of \$579,614, both representing increases greater than 35% over the prior fiscal year.

Allied Waste reports franchise fees totaling \$366,837, paid to the City of Corvallis. This includes fees paid for standard waste, medical waste, and recycling receipts and is consistent with City records.

AWS has maintained a reasonably strong financial position with current assets of \$1,048,014 and current liabilities of \$472,366.

Based on this review, acceptance of Allied Waste's annual report is recommended.

MEMORANDUM

May 20, 2011

TO: Administrative Services Committee

FROM: Nancy Brewer, Finance Director *NB*

SUBJECT Third Quarterly Operating Report

I. Issue

To review and accept the Third Quarterly Operating Report for FY 10-11.

II. Discussion

The Third Quarterly Operating Report (QOR) has been published on the City's web site and is available for review. Total revenues at the end of the third quarter of the fiscal year were at 68% of budgeted total revenues. Operating expenditures across departments were also largely on target at 64% of the amended budget. Financial performance in all funds is generally at expected levels, with the following noteworthy situations:

- Based primarily on the significant increase in fuel costs, as well as more maintenance to vehicles performed year-to-date, a supplemental budget will be sought for the Fleet Fund in the fourth quarter for additional appropriations. Public Works has higher than anticipated charges for service payments from departments, based on passing on these higher costs, which can legally be used to add more departmental appropriations.
- The Transit Fund is also experiencing very tight margins with high fuel costs combined with the non-receipt of business energy tax credits this fiscal year. An interfund loan will be sought at year-end if needed to avoid a negative fund balance, until anticipated revenues can be realized.
- The City Manager's Office in the Administrative Services Fund will be accessing contingency appropriations based on anticipated overages for the retiring City Manager's cashout, and the related recruitment costs for his replacement. Additionally, higher costs are anticipated due to the deferred compensation consultant who is assisting with the City's fiduciary responsibility of assessing and possibly streamlining/replacing the existing deferred compensation provider(s) through a formal request for proposal process.
- Property Tax Funds combined are all experiencing significantly lower than historical spending and are on track to achieve revised expenditure targets. Revenues such as Franchise fees and state tax sharing are lagging in some cases however, so this is being closely monitored to ensure a positive fund balance is attained in the General Fund in particular at year end. Some rebalancing of property tax distributions may be needed as the year-end books are being closed.

Attached to this memo is the executive summary for the Third QOR (Attachment A) and the Property Tax Funds Combined income statement (Attachment B). The executive summary includes some basic economic information, an analysis of any significant variances from expected financial performance, an income statement for all funds combined, and a summary of operating expenditures by fund and by department. The summary also includes a table showing all the budget amendments approved so far this fiscal year by the City Council. These amendments all have the effect of increasing total appropriations for the City above what was in the adopted budget.

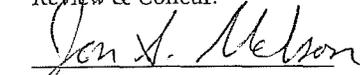
The Capital Project budget is 21% expended at the end of the third quarter. Capital project work and the related spending are typically lower until the final quarter of the year, as design work is completed and funding availability is assessed. The major projects with noticeable progress included substantial completion of this year's sanitary sewer line rehabilitation projects, continued construction of the Law Enforcement evidence compound, construction of 38 new grant-supported ADA sidewalk ramps, plus more City Hall seismic work.

The Quarterly Operating Report also includes an update on the status of City Council Goals as of March 31, 2011.

III. Requested Action

Review the Third Quarterly Operating Report, and recommend the City Council accept the report.

Review & Concur:



City Manager

THIRD QUARTERLY OPERATING REPORT FISCAL YEAR 2010-2011

Attachment A

EXECUTIVE SUMMARY

May 18, 2011

The Quarterly Operating Report is produced and published on the City's web site within 45 days of the close of each fiscal quarter based on Financial Policy 10.04.040, then shared with the City Council's Administrative Services Committee to provide citizens, the Budget Commission and City Council with information about the City's financial performance for the quarter.

This Executive Summary provides highlights of the City's financials, and includes, as an appendix, a reader's guide to some of the terminology used throughout the report. The remainder of the report covers:

- The revenue and expenditure performance for each of the operating funds in an income statement format that includes operating and non-operating revenues, expenditures and total fund activities. The first income statement presented in that section shows results year-to-date for all property tax funds combined.
- Departmental information including updated performance measures for the quarter as well as accomplishments and pending work plan items. This section also includes a report on vacancies;
- Capital Improvement Program (CIP) status report on the various projects underway year-to-date; and
- An update on City Council Values and Goals.

The FY 10-11 budget was prepared and adopted during a time of national economic recession. High unemployment, declining property values, and slowed development, as well as significantly lower than historical results in FY 09-10, were all taken into account when preparing the budget. Despite these factors, demand for many City services has never been higher, which in the face of the relatively flat or declining revenue stream is having a negative impact on fund balances across the organization.

At the end of the third quarter, market analysts have stated that economic recovery is expected to gain momentum during the rest of this year, despite a setback in the first quarter of calendar 2011. Contributing factors to the current ongoing weakness include the anemic housing market, severe weather, the earthquake in Japan and rising oil prices due to unrest in the Mideast. However, economists expect these problems to be temporary, with an improving outlook for the labor market to spark growth later in 2011. Optimism for U.S. growth near term stems from positive data trends in the areas of personal consumption expenditures, exports and nonresidential fixed investment. As of the end of March, the national unemployment rate was 8.8% while Oregon's unemployment rate held at around 10%. Despite Oregon's unemployment rate being at its lowest since January 2009, approximately 200,000 Oregonians remain unemployed. Corvallis has continued to fare better than the State in general, at 6.3% unemployment on a seasonally adjusted basis, and remains the only Metropolitan Statistical Area in Oregon with a rate of less than 10%, other than Portland/Vancouver/Hillsboro at 9.6%. Currently in FY 10-11, the Federal economic stimulus that was so prominent in FY 09-10 has subsided as American Recovery and Reinvestment Act (ARRA) projects are finished or nearing completion.

Overall, the City's financial performance through the third quarter of the fiscal year generally has been as expected. Revenue and expenditure patterns are close to historical patterns (i.e., the majority of Property Tax revenue is received in the second quarter, while most expenditures remain at or slightly below budget pro-rated for year-to-date). The economy continues to impact the pace of residential building, but large projects from OSU have stabilized development revenues for the time being. In some cases, the percentage of revenues received compared to budget may belie what remains relatively poor revenue performance, due to reduced revenue estimates. This certainly holds true for some charges for service or fee-related revenues, such as Parks and Recreation activities and System Development Charges, where budget numbers may have been revised down due to the economy, but appear to be performing better because they are exceeding estimated amounts.

Expenditures are in line with last year's spending patterns for the first nine months of the fiscal year. Departments continue to actively control expenditures in FY 10-11 in an effort to attain adequate fund balances at the end of the year.

The following table compares year-to-date actuals with budget for all funds in both FY 10-11 and FY 09-10: Attachment A

REVENUE	AMENDED BUDGET	UNAUDITED FY 10-11	FY 10-11 % REC/EXPEND	AMENDED BUDGET	Y-T-D FY 09-10	FY 09-10 % REC/EXPEND
Budgeted Fund Balance	\$40,494,356					
Property Taxes	\$21,208,240	\$19,865,996	93.67%	\$20,961,130	\$19,374,678	92.43%
Other Tax	1,036,190	740,109	71.43%	1,194,350	677,793	56.75%
Licenses/Permits	6,844,580	4,969,376	72.60%	6,886,740	4,961,426	72.04%
Charges for Service	38,306,510	29,884,035	78.01%	38,215,330	29,017,769	75.93%
Intergovernmental	18,355,056	7,859,059	42.82%	16,821,175	7,462,396	44.36%
Fines/Forfeitures	1,365,570	899,031	65.84%	1,413,310	727,629	51.48%
Miscellaneous	2,648,600	1,185,045	44.74%	2,997,033	1,996,356	66.61%
Other Financing Sources/Transfers in	15,646,822	6,292,768	40.22%	14,304,855	5,415,392	37.86%
TOTAL CURRENT REVENUE	\$105,411,568	\$71,695,419	68.01%	\$102,793,923	\$69,633,439	67.74%
EXPENDITURE BY DEPARTMENT						
City Manager's Office	\$3,084,270	\$2,266,879	73.50%	\$3,111,770	\$2,277,510	73.19%
Community Development	8,276,960	3,915,862	47.31%	7,553,710	3,349,283	44.34%
Finance	4,995,400	3,475,557	69.58%	4,913,490	3,551,761	72.29%
Fire	10,626,930	7,620,523	71.71%	11,524,260	8,605,203	74.67%
Library	6,434,610	4,417,215	68.65%	6,473,870	4,594,225	70.97%
Park & Recreation	5,795,480	4,008,549	69.17%	6,023,513	4,213,028	69.94%
Police	12,585,424	9,121,840	72.48%	12,494,671	9,213,063	73.74%
Public Works	29,268,899	17,279,457	59.04%	31,247,784	18,730,000	59.94%
Non-Departmental	1,519,260	1,105,429	72.76%	1,824,820	1,450,039	79.46%
TOTAL OPERATING EXPENDITURES	\$82,587,233	\$53,211,311	64.43%	\$85,167,888	\$55,984,112	65.73%
Debt Service	\$8,162,110	\$4,765,102	58.38%	\$7,214,200	\$4,703,395	65.20%
Capital Projects	14,157,847	3,028,944	21.39%	11,866,610	2,557,726	21.55%
Transfers Out / Other Financing Uses	13,089,352	4,151,070	31.71%	13,582,235	5,404,044	39.79%
Contingencies/Reserves	1,302,520	0	0.00%	1,585,740	0	0.00%
TOTAL ALL EXPENDITURES	\$119,299,062	\$65,156,427	54.62%	\$119,416,673	\$68,649,277	57.49%
CURRENT REVENUES LESS TOTAL EXPENDITURES	(\$13,887,494)	\$6,538,992		(\$16,622,750)	\$984,162	

In general, the status of the City's finances was in line with expectations at the end of the third quarter. Year-to-date revenues of \$71,695,419 are at 68.01% of the Amended Total Revenue Budget of \$105,411,568. The Amended Budget reflects the adopted budget, plus any amendments approved by the City Council via resolution during the course of the fiscal year. In the first nine months of FY 10-11, the following amendments to the budget were approved:

Date	Amendment Type	Resource	Fund	Department	Net Expenditure Impact
7/19/2010	Res - Grant	LSTA Grant	Library	Library	\$ 50,000
7/19/2010	Res - Grant	EPA Storm Grant	Storm	Public Works	\$ 14,737
9/7/2010	Res - Grant	DOJ Byrne Grant	General	Police	\$ 13,478
10/4/2010	Res - Grant	Benton County ARRA	Street	Public Works	\$ 130,000
10/18/2010	Res - Grant	DOJ Byrne Grant	General	Police	\$ 85,411
10/18/2010	Res - Grant	US DOJ Grant	General	Police	\$ 5,228
11/6/2010	Res - Grant	US EPA Grant	General	Public Works	\$ 491,762
2/22/2011	Res - Appropriation	Criminal Asset Forfeiture	General	Police	\$ 15,367
				Total Increase	\$ 805,983

Significant revenue highlights include:

- **Property taxes** totaled \$19,865,996 through the third quarter which equals 93.67% of the budgeted property tax revenue. The majority of property taxes for the fiscal year are typically collected in the second quarter. FY 10-11 year-to-date property tax revenues are comparable with last fiscal year's results, as collections have followed the historical pattern.
- **Other Taxes** are collected from hotels in the form of room taxes and totaled \$740,109 or 71.43% of budget for the first nine months of the fiscal year. Increased hotel rates as well as the number of hotel stays from an early football season, amongst other factors, have led to better total results year-to-date compared to last year at the same time.
- **Licenses, Fees and Permits** totaled \$4,969,376 which represents 72.60% of the amended budget. While franchise fees are underperforming year-to-date, a rate increase for Pacific Power that went into effect in November has started to offset project shortfalls brought on by utility conservation efforts. The transportation maintenance fee collections are on target as Development Service permit fees are higher than expected due to ongoing large projects at OSU. Billing and collection of

Sustainability Initiative Fees (SIF) began in the third quarter (February) and have brought in about in \$23,450.00 used for fareless transit, sidewalk maintenance and urban forest trees.

- **Charges for Services** were \$29,884,035 which represents 78.01% of the amended budget. These revenues are slightly above target with budget and last year.
- **Intergovernmental** revenues are below target year-to-date and low compared to last year's actuals at \$7,859,059 or 42.82%. The receipt of grant monies tends to be volatile and highly dependent on timing of related expenditures.
- **Fines & Forfeiture** receipts related to Municipal court remain under budget but are increasing relative to last year based on concentrated efforts related to collection of past due traffic and parking fines. In the first three quarters of FY 10-11, results of collection activities are summarized in the following table:

	<u>Overdue Fines</u>			<u>Balance</u>
	<u>Turned over</u>	<u>Written Off</u>	<u>Collected</u>	<u>Outstanding</u>
Traffic	\$849,559.60	\$10,719.80	\$7,200.95	\$831,638.85
Parking	\$124,524.40	\$1,638.00	\$22,338.23	\$100,548.17

- **Interest earnings** are coming in higher than originally expected, with some improvement in rates over what was anticipated. Investment earnings total \$211,298 at the end of the third quarter, which represents 90.23% of the budgeted interest. This trend may continue with the help of the City's new investment advisory firm contract, but may also be dampened by recent market declines brought on by economic factors noted earlier in this summary.

Operating expenditures for all funds totaled \$53,211,310 or 64.43% of the Amended Operating Expenditure Budget which is lower than last year both in total dollars expended and percentage of budget. These results are partly reflective of department efforts to contain costs, particularly in the property tax funds where resources are becoming much more limited. Non-operating expenditures, which include capital projects, transfers, debt service, and contingency, totaled \$11,945,117 or 32.54% of the \$36,711,829 Amended Non-Operating Budget. In total, expenditures through the third quarter were \$65,156,427 or 54.62% of the \$119,299,062 budgeted, compared to 57.49% for last fiscal year. A breakdown of departmental expenditures by category is provided below:

OPERATING EXPENDITURES BY DEPARTMENT

DEPARTMENT	AMENDED BUDGET	PERSONAL SERVICES	SUPPLIES & SERVICES	CAPITAL OUTLAY	TOTAL EXPENDITURES	% OF AMENDED BUDGET
<i>Total Budget by Category</i>		\$45,355,916	\$35,223,317	\$2,008,000	\$82,587,233	
City Manager's Office	\$3,084,270	\$955,745	\$1,311,134	\$0	\$2,266,879	73.50%
Community Development	8,276,960	2,468,304	1,447,557	0	3,915,862	47.31%
Finance	4,995,400	2,488,443	959,620	27,495	3,475,557	69.58%
Fire	10,626,930	6,241,837	1,353,691	24,994	7,620,523	71.71%
Library	6,434,610	2,798,637	1,533,798	84,781	4,417,215	68.65%
Parks & Recreation	5,795,480	2,624,200	1,363,759	20,590	4,008,549	69.17%
Police	12,585,424	6,929,023	2,186,777	6,040	9,121,840	72.48%
Public Works	29,268,899	8,053,123	9,035,057	191,277	17,279,457	59.04%
Non Department	1,519,260	0	1,105,429	0	1,105,429	72.76%
TOTAL	\$82,587,233	\$32,559,311	\$20,296,822	\$355,177	\$53,211,310	64.43%
Percent of Budget		71.79%	57.62%	17.69%	64.43%	

Significant expenditure highlights include:

- **Personal services** totaled \$32,559,311 or 71.80% of the amended budget of \$45,345,916 and was in line with the percent of budget spent in FY 09-10, though \$721,000 higher due to cost of living and associated benefit increases.
- **Supplies and Services** totaled \$20,296,822 or 57.61% of the amended budget of \$35,223,317. The dollars spent in FY 10-11 are approximately 8% lower than the amount spent in the same period in FY 09-10 due primarily to the slowdown of ARRA grant funded projects in the Public Works department.
- **Capital Outlay** totaled \$355,177 or 17.69% of the amended budget of \$2,008,000. Capital purchases do not tend to follow a regular pattern other than to typically weight toward the end of the fiscal year to ensure that sufficient budget remains for the acquisition.

NON OPERATING EXPENDITURES

Attachment A

- **Capital projects** totaled \$3,028,944 or 21.39% of the amended budget of \$14,157,847. Capital project expenditures tend to fluctuate year-over-year, and there are always projects that are either carried forward into following years or simply do not come to fruition.
- **Debt service** payments totaled \$4,765,102 or 58.38% of the amended budget of, \$8,162,110 which is similar to last year's levels.
- **Transfers and Other Financial Uses** totaled \$4,151,070 or 31.71% of the amended budget of \$13,089,352. The majority of the transfers are related to capital projects. See the Capital Improvement Program section for information on the status of capital projects.

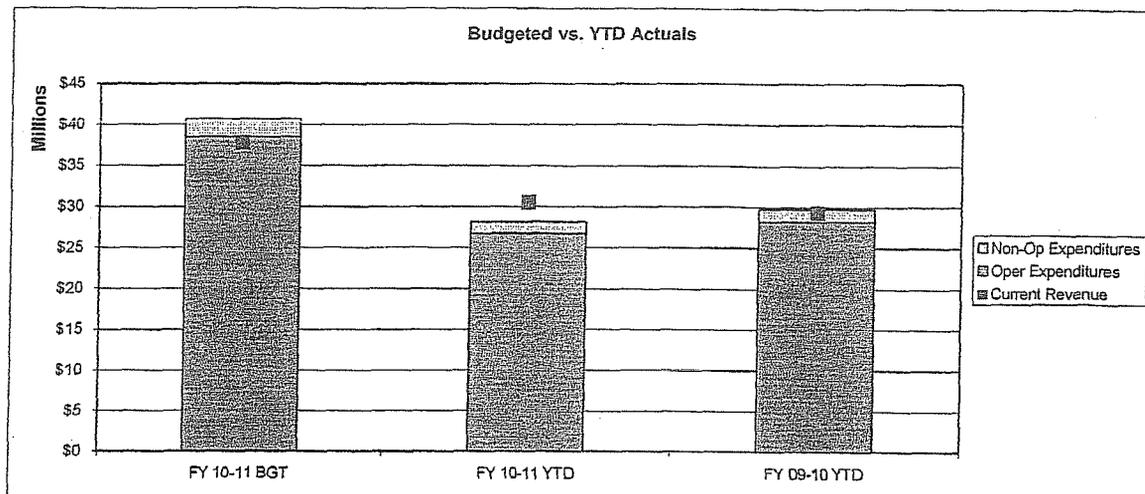
As always, if you have questions or concerns about the information in this report, please do not hesitate to contact me at (541) 766-6990 or via e-mail at nancy.brewer@ci.corvallis.or.us.

Nancy Brewer
Finance Director

PROPERTY TAX FUNDS COMBINED*

REVENUE	AMENDED BUDGET	3rd Quarter FY 10-11	UNAUDITED FY 10-11	FY 10-11 % REC/EXPEND	3rd Quarter FY 09-10	Y-T-D FY 09-10	FY 09-10 % REC/EXPEND
Budgeted Fund Balance	\$2,716,096						
Property Taxes	\$19,233,240	\$784,238	\$18,098,581	94.10%	\$1,063,011	\$17,215,345	92.67%
Other Tax	1,036,190	219,495	740,109	71.43%	189,732	677,793	56.75%
Licenses/Permits	5,449,690	1,531,577	3,520,430	64.60%	1,512,249	3,508,060	62.78%
Charges for Service	5,307,470	940,176	4,190,812	78.96%	969,556	3,994,970	75.12%
Intergovernmental	5,050,299	407,890	3,050,424	60.40%	535,094	2,999,917	70.77%
Fines/Forfeitures	957,640	218,081	593,570	61.98%	193,163	459,988	45.55%
Miscellaneous	341,750	41,727	334,020	97.74%	53,697	535,313	115.73%
Other Financing Sources	430,450	2,505	21,507	5.00%	0	1,272	0.00%
TOTAL CURRENT REVENUE	\$37,806,729	\$4,145,689	\$30,549,453	80.80%	\$4,516,503	\$29,392,657	80.78%
EXPENDITURE BY DEPARTMENT							
Community Development	\$1,618,220	\$363,109	\$1,086,613	67.15%	\$352,293	\$1,093,521	63.50%
Finance	618,920	145,796	430,804	69.61%	148,840	461,562	67.47%
Fire	10,626,930	2,482,827	7,620,523	71.71%	3,021,542	8,605,203	74.67%
Library	6,434,110	1,456,107	4,417,068	68.65%	1,588,334	4,564,914	70.92%
Parks and Recreation	5,795,480	1,134,386	4,008,549	69.17%	1,193,787	4,213,028	69.94%
Police	10,060,474	2,399,126	7,370,619	73.26%	2,403,452	7,541,932	74.47%
Public Works	1,816,852	197,410	657,669	36.20%	221,319	595,482	46.46%
Non-Departmental	1,517,910	366,009	1,104,079	72.74%	328,795	1,150,613	75.44%
TOTAL OPERATING EXPENDITURES	\$38,488,896	\$8,544,770	\$28,695,924	69.36%	\$9,258,362	\$28,226,255	71.78%
Debt Service	\$49,920	\$30,389	\$30,389	60.88%	\$0	\$0	0.00%
Transfers	1,818,300	0	1,368,130	75.24%	80,000	1,600,270	50.00%
Contingencies/Reserves	335,250	0	0	0.00%	0	0	0.00%
TOTAL ALL EXPENDITURES	\$40,692,366	\$8,575,160	\$28,094,443	69.04%	\$9,338,362	\$29,826,525	69.15%
CURRENT REVENUE LESS							
TOTAL EXPENDITURES	(\$2,885,637)	(\$4,429,471)	\$2,455,009		(\$4,821,859)	(\$433,868)	

* Includes General, Parks & Recreation, Fire & Rescue, and Library Funds



**URBAN SERVICES COMMITTEE
MINUTES
June 9, 2011**

Present

Richard Hervey, Chair
Hal Brauner
Roan Hogg

Visitors

Cassandra Robertson, Corvallis
Environmental Center
Brandon Trelstad, Corvallis Sustainability
Coalition Energy Action Team
Robert Wilson

Staff

Jon Nelson, City Manager
Steve Rogers, Public Works Director
Tom Penpraze, Public Works Utilities
Division Manager
Mary Steckel, Public Works Administration
Division Manager
Kent Weiss, Community Development
Housing Division Manager
Adam Steele, Franchise Utility Specialist
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. United Chrome Easement and Equitable Servitudes Agreement			Authorize the City Manager to approve the easement and equitable servitudes agreement
II. Boards and Commissions Sunset Review: Bicycle and Pedestrian Advisory Commission			Continue the Commission for four more years, by means of an ordinance to be read by the City Attorney
III. Boards and Commissions Sunset Review: Citizens Advisory Commission on Transit			Continue the Commission for four more years, by means of an ordinance to be read by the City Attorney
IV. Energy Efficiency and Conservation Block Grant (EECBG) Program Update			Approve the timeline to re-direct Energy Efficiency and Conservation Block Grant program funds as outlined in the staff report and allow staff to proceed, depending upon the availability and amount of remaining program funds
V. Other Business			

CONTENT OF DISCUSSION

Councilor Hervey called the meeting to order at 5:00 pm.

I. United Chrome Easement and Equitable Servitudes Agreement (Attachment)

Utilities Division Manager Penpraze reviewed the background of the United Chrome Products, Inc. (UCPI) situation.

- In 1956, the City leased to UCPI one and one-half to two acres of land at Corvallis Municipal Airport (CMA).
- UCPI performed chrome plating and electroplating of large saw blades for the timber industry. The plating protected the blades from corrosion.
- The saw blades were dipped into tanks of chromium, which ultimately leaked chromium into the soil and groundwater under the large building housing the tanks.
- As saw blades were removed from the tanks, chromium dripped onto the ground. Floors and troughs were washed, with the "wash" being discharged to a sump depression in the ground outside the building, which allowed chromium to leach into the soil and ground water.
- Chromium is a known toxin to fish, wildlife, and humans and can cause cancer at certain concentrations.
- Prior to UCPI's closure of operations in 1985, chromium was found in open ditches along the site, prompting a governmental investigation, which determined a situation that was hazardous to public health and the environment and must be remediated.
- The Environmental Protection Agency (EPA) added the UCPI site to its Super Fund National Priority List, allowing the Agency to take action to clean the site.
- With the closure of UCPI, the City, as the property owner, was designated the responsible party for the clean-up work.
- The City signed a consent order with the EPA acknowledging responsibility for the site and the cost of cleaning the site. The City could allow the EPA to conduct the clean-up work or pay for, operate, and maintain the clean-up work. It was determined that it would be less expensive for the City to conduct the clean-up work.
- Clean-up work began in 1988 and, by the mid-1990s, removed approximately 33,000 pounds of chromium from the soil and ground water; the contamination was transferred to the Arlington, Oregon, hazardous waste landfill. Initial clean-up work was conducted around the clock; minimal pumping on the site continues now.
- The clean-up work is substantially complete, and staff wants the property available as a productive revenue source for the Airport Fund. In the Airport Master Plan, the property is designated as a future aviation fuel site. The property can be returned to a status as a potential revenue source, once the City enters into an easement and equitable servitudes agreement with the Department of Environmental Quality (DEQ). The EPA will give the DEQ the legal authority to enforce the earlier consent decree between the City and the EPA and authority to monitor the site for public health and environmental concerns.

Mr. Penpraze noted that the City sued UCPI's insurance carriers and received \$350,000 in damages, but the clean-up costs to date have totaled \$2 to \$3 million. The City Council, during the late-1980s or early-1990s, approved the City charging sewer customers the clean-up costs, resulting in a 32-percent rate increase in one year to begin the clean-up process.

Mr. Penpraze summarized that staff sought the Council's approval of the easement and equitable servitudes document, which specified the restrictions the City must place on the site (industrial use only, no use of ground water [City water service is available], no agricultural crops [the ground is covered with concrete], and disclosure of a previous contamination situation). Staff deemed the restrictions reasonable. A small amount of soil must still be removed over the next few months. With that action, the EPA and the DEQ are satisfied that the property can be returned to a revenue-producing status. The City Attorney reviewed and approved the document.

Based upon a motion moved and seconded by Councilors Brauner and Hogg, respectively, the Committee unanimously recommends that Council authorize the City Manager to approve the easement and equitable servitudes agreement.

II. Boards and Commissions Sunset Review: Bicycle and Pedestrian Advisory Commission (Attachment)

Public Works Director Rogers said the Bicycle and Pedestrian Advisory Commission (BPAC) was scheduled to sunset June 30, 2011, unless authorized by the City Council to continue. Staff sought the Commission's input regarding possible continuation. Several accomplishments of the past four years and potential projects for the future were identified.

- Providing guidance to develop a bicycle education and public outreach strategy has been a continuing effort.
- Investigating the feasibility and developing a plan to implement (if feasible) a bicycle boulevard system for the community is in the initial stages, and the Commission would like to have input on the project.

Mr. Rogers said staff valued the Commission's input regarding bicyclist- and pedestrian-related issues, and this input should continue. The Commission asked that it be continued another four years.

Councilor Hervey expressed interest in the Commission's potential projects, particularly pursuit of grants. He asked whether any Commissioners had grant-writing experience.

Mr. Rogers responded that City staff primarily provided the grant-writing experience. Staff spoke with the Commission regarding which projects might fit available grants. Staff asked the Commission each year to prioritize projects, which aids with grant availability research.

Councilor Hervey referenced the future activity of continuing to investigate solutions that mitigate red (caution) areas on the City bicycle guide. He said outcomes of this effort were among his most difficult votes as a Committee member and Councilor. He asked about the Commission's feeling regarding the Committee's and Council's responses to recommendations.

Mr. Rogers said frustration seemed to peak with a project and then ease. He believed the Commission intended to continue looking at problem areas, which do not function as

planned. He noted that almost all of the City's arterial and collector streets had bicycle lanes, but the Commission would like bicycle lanes on all such streets.

Based upon a motion moved and seconded by Councilors Brauner and Hogg, respectively, the Committee unanimously recommends that Council continue the Bicycle and Pedestrian Advisory Commission for four more years, **by means of an ordinance to be read by the City Attorney.**

III. Boards and Commissions Sunset Review: Citizens Advisory Commission on Transit (Attachment)

Public Works Director Rogers said the Citizens Advisory Commission on Transit (CACOT) was scheduled to sunset June 30, 2011, unless authorized by the City Council to continue. Staff sought the Commission's input regarding possible continuation. Several accomplishments of the past four years and potential projects for the future were identified.

- The Commission was reviewing transit routes to find ways to improve on-time performance and where transit routes and/or service could be expanded. The transit operating fee rate is based upon gasoline prices and is expected to change annually. If gasoline prices continue to increase, fees revenue will increase; the Commission should be prepared to suggest how the additional revenue could be used.
- The Commission was considering where to reduce expenses, based upon the possible loss of revenue from the Business Energy Tax Credit program or a replacement funding source. While this work should be completed within one year, similar efforts were expected for the future.

In response to Councilor Hervey's inquiry, Mr. Rogers said Oregon State University (OSU) has an on-campus shuttle that operates between the various campus parking lots and buildings. The OSU-funded shuttle connects with Corvallis Transit System (CTS). Shuttle ridership has fluctuated over the years.

In response to Councilor Hervey's additional inquiries, Mr. Rogers explained that the City received a Federal grant for the next three replacement buses, as they become due. All City buses were purchased with at least 80 percent Federal funding. The most recently purchased buses were purchased entirely with Federal funding. The City's buses have front and rear doors for ingress and egress. It is most efficient for riders to board at the front door and exit at the rear door. The City's buses do not have double-wide doors, which could expedite boarding and de-boarding; however, such doors would require removal of some passenger seating.

Mr. Roger noted that CTS' May ridership was 89,000 – an increase of 50.7 percent over May 2010.

Based upon a motion moved and seconded by Councilors Brauner and Hogg, respectively, the Committee unanimously recommends that Council continue the Citizens Advisory

Commission on Transit for four more years, **by means of an ordinance to be read by the City Attorney.**

IV. Energy Efficiency and Conservation Block Grant (EECBG) Program Update (Attachment)

Public Works Administration Division Manager Steckel reviewed that the Oregon Department of Energy (DOE) asked staff to develop a "Plan B" for spending as-yet-unspent EECBG funds, primarily for the revolving loan fund and the Senior Center projects, as those funds were in jeopardy of not being spent by the program deadline. Staff previously presented to the Committee a list of possible projects for use of the funds.

Staff recommended that the Senior Center project not be pursued. The contractor was unable to complete the project design, and the project construction estimate increased. Staff believed the funds could be better spent on the Library chiller project.

Ms. Steckel said Franchise Utility Specialist Steele met with the Corvallis Sustainability Coalition Energy Action Team and the Corvallis Environmental Center (CEC) staff to develop a schedule for transferring funds from the revolving loan fund, if that is the chosen option.

Ms. Steckel reported that three new loans were through the preliminary approval process, and three additional loans were in the initial review stage. If approved, the six loans could total \$40,000. The CEC and the Coalition were continuing outreach and education efforts regarding the revolving loan program.

Ms. Steckel said staff sought the Council's approval of the schedule in the staff report for transferring remaining funds from the Senior Center project (approximately \$118,000) and the revolving loan fund (approximately \$62,000) to complete the Library chiller project. With Council approval, staff would present "Plan B" to the DOE for approval. In January 2012, staff would report to the Committee regarding transferring uncommitted revolving loan funds to a project that could be completed by the September 2012 program deadline.

Staff would begin working with the DOE in October 2011 to present potential projects for up-front approval. This would allow staff to proceed with projects in January, upon Council approval of funding transfers.

Ms. Steckel said staff requested Council approval of flexibility for staff to make changes in the process without needing additional Council approvals. She asked whether the Committee would want staff to not dedicate EECBG funding to any of the projects proposed (staff report "Plan B Project Summary Table"). If all of the projects were approved, staff would have the flexibility, upon completion of the Library chiller project, to use its best judgment in proceeding with approved projects. This flexibility would save staff significant time and ensure that the EECBG funds were spent before the program deadline.

If the Committee and Council approve staff's plan, staff will begin working with the DOE to get approval of the Library chiller project. Staff will provide an update to the Council in October, November, or December 2011 regarding DOE-approved projects, how the funds will be spent, and the projected revolving loan fund status and balance.

In response to Councilor Brauner's inquiry, Ms. Steckel explained that roughly \$60,000 would be transferred from the revolving loan fund, the pending loan applications could require \$40,000 in loan funds, leaving a revolving loan fund balance of \$100,000 for additional loans.

Councilor Hogg asked whether the DOE must approve each project. He noted that the Library chiller project had the lowest payoff in terms of recovery of cost through energy savings. He asked whether the project was at risk of not receiving DOE approval.

Ms. Steckel and Mr. Steele said they had not received any indication that the chiller project might not be approved by the DOE. DOE representatives determined that the project fit within the parameters of the EECBG program. Payback on investment was not a criteria for approval.

In response to Councilor Hogg's additional inquiry, Mr. Steele said Central Park was identified as the first location for installation of energy-efficient light fixtures. During the next year, staff can evaluate parks to determine other opportunities for light fixture installations, depending upon potential available funds in January.

Based upon a motion moved and seconded by Councilors Hogg and Brauner, respectively, the Committee unanimously recommends that Council approve the timeline to re-direct Energy Efficiency and Conservation Block Grant program funds as outlined in the staff report and allow staff to proceed, depending upon the availability and amount of remaining program funds.

V. Other Business

- A. The next regular Urban Services Committee meeting is scheduled for June 23, 2011, at 5:00 pm, in the Madison Avenue Meeting Room.

Councilor Hervey adjourned the meeting at 5:34 pm.

Respectfully submitted,

Richard Hervey, Chair

MEMORANDUM
May 17, 2011

To: Urban Services Committee

From: Steve Rogers, Public Works Director 

Subject: United Chrome Superfund Site Easement and Equitable Servitudes Agreement

Issue

Staff seeks approval for the City Manager to sign an Easement and Equitable Servitudes (E&ES) agreement between the City and the Oregon Department of Environmental Quality (DEQ) regarding the United Chrome Superfund Site.

Background

The United Chrome (UC) site is a former chrome-plating facility located at the Corvallis Municipal Airport. The City of Corvallis owns the 1.5 acre site, and in 1956 leased the property to United Chrome Products, Inc., which operated a chromium electroplating business until 1985. During this time, large amounts of hexavalent chromium leaked or was dumped into the soil and shallow and deep groundwater aquifers.

In 1984, after determining the site posed a threat to human health and the environment, the US Environmental Protection Agency (EPA) assigned the United Chrome site a Superfund Site designation and started clean-up activities. The City took over the chromium-removal process in 1988 under legal agreements with the EPA. In 1992, the City entered into a Consent Decree with the EPA, under which the City agreed to implement the site remediation action, selected by the EPA, and to establish site institutional controls.

Discussion

The clean-up of UC soil and groundwater is substantially complete. However, there is a portion of the site where some environmental or public health risks remain if the soil was to be disturbed or if a well was to be drilled in this area. Currently, this portion is almost completely covered by impervious surface (concrete or asphalt) and includes from four to six feet of clean soil under the concrete/asphalt, greatly minimizing the risk that the contaminated soil will be disturbed. A small amount of contaminated soil not under the impervious cover is being removed and will be disposed of in accordance with EPA/DEQ requirements over the next two to three months. Clean fill material will be placed in the areas where the contaminated soil has been removed.

The EPA and DEQ have requested that the City control the use of the property to protect human health and the environment. Specifically, they are requiring restrictions (Equitable Servitudes) regarding groundwater use, soil use, site access, and property use (no residential or food crop use). Notice to the DEQ is required for sale of the property, zoning changes or a partition of the property. Because the property is owned by the City and located at the Airport Industrial Park, there is no risk that it will be used for residential purposes nor can it be sold.

The E&ES agreement (Attachment #1) is intended to meet the institutional control requirements of the Consent Decree and to recognize the DEQ as the agency that will enforce the conditions and restrictions in the document. The City will be liable for costs incurred by the DEQ for review, oversight and enforcement. Because of its current cleanup status and the fact that it is under City control, DEQ costs are not expected to be significant and certainly less than the

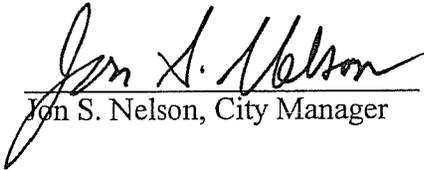
annual costs incurred in recent years by the City in management of the site. EPA will pay any DEQ oversight costs until the Consent Decree with the City is terminated. The provisions of the E&ES agreement were negotiated with the EPA and DEQ, and staff agrees with the terms and conditions.

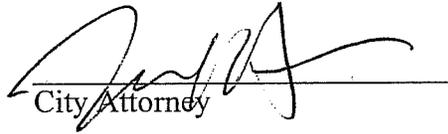
Working within these restrictions, the City should be able to find a use for the UC property that will generate some revenue. It is designated as a fuel storage site in the Airport Master Plan.

Recommendation

It is recommended that the City Manager be authorized to sign the Easement and Equitable Servitudes agreement with the Oregon Department of Environmental Quality.

Reviewed and concur:


Jon S. Nelson, City Manager


City Attorney

Attachment

After recording, return original to:

Grantee

State of Oregon, Department of Environmental Quality
1102 Lincoln, Suite 210
Eugene, Oregon 97401
Att: Norm Read

EASEMENT AND EQUITABLE SERVITUDES

This grant of Easement and acceptance of Equitable Servitudes is made on September 1, 2011 between the City of Corvallis (“*Grantor*”) and the State of Oregon, acting by and through the Oregon Department of Environmental Quality (“*DEQ*” or “*Grantee*”).

RECITALS

A. Grantor is the owner of certain real property located at 2000 Airport Road, Corvallis, Oregon, 97321 in Benton County, Oregon in County, Tax Map 12527000, Tax Lot 00300 – United Chrome Site (the “*Property*”) the location of which is more particularly described in Attachment A to this Easement and Equitable Servitudes, and referenced under the name United Chrome Products Inc., ECSI #317 in the files of DEQ’s Environmental Cleanup Program at Western Region – Eugene, Oregon. Interested parties may contact the Western Region Office in Eugene, Oregon to review a detailed description of the residual risks present at the Property and found in *Screening Human Health Risk Assessment for Hexavalent Chromium in Soils and Qualitative Assessment of Heavy Metals in Ditch Sediment* (DEQ, 2002).

B. The controls placed on the Property by this Easement and Equitable Servitudes implement the real property restrictions (institutional controls), which are part of the selected remedial action for the Property as set forth in the *Record of Decision for United Chrome Products, Corvallis, Oregon* (USEPA-Region 10, September 12, 1986) as modified by the first Explanation of Significant Differences (ESD) dated December 20, 1991, and the second ESD dated August 28, 2010. The second ESD modifies the remedy to include the requirement to implement institutional controls that prohibit residential use of the Property, restricts direct contact with residual contaminated soils on the Property, and maintains a groundwater exclusion zone to prevent exposure to chromium contaminated groundwater for as long as hazardous substance concentrations exceed the acceptable risk level for unrestricted use. DEQ has also requested that Grantor place institutional controls on identified portions of the Property where chromium occurs in soil and on identified portions of the United Chrome Site where chromium occurs in groundwater at concentrations above acceptable risk levels and to prohibit residential use of the Property. Institutional controls to prevent groundwater use were implemented on April 2, 1993 under the United Chrome Consent Decree No. 92-6232-HO.

C. On June 22, 1992, Grantor entered into a Consent Decree (CD or Civil Action 92-6232-HO) with the U.S. Environmental Protection Agency (EPA), under which Grantor agreed to implement the selected remedial action including institutional controls and additional response actions as necessary to meet the performance standards and to carry out the remedy selected in the Record of Decision (ROD) for the Property.

D. The provisions of this Easement and Equitable Servitudes are intended to protect human health and the environment and to meet the substantive institutional control requirements set forth in the ROD.

1. DEFINITIONS

1.1 "Acceptable risk level" has the meaning set forth in Oregon Revised Statute (ORS) 465.315 and Oregon Administrative Rule (OAR) 340-122-0115.

1.2 "Beneficial use" has the meaning set forth in OAR 340-122-0115.

1.3 "DEQ" means the Oregon Department of Environmental Quality, and its employees, agents, and authorized representatives. "DEQ" also means any successor or assign of DEQ under the laws of Oregon, including but not limited to any entity or instrumentality of the State of Oregon authorized to perform any of the functions or to exercise any of the powers currently performed or exercised by DEQ.

1.4 "Ecological receptor" has the meaning set forth in OAR 340-122-0115.

1.5 "EPA" means the United States Environmental Protection Agency, and its employees, agents, and authorized representatives. "EPA" also means any successor or assign of EPA under the laws of the United States, including, but not limited to any entity or instrumentality of the United States authorized to perform any of the functions or to exercise any of the powers currently performed or exercised by EPA.

1.6 "Groundwater" means any water, except capillary moisture, beneath the land surface and within the boundaries of the Property, whatever may be the geological formation or structure in which such water stands, flows, percolates or otherwise moves.

1.7 "Hazardous substance" has the meaning set forth in ORS 465.200.

1.8 "Owner" means any person or entity, including Grantor, who at any time owns, occupies, or acquires any right, title, or interest in or to any portion of the Property or a vendee's interest of record to any portion of the Property, including any successor, heir, assign or holder of title or a vendee's interest of record to any portion of the Property, excluding any entity or person who holds such interest solely for the security for the payment of an obligation and does not possess or control use of the Property.

1.9 "Property" means the real property described in Attachment A to this Easement and Equitable Servitudes.

1.10 "Record of Decision" or "ROD" means the EPA Record of Decision relating to the Site, signed on September 12, 1986, by the Regional Administrator, EPA Region 10, and all attachments thereto.

1.11 "Site" means the United Chrome Superfund Site, encompassing approximately eight (8)

acres, located at 2000 Airport Road in the Airport Research Industrial Complex in Corvallis, Benton County, Oregon, and including the area defined in the ROD, as well as all areas to which contaminants at the Site have migrated, and all areas in very close proximity to, but not necessarily contiguous with, the contamination that are necessary for implementation of the response action.

2. GENERAL DECLARATION

Grantor, in order to discharge in part their obligations under the Consent Decree, grants to DEQ an Easement for access and accepts the Equitable Servitudes described in this instrument and, in so doing, declares that the Property described in Attachment A to this Easement and Equitable Servitudes, is now subject to and shall in the future be conveyed, transferred, leased, encumbered, occupied, built upon, or otherwise used or improved, in whole or in part, subject to this Easement and Equitable Servitudes. Each condition and restriction set forth in this Easement and Equitable Servitudes touches and concerns the Property and the equitable servitudes granted in Section 3 and easement granted in Section 4 below, shall run with the land for all purposes, shall be binding upon all current and future owners of the Property as set forth in this Easement and Equitable Servitudes, and shall inure to the benefit of the State of Oregon. Grantor further conveys to DEQ the perpetual right to enforce the conditions and restrictions set forth in this Easement and Equitable Servitudes.

3. EQUITABLE SERVITUDES (RESTRICTIONS ON USE)

3.1 Groundwater Use Restrictions: No use shall be made of the groundwater at the Site, by extraction through wells or by other means, which use involves consumption or any other beneficial use of the groundwater, as long as the contaminant concentrations exceed risk-based cleanup levels for beneficial use. Owner shall maintain the existing groundwater pumping restriction for the Site and adjacent land (see Attachment A, Exhibit Map) as long as chromium concentrations in deep aquifer groundwater exceed the acceptable risk level for a drinking water beneficial use. This prohibition shall not apply to extraction of groundwater associated with groundwater treatment or monitoring activities approved by DEQ or to temporary dewatering activities related to construction, development, or the installation of sewer or utilities at the Site. Owner shall conduct a waste determination on any groundwater that is extracted during such monitoring, treatment, or dewatering activities and handle, store and manage waste water according to applicable laws.

3.2 Soil Use Restrictions: Except upon prior written approval from DEQ, Owner shall not conduct operations on the Property or use the Property in any way that will or likely will intrude below the natural ground surface. Owner shall maintain existing soil, asphalt and concrete surfaces within the Property to prevent inadvertent exposure to areas of residual soil contamination. Owner may with prior written approval from DEQ, install functionally equivalent

surfaces if future re-development activity requires that these surfaces be removed.

3.3 Access Restrictions: Owner shall exercise control over access to the Property. Owner may, with written advance approval from DEQ based on protectiveness of human health and the environment, remove the existing fence enclosing the Property and remediation well network entirely or in part.

3.4 Land Use Restrictions: The following operations and uses are prohibited on the Property:

- a. Residential use of any type; and
- b. Agricultural [food-crop] use of any type.

3.5 Use of the Property. Owner shall not occupy or allow other parties to occupy the Property unless the controls listed in Section 3 of this Easement and Equitable Servitudes, are maintained and a biennial report, including photo-documentation, is submitted to DEQ documenting that the restrictions and prohibitions of this Easement and Equitable Servitudes are intact and continue to protect public health and the environment.

3.6 Notice of Transfer. Owner shall notify DEQ at least thirty (30) days before the effective date of any conveyance, grant, gift, or other transfer, in whole or in part, of Owner's interest in or occupancy of the Property, or the start of any development activities or change in use of the Property that might expose human or ecological receptors to hazardous substances at the Property. Notwithstanding the foregoing, Owner shall not commence any development inconsistent with the conditions or restrictions in this Section 3 without prior written approval from DEQ as provided in Paragraph 3.2 or removal of the condition or restriction as provided in Paragraph 5.1 below.

3.7 Zoning Changes. Owner shall notify DEQ no less than thirty (30) days before Owner's petitioning for or filing of any document initiating a rezoning of the Property that would change the base zone of the Property under the Benton County zoning code or any successor code. As of the date of this Easement and Equitable Servitudes, the base zone of the Property is Limited Industrial (Corvallis Municipal Airport). Any use or development of the Property following a zone change must ensure conditions at the Property are protective of human health and the environment for the proposed use or development and must be consistent with the remedies and institutional controls selected for the Property. Any zoning change that would change the base zone to Residential or Partial Residential may require additional remedial action for the Property for which Owner would be responsible.

3.8 Partition. Owner shall notify DEQ and EPA no less than thirty (30) days before Owner's petitioning for or filing of any document initiating a partition of the Property, or relating to a possible partition of the Property. The restrictions in this Easement and Equitable Servitudes shall run with any partitions of the Property.

3.9 Cost Recovery. Following termination of the Consent Decree, owner shall pay DEQ's costs for review and oversight of implementation of and compliance with the provisions in this Easement and Equitable Servitudes. This Easement and Equitable Servitudes shall constitute the binding agreement by the Owner and DEQ to reimburse DEQ for all such eligible review and oversight costs. DEQ will establish a cost recovery account for tracking and invoicing DEQ project costs. DEQ will provide the Owner with a monthly statement and direct labor summary. DEQ costs will include direct and indirect costs. Direct costs include site-specific expenses and legal costs. Indirect costs are those general management and support costs of the State of Oregon and DEQ allocable to this DEQ Easement and Equitable Servitudes oversight and not charged as direct site-specific costs. Indirect charges are based on actual costs and are applied as a percentage of direct personal services costs.

4. EASEMENT (RIGHT OF ENTRY)

During reasonable hours and subject to reasonable security requirements, DEQ and EPA shall have the right to enter upon and inspect any portion of the Property to determine whether the requirements of this Easement and Equitable Servitudes have been or are being complied with; to determine whether the provisions of the ROD are being complied with; to install maintain, operate, repair, replace, remove and decommission any and all components of any response system; to conduct all investigation, removal, and remedial measures described in the ROD; and to conduct all other investigation, removal, and remedial measures that DEQ or EPA may require in the future at the Property. DEQ and EPA shall have the right, privilege, and license to enter upon the Property at any time to abate, mitigate, or cure at the expense of the Owner the violation of any condition or restriction contained in this Easement and Equitable Servitudes, provided DEQ or EPA first gives written notice of the violation to Owner describing what is necessary to correct the violation and Owner fails to cure the violation within the time specified in such notice. Any such entry by DEQ or EPA shall not be deemed a trespass, and DEQ and EPA shall not be subject to liability to Owner for such entry and any action taken to abate, mitigate, or cure a violation.

5. GENERAL PROVISIONS

5.1 Each condition and restriction contained in this Easement and Equitable Servitudes shall be recited in any deed conveying the Property or any portion of the Property, and shall run with the land so burdened until such time as the condition or restriction is removed by written certification from DEQ, recorded in the Deed Records of the County in which the Property is located, certifying that the condition or restriction is no longer required to protect human health or the environment. The conditions that must be met for these restrictions to be removed include: satisfactory demonstration by the Grantor to DEQ that the concentration of Site-related contaminants in soil and groundwater does not exceed acceptable risk levels.

5.2 Upon the recording of this Easement and Equitable Servitudes, all future Owners, as defined in Paragraph 1.8 above, shall be conclusively deemed to have consented and agreed to every condition and restriction contained in this Easement and Equitable Servitudes, whether or not any reference to this Easement and Equitable Servitudes is contained in an instrument by which such person or entity occupies or acquires an interest in the Property.

5.3 Upon any violation of any condition or restriction contained in this Easement and Equitable Servitudes, DEQ, in addition to the remedies described in Section 4 above, may enforce this Easement and Equitable Servitudes, or may seek any other available legal or equitable remedy to enforce this Easement and Equitable Servitudes. EPA shall have the right, but shall not be obliged, to monitor and to enforce, by all means available in law or equity, the terms of this Easement and Equitable Servitudes as a third party beneficiary of the agreement between Grantor and Grantee contained in this Easement and Equitable Servitudes. EPA's rights provided in this paragraph are in addition to, and not in derogation of, all rights of DEQ to enforce the terms of this Easement and Equitable Servitudes. Nothing in this paragraph shall be construed to create, either expressly or by implication, the relationship of agency between EPA and DEQ and neither EPA nor DEQ is authorized by this paragraph to represent or act on behalf of the other in the enforcement of rights granted under this Easement and Equitable Servitudes. Grantee represents that it has notified EPA of EPA's status as a third party beneficiary under this paragraph.

IN WITNESS WHEREOF Grantor and Grantee have executed this Easement and Equitable Servitudes as of the date and year first set forth above.

GRANTOR: City of Corvallis

By: _____ Date: _____
Jon Nelson, Manager

STATE OF OREGON
ss.
County of Benton

The foregoing instrument is acknowledged before me this ____ day of _____, 2011, by _____ of _____, on its behalf.

[Name] [Company]

NOTARY PUBLIC FOR OREGON
My commission expires:

GRANTEE: State of Oregon, Department of Environmental Quality

By: _____ Date: _____
Paul S. Rosenberg, Manager, Western Region Cleanup Program

STATE OF OREGON

ss.

County of Lane

The foregoing instrument is acknowledged before me this ____ day of _____, 2011, by Paul S. Rosenberg of Oregon Department of Environmental Quality, on its behalf.

[Name] [Company]

NOTARY PUBLIC FOR OREGON

My commission expires:

ATTACHMENT A

**Legal Description of the Property and Maps Showing the Property
and Groundwater Use Restriction Tracts**

K & D ENGINEERING, Inc.

Engineers • Planners • Surveyors

Legal Description

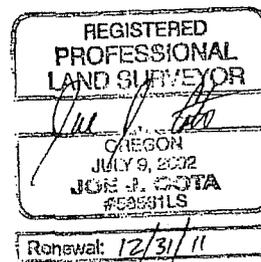
A tract of land located in the Northwest ¼ of Section 27, Township 12 South, Range 5 West, Willamette Meridian, Benton County, Oregon that is more particularly described as follows:

Beginning at a Point on the south line of the Alfred Rhinehart Donation Land Claim Number 73 in said Township and Range that is North 89°52'00" West 518.42 feet from the southeast corner of said Alfred Rhinehart Donation Land Claim Number 73; thence South 00°50'25" East 245.00 feet; thence North 89°52'00" West 175.00 feet; thence North 00°50'25" West 245.00 feet; thence South 89°52'00" East 175.00 feet to the Point of Beginning.

The location of the above described land is based on Benton County GIS aerial photo.

The Basis of Bearings is based on County Survey Number 7453, a record of survey, filed in the Benton County Surveyors Office.

End of Description



May 02, 2010
(10-101) JJC
File: X:\projects\2010\10-101\surveying\documents\legal description2.doc

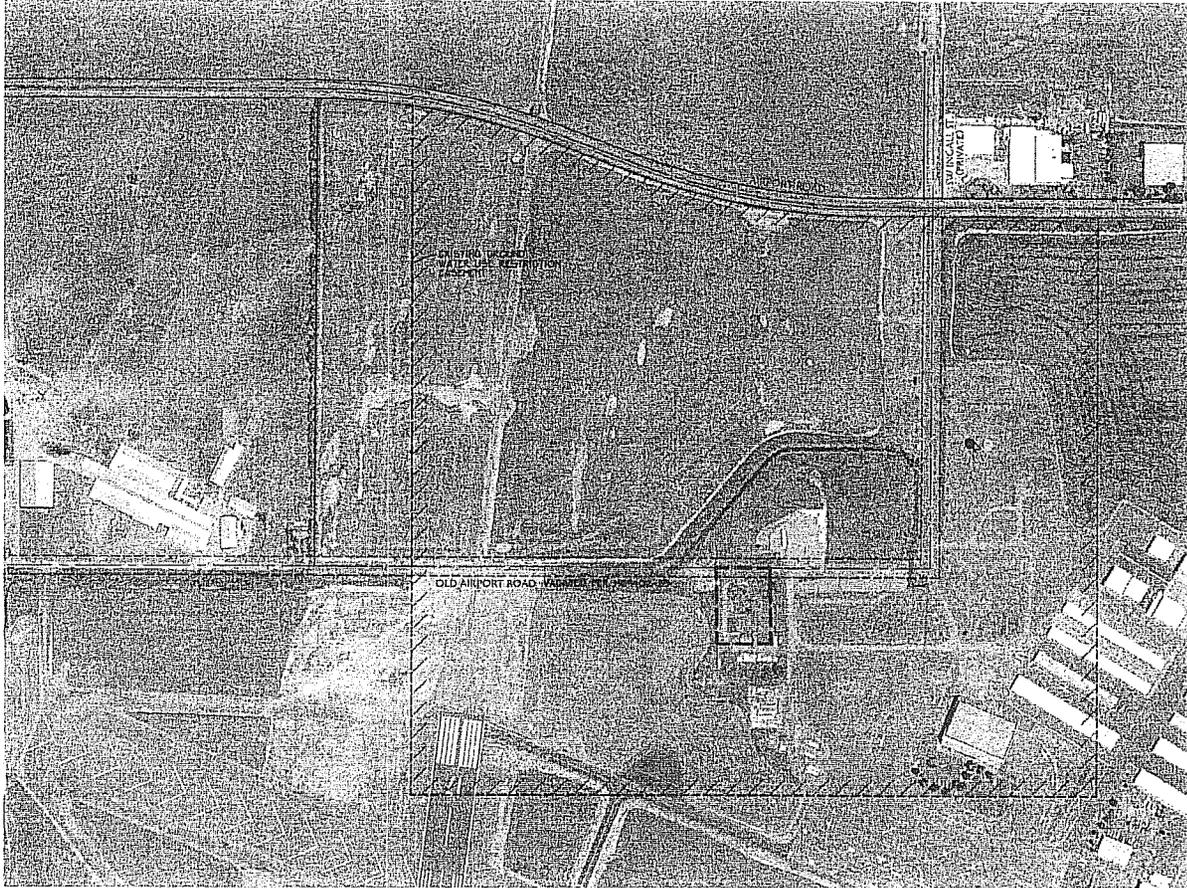
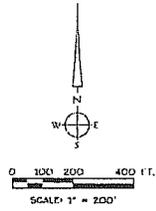


EXHIBIT MAP
LOCATED IN
NW 1/4 SEC. 47, T. 12 S., R. 5 W., W2E
Benton County, Oregon
May 1, 2011



REGISTERED
PROFESSIONAL
LAND SURVEYOR
1/7/77 1/7/21
OREGON
JAY E. COY
JONG A. COY
BROOKVILLE
12/21/11

Order 8/18/09 Item 1009
Scale Indicators
For Professional Services Only (to be used)
K&D
K&D ENGINEERING, Inc.
1700 N.E. Oregon Street, Suite 100
Corvallis, Oregon 97331
Phone: 325-2200

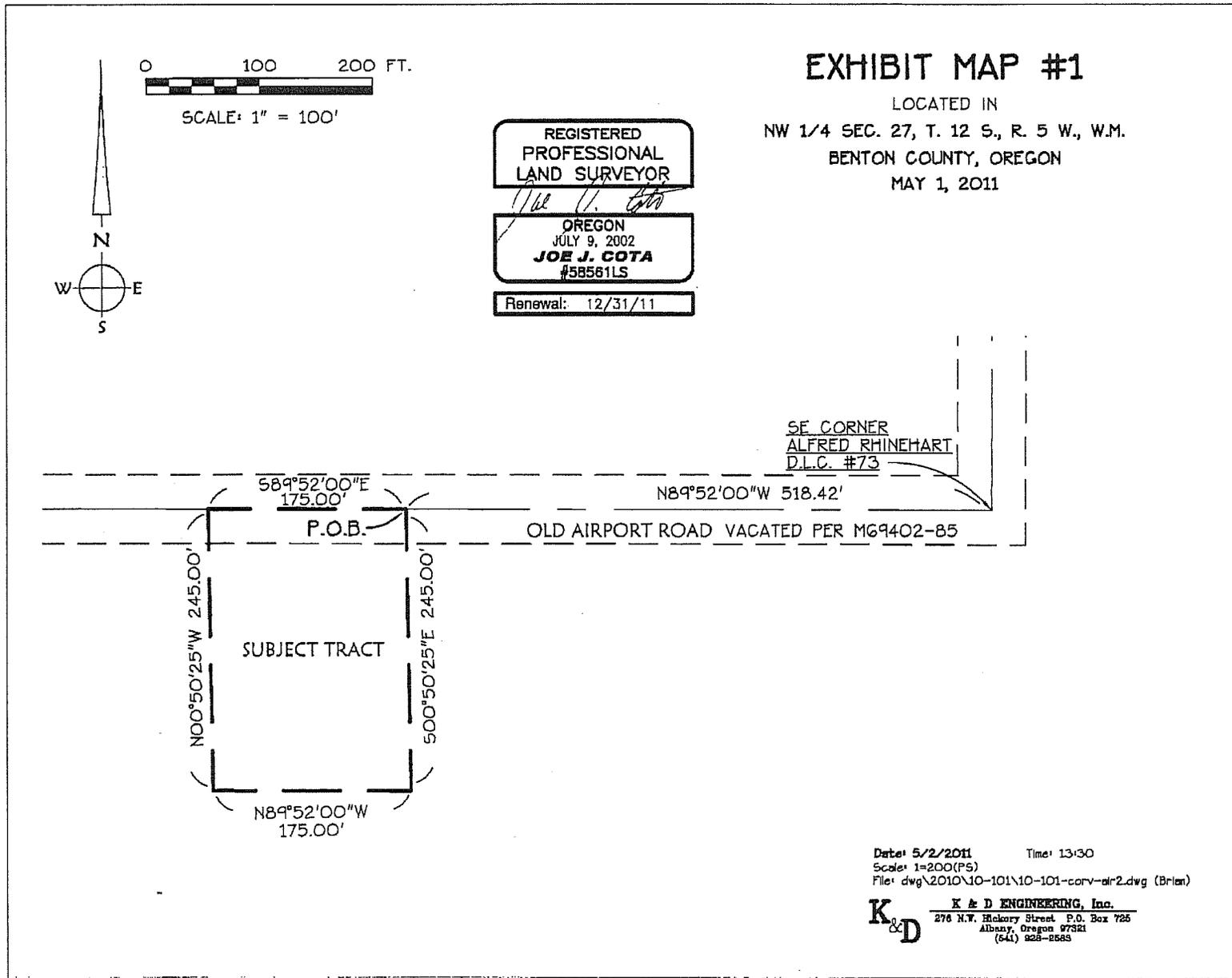
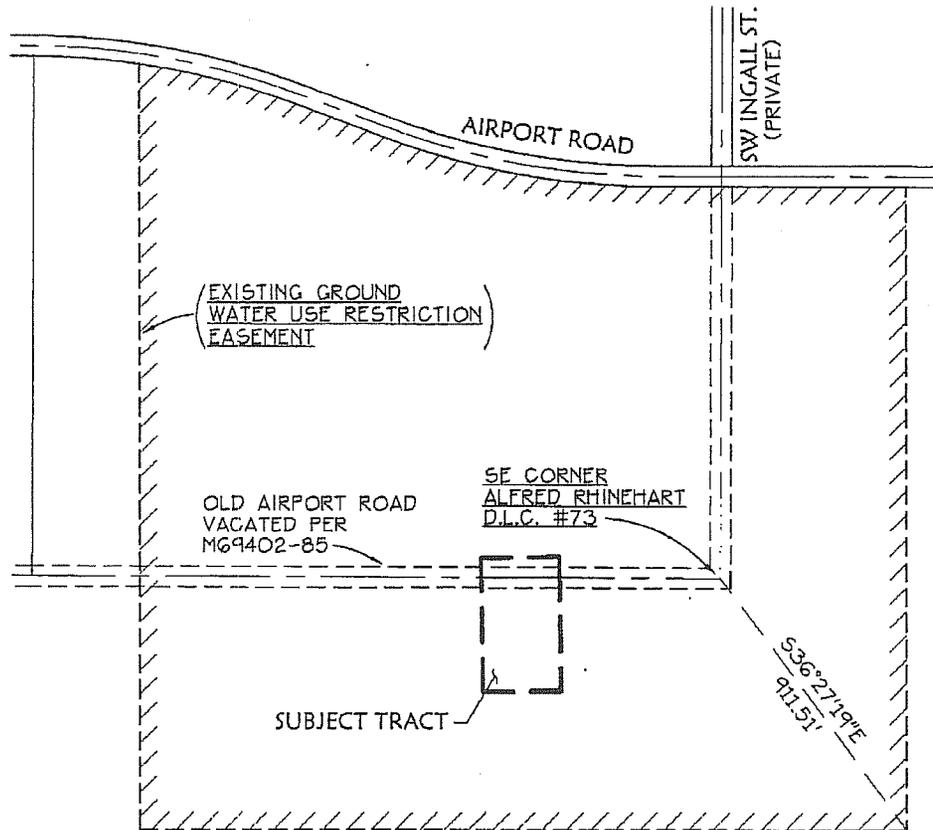


EXHIBIT MAP #2

LOCATED IN
NW 1/4 SEC. 27, T. 12 S., R. 5 W., W.M.
BENTON COUNTY, OREGON
JULY 22, 2010



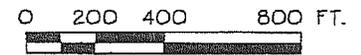
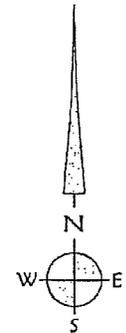
LEGEND:

 OFFSITE GROUND WATER USE RESTRICTION EASEMENT

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Joe J. Cota
OREGON
JULY 9, 2002
JOE J. COTA
#58561LS

Renewal: 12/31/11



SCALE: 1" = 400'

Date: 7/22/2010 Time: 13:41
Scale: 1=400(FS)
File: dwg\2010\10-101\10-101-corr-air.dwg (Brian)



K & D ENGINEERING, Inc.
878 N.W. Hickory Street P.O. Box 785
Albany, Oregon 97321
(541) 928-2683

MEMORANDUM

TO: Urban Services Committee

FROM: Steve Rogers, Public Works Director 

DATE: May 24, 2011

SUBJECT: Bicycle and Pedestrian Advisory Commission Sunset Review

Issue

Corvallis Municipal Code (CMC) 1.16.400 requires a sunset review of most commissions once every four years.

Background

Municipal Code 1.16.400 requires that the Bicycle Pedestrian Advisory Commission (BPAC) be automatically repealed in the event that City Council does not expressly authorize the continuance of the commission. In accordance with CMC 1.16.435, BPAC is scheduled by ordinance to expire on June 30, 2011.

If the City Council finds there is a public need, BPAC may be re-established for a period of four years.

Discussion

The Bicycle Pedestrian Advisory Commission was formally established in 1981 in CMC Section 1.16.210. This section of the Code states that BPAC is comprised of seven members, "with membership balanced to capably represent various bicycling and pedestrian issues". As stated in the CMC, BPAC has the following charge in its advisory role to the Council:

The Commission shall advise Council on all matters relating to bicycle use, operation, pedestrian transportation, recreation, routing, and safety in the City limits.

In accordance with Administrative Policy 96-2.02, Sunset Review of Boards and Commissions, the following items shall be examined during the sunset review of BPAC: 1) accomplishments and activities since the last review; 2) future activities to the next sunset review; 3) analysis of shared responsibilities with other boards or commissions; 4) analysis of responsibilities that may be added to the charge of the commission; and 5) a synopsis of the commission discussion related to the sunset review. The following responses to those requirements have been prepared by staff and reviewed by BPAC at its April 8, 2011 meeting.

1. Accomplishments and activities since last review:
 - Recommended the installation of bikelanes on Garfield Avenue between 9th Street and Highland Drive. These were installed following a public process.

- Advocated for a budget enhancement to add 0.5 FTE to the bicycle/pedestrian program. The request was funded beginning in FY09-10.
- Provided input to the Community Development Department's update to sidewalk café standards.
- Followed through with a request by the Mayor to address red (caution) areas on the City's bicycle guide. Proposed solutions for Harrison Boulevard (30th - 35th) and 9th Street (Monroe Avenue - Polk Avenue).
- Provided a representative to ODOT's stakeholder group for the Willamette Crossing (formerly Van Buren Street Bridge) project.
- Reviewed proposed Sustainability Initiatives Funding fees, providing support and a ranking for the five fees initially proposed.
- Provided an open forum for public inquiries, input, and feedback on bicycle and pedestrian issues in the community.
- Provided a platform for good cross-commission information exchange through the service of BPAC members on other commissions.
- Provided input to staff regarding bicycle and pedestrian infrastructure improvements for both Capital Improvement Program (CIP) projects and developer-funded projects. One such project was Creekside Center at the northwest corner of 53rd Street and Highway 20/34.

2. Future Activities/Action Plan to next sunset review:

- Provide guidance to staff in developing and implementing a public outreach strategy for considering the development of bike boulevards on selected streets in the community.
- Provide guidance to staff in developing and implementing a bicycle parking monitoring strategy.
- Provide guidance to staff regarding bicycle and pedestrian-related priorities in such categories as missing links, safety, security, signage, and promotion/outreach to the community.
- Continue to advise the Council on bicycle and pedestrian issues including changes to the bicycle and pedestrian facilities through processes such as review and recommendation on projects in the CIP and prioritization on pursuing grants.
- Continue to work with staff on education, safety, and enforcement issues aimed at reducing traffic crashes involving bicyclists and pedestrians.
- Continue to investigate solutions that mitigate red (caution) areas on the City bicycle guide.
- Continue to provide a forum for Corvallis citizens, and businesses to jointly work with the university and the county to increase opportunities to improve and expand bike and walking options.

3. Analysis of shared responsibilities with other boards or commissions:

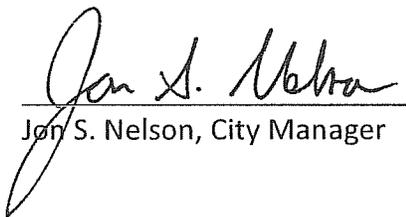
- The Bicycle and Pedestrian Advisory Commission has representatives from the Benton County Bicycle Advisory Committee and the Associated Students of OSU. Their joint efforts focus on bicycle and pedestrian advocacy and safety enhancement, increasing

- access through identifying missing links, and promoting community-wide events that acknowledge the link between activity and reduction of health risks associated with inactivity.
- The Bicycle and Pedestrian Advisory Commission has shared responsibility with the CIP Commission for review and recommendations on projects and with the Budget Commission on projects and efforts included in the operating budget.
4. Analysis of responsibilities that may be added to the “charge” of the commission:
- Staff believes that the charge of the Commission is adequately represented by the current statement in the CMC.
5. Synopsis of the Commission discussion related to the sunset review:
- At its April 8, 2011 meeting, BPAC reviewed and generally concurred with staff's summary of the Commission's accomplishments, future activities, and shared responsibilities with other boards and commissions. Staff incorporated a request by the Commission to include in the Future Activities section of the staff report to USC ongoing work to investigate solutions that mitigate “red zone” areas on the City bicycle guide.

Recommendation

Staff recommends that the Urban Services Committee recommend to City Council the re-establishment of the Bicycle and Pedestrian Advisory Commission for a period of four years (through June 30, 2015).

Review and concur:


Jon S. Nelson, City Manager

MEMORANDUM

TO: Urban Services Committee

FROM: Steve Rogers, Public Works Director 

DATE: May 24, 2011

SUBJECT: Citizen's Advisory Commission on Transit Sunset Review

ISSUE

Corvallis Municipal Code (CMC) 1.16.400 requires a sunset review of the Citizen's Advisory Commission on Transit (CACOT) every four years.

BACKGROUND

Under the CMC requirements, CACOT will be automatically repealed in the event that the City Council does not expressly authorize the continuance of the commission. In accordance with CMC 1.16.435, CACOT is scheduled by ordinance to expire on June 30, 2011.

Review by the Urban Services Committee and City Council is needed for reauthorization. The review shall determine whether there is a continuing public need for CACOT. If the City Council finds there is a public need, CACOT may be re-established for a period of four years.

DISCUSSION

The Citizen's Advisory Commission on Transit was formally established in 1981 in CMC Section 1.16.215. This section of the Code states that CACOT is comprised of eight members, "including one member to be designated by ASOSU and one member to be designated by OSU". As stated in the CMC, CACOT has the following charge in its advisory role to the Council:

The Commission shall advise Council on all matters relating to the operation, maintenance, and expansion of the mass transit system of the City and mass transit systems interfacing with the Corvallis Transit System, and provide a means for the public to express their transit-related views to the City Council.

In accordance with Administrative Policy 96-2.02, Sunset Review of Boards and Commissions, the following items shall be examined during the sunset review of CACOT: 1) accomplishments and activities since the last review; 2) future activities to the next sunset review; 3) analysis of shared responsibilities with other boards or commissions; 4) analysis of responsibilities that may be added to the charge of the commission; and 5) a synopsis of the commission discussion related to the sunset review. The following responses to those requirements have been prepared by staff and reviewed by CACOT at its April 13, 2011 meeting.

1. Accomplishments and activities since last review:
 - ▶ Through the use of a subcommittee, participated in several route and schedule revisions, including a significant enhancement in 2008 which added both service hours and routes.
 - ▶ Contributed to a thorough redesign of the CTS printed schedule.
 - ▶ Reviewed the Bus Advertising Policy to address City Council concerns related to ad content.
 - ▶ Reviewed and recommended policies in advance of the implementation of fareless transit system for CTS regular fixed- route and for CTS late night transportation service known as “Beaver Bus”.
 - ▶ Convened a subcommittee to study improving on-time performance of CTS routes.
 - ▶ Developed Administrative Rules for “Americans with Disabilities Act Policies”, “Lost Bus Pass Fees”, and “Passenger Exclusion Rules”.
 - ▶ Provided an open forum for public inquiries, input, and feedback on transit-related issues in the community.
 - ▶ Provided a platform for good cross-Commission information exchange through the service of CACOT members on other Commissions.
 - ▶ Acquired the services of volunteers who put CTS and Philomath Connection route information on Google Transit.

2. Future Activities/Action Plan to next sunset review:
 - ▶ Continue to advise the Council on transit-related issues including service enhancements or reductions depending on funding scenarios.
 - ▶ Stay apprised of and support efforts to ensure stable funding sources for public transit systems.
 - ▶ Continue to provide a forum for Corvallis citizens and businesses to jointly work with area transportation providers to improve upon or increase public transportation options.
 - ▶ Evaluate effects of fareless transit on system capacity and on-time performance, and provide recommendations as needed to improve the system.

3. Analysis of shared responsibilities with other boards or commissions
 - ▶ Commissioners of CACOT serve on the Special Transportation Advisory Committee (Benton County), the Linn-Benton Loop Commission, the Area Commission on Transportation, and the Student Sustainability Initiative (OSU). Their joint efforts focus on transit advocacy and improving coordination between transportation systems.

4. Analysis of responsibilities that may be added to the “charge” of the commission:
 - ▶ Staff believes that the charge of the Commission is adequately represented by the current statement in the CMC.

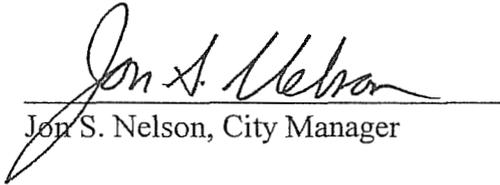
5. Synopsis of the Commission discussion related to the sunset review:
 - ▶ At its April 13, 2011 meeting, CACOT reviewed and concurred with staff’s summary of the Commission’s accomplishments, future activities, and shared responsibilities with other boards and commissions. They also felt strongly that the Commission serves as a

valuable conduit from the public to the City Council on transit-related matters. Because of this, CACOT voted to recommend re-establishing the Commission.

RECOMMENDATION

Staff recommends that the Urban Services Committee recommend to City Council the re-establishment of the Citizen's Advisory Commission on Transit for a period of four years (through June 30, 2015).

Review and concur:



Jon S. Nelson, City Manager

MEMORANDUM

TO: Urban Services Committee

FROM: Steve Rogers, Public Works Director 

DATE: May 25, 2011

SUBJECT: Energy Efficiency and Conservation Block Grant Plan B Budget Reallocation

ISSUE

The U.S. Department of Energy has target dates for expending Energy Efficiency and Conservation Block Grant (EECBG) funds and are strongly encouraging compliance.

BACKGROUND

In the Spring of 2009, the City was awarded a federal grant from the Department of Energy (DOE) through the EECBG program in the amount \$511,600. The EECBG program was developed as part of the American Recovery and Reinvestment Act (ARRA). The grant allowed many different uses for the funds such as, weatherization incentives, renewable energy generation, energy conservation activities, and energy related facility improvements. Grant funds must be spent by September 20, 2012 or they will be forfeited.

An update was provided to the Urban Services Committee (USC) on April 21, 2011 explaining the current status of all the EECBG projects and the DOE's expectation for spending the money allocated to the City. USC had intended to recommend a course of action to the Council for the reallocation of some EECBG funding from one project to another. After the April 21 USC meeting, the DOE informed staff that it preferred one or two project changes/fund reallocations rather than several changes over a period of time. Based on the DOE's preferred course of action, the USC decided to recommend another review and discussion of the topic in early June.

DISCUSSION

The staff report and minutes (attached) from the April 21, 2011 USC meeting provide the background leading to this report.

As discussed at the previous USC meeting, the City needs to come up with a Plan B to spend the remaining EECBG funds by September 2012. The DOE reiterated the need to act now because their approval process could take months, in addition to the time to prepare and award requests for bid/proposals with all the extensive ARRA requirements.

This new information has intensified staff's perspective about the precariousness of the situation. Staff now seeks concrete projects, backup projects should the DOE reject the original ones proposed, and timelines to ensure the funds are spent and projects completed.

As previously discussed, the funds allocated to the Senior Center geothermal project (SCGT) and Revolving Loan Fund (RLF) project are the ones in jeopardy of not being fully expended.

Senior Center

Originally the discussion on the Senior Center project was about the on-going operation of the building due to the City budget. Monetary operational support for the Senior Center is no longer the catalyst for reallocating these EECBG funds to a different project. Since the last USC meeting, the City's Engineering Division has relayed that they no longer believe the project is feasible as proposed.

In 2010, the Public Works Engineering Division, following a competitive request for proposals (RFP), contracted with a local mechanical engineer with expertise in ground-source HVAC to complete the design. He was the only respondent to the RFP and was also responsible for developing the original estimate and proposal that was the basis for the grant request.

Timelines for the design of the system were developed but have not been met and staff is not confident the design will be completed in time to allow construction. The preliminary investigations and design work completed to date indicate that the current grant of \$120,000 would need to be increased by at least \$40,000 to complete the project. Given the budget shortfall for the project and the difficulty in having the project design completed in time to meet the terms of the grant, staff is no longer comfortable pursuing this project and request all of the remaining project funds (~\$118,000) be immediately reallocated.

RLF

Since the last USC meeting, staff has met with members of the Corvallis Environmental Center (CEC) and Corvallis Sustainability Coalition Energy Action Team (CSCEAT) to discuss reallocating some RLF funds to other projects. The RLF transfer schedule below was agreed on as the best way to continue the RLF project for the remainder of 2011, fund the Library chiller project, and still provide adequate time in 2012 to reallocate any remaining unspent funds to a different project.

Revolving Loan Fund

Date	Action
On or about July 1, 2011	Transfer about \$62,000 to Library chiller or Plan B projects
On or about January 1, 2012	Transfer any remaining RLF funds to Plan B.

Plan B

July 1, 2011

Staff propose reallocating all of the Senior Center funds, ~\$118,000, and ~\$62,000 of the RLF funds to the Library chiller replacement project. This leaves ~\$140,000 in loan capital available in the RLF. Should the DOE not approve the chiller as an acceptable project, staff would like the latitude to pursue any/all of the remaining projects in the table below.

October 2011

Staff begin preparing information and documentation for the DOE for the January 1, 2012 transfer of remaining RLF funds. Staff's goal would be to have DOE approval of an alternative project in January 2012.

January 1, 2012

Staff with support from the CEC and CSCEAT propose reallocating all remaining RLF funds to the highest ranked Plan B projects that best fit the funds available.

Plan B Project Summary Table

Project	Staff Rating #1 being lowest	Estimated EECBG Funded Project Cost
1. 10 kW Solar PV system on the Madison Avenue Building	7	\$75,000
2. 10 kW Solar PV system on Fire Station #5	7	\$75,000
3. Energy efficient light fixtures in City parks	10	\$8,000*
4. Fire Station #1 commissioning	10	\$25,000
5. Library chiller replacement	10	\$180,000
6. Illuminated street sign LED retrofit kits	10	\$30,000*
7. Energy efficient parking lot light fixtures	10	\$4,000*
8. Purchase LED or induction street light fixtures	7	Scalable project - \$500-1000 per fixture*

*Does not include installation

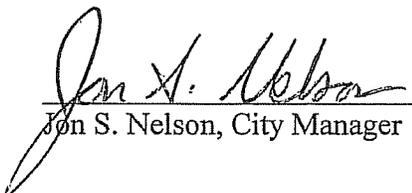
CONCLUSION

The DOE has strongly encouraged the City to spend the EECBG funds it was allocated in 2009. The SCGT project is no longer feasible and RLF project is not on pace to have funds spent in the required window. Staff proposes to pursue the Plan B projects with the DOE with the ability to be flexible to respond to feedback/direction from the DOE.

RECOMMENDATION

The Urban Services Committee recommend the City Council approve the timeline to redirect EECBG funds as outlined in the staff report and to allow staff to proceed depending on the availability and amount of remaining EECBG funds.

Review and concur:


Jon S. Nelson, City Manager

Councilor Hervey noted Mr. Cohnstaedt's suggestion of developing the alley west of Ninth as a bicycle lane.

Mr. Rogers explained that creating a bicycle lane on Eighth would require removing more parking spaces than were proposed for removal from Ninth, so he did not support that alternative.

Councilor Hogg concurred that parking should not be removed from Eighth. He considered bicycling on Eighth feasible and safe. He would prefer re-paving Ninth and waiting two years, while addressing issues of the neighborhood, and avoid removing parking. He opined that the Council should make a priority effort to preserve parking for the neighborhood.

Councilor Brauner countered that the Council's goal involved working with OSU to minimize impacts around the OSU campus. He acknowledged that parking was a major issue. He opined that the alternative to eliminating the parking issue involved encouraging people to use alternative transportation modes, rather than retaining all possible parking spaces. The issue of parking on Ninth was fully discussed when the Council approved creating RPDC. The City is required to create bicycle lanes in conjunction with re-constructing the street. Removing parking to accommodate required bicycle lanes was reasonable. He would not support placing a two-inch overlay on a deteriorating street, as he considered that option a waste of money.

Based upon a motion, moved and seconded by Councilors Hervey and Brauner, respectively, the Committee, by majority vote, recommends that Council approve including a bicycle lane during the re-construction of SW Ninth Street between SW Monroe and SW Jefferson Avenues, as detailed in the staff report. Councilor Hogg opposed the motion.

II. Energy Efficiency and Conservation Block Grant (EECBG) Program Update (Attachment)

Public Works Department Administration Division Manager Steckel explained that staff met with a United States Department of Energy (DOE) representative regarding the City not spending its EECBG allocation in a manner that complied with the DOE's EECBG guidelines. The DOE was pressured by the Federal Government to spend the allocated moneys. The representative expressed concerns regarding two projects: the Senior Center Geothermal Heating, Ventilation, and Air Conditioning (HVAC) System and the Energy Conservation Revolving Loan Fund (RLF). Few expenditures were incurred on the projects, and there are potential complications to the City's ability to complete the projects within the EECBG timeline.

By not complying with the EECBG guidelines, staff foresees potential problems to obtaining future grant funding. Communities that complete projects in a timely manner seem to have higher priority for future funding opportunities.

The DOE representative directed staff to develop a "Plan B" for spending the EECBG allocation and obtain Council and DOE approval to proceed. Staff identified two criteria for a successful "Plan B": 1) account for all remaining unspent EECBG funds and spend funds soon, and 2) complete projects by September 20, 2012, when all EECBG funds must be spent or returned. Staff identified criteria for desirable "Plan B" projects:

- A project that does not require ground breaking.
 - Breaking ground requires an environmental impact review (known as a National Environmental Policy Act – or NEPA – review, which adds time and uncertainty to a project. If a project is not approved through a NEPA review, staff must identify and get approval of another project. The Senior Center project underwent a seven-month NEPA review.
- A project that does not require a historic preservation review.
 - Historic preservation reviews require time and add uncertainty to a project. If a project is not approved through a historic preservation review, staff must identify and get approval of another project.
- A project that is not a new program.
 - Developing program parameters and promoting a program can take extensive time.

Staff developed a list of possible "Plan B" projects, based upon a review of proposals considered during the 2009 EECBG project evaluation and projects that were proposed later. Possible projects were ranked.

- Medium ranking – The project could be completed within the available time and met the three "desirable project" criteria.
- Medium-High ranking – The project would also provide relief to a General Fund-supported service (Fire, Library, or Parks and Recreation).
- High ranking – The project has a good projected payback period.

Many of the proposed "Plan B" projects do not have insignificant timelines of their own. Designing, soliciting requests for proposals, hiring a contractor, and dealing with weather issues could consume ten to 12 months. Once "Plan B" projects are selected, staff will immediately proceed with design and construction.

Approximately \$345,000 in EECBG funds are available, but \$110,000 is obligated for the Senior Center project. Activities mid-May would determine whether that project should be pursued. That leaves \$235,000 for the RLF project. After development of the staff report, a RLF loan application was received and should be approved. Ms. Steckel suggested that \$15,000 be set aside to cover that loan. This would leave \$220,000 in EECBG funds available for re-allocation to projects.

Ms. Steckel reviewed staff's ranking and the estimated costs of proposed "Plan B" projects:

1. Library chiller replacement. \$180,000

- The project would provide continual financial relief in a property tax-supported service and is a major capital expense that must be undertaken and cannot be avoided. The project is included in the Capital Improvement Program. If the project could be funded

through the EECBG, it would not be necessary to take funds from General Fund- or property tax-supported service areas.

2. Lighting projects (parks, street signs, and parking lots), as a bundled project.	\$42,000
3. Fire Station No. 1 commissioning.	\$25,000
Total	\$247,000

All three priorities cannot be pursued unless the Senior Center project is canceled.

Ms. Steckel said staff was disappointed that the RLF project had not developed more quickly. She acknowledged the efforts of many people to market the project. Staff was being pressured by the DOE to spend the EECBG funds on projects that showed results.

Ms. Steckel requested Committee and Council direction regarding the types of projects that should be included in "Plan B," so the proposal can be submitted to DOE. Staff also needed direction regarding when EECBG funding would be available in terms of transferring funding from the RLF to projects. Staff invited citizens who participated in the 2009 EECBG proposal evaluation to provide input. She distributed an e-mail from Bill Byers regarding his recommendations to pursue projects that can be completed within the timeline (Attachment A).

Cassandra Robertson of the Corvallis Environmental Center (CEC) supported the City utilizing the EECBG funds within the timeline. She said the original RLF was targeted toward a selected group of people with a specific income range who participated in the 2008 Energy Challenge. The program was expanded to the entire community in December 2010, and the CEC began promoting the program two months ago. She hoped to continue the program through August, although staff proposed July 1 as the date to begin transferring funds from the RLF program.

Brandon Trelstad participated in the 2009 EECBG proposals evaluation process. He concurred with Ms. Robertson. He noted that Corvallis was not the only community with difficulty getting people to accept the loans. He suggested that a modification of staff's proposal, including amending the timeline, might be appropriate. He expected a few more loan applications in the near future.

Ms. Robertson noted that the RLF program received more interest when discussed at Corvallis Sustainability Coalition town hall events than from newspaper advertisements.

Mr. Trelstad said the CEC would like to be more involved in developing the timeline. He opined that it made sense to transfer \$100,000 from the RLF program to other projects September 1, rather than July 1. Housing Division staff had suggested six months' program experience before determining the future of the RLF program.

Carly Lettero of CEC said the RLF trained 19 community volunteers as energy advocates to help people regarding home energy efficiency and appropriate projects to pursue. The team was promoting the program and giving one-on-one assistance through the loan process.

In response to Councilor Hervey's inquiries, Mr. Trelstad said he would like to know staff's response to his suggestion of adjusting the funding transfer date, noting that the November 1 transfer date would be a critical time for beginning any large projects. He did not review the 2009 proposals for today's discussion. He supported the projects Ms. Steckel highlighted. Pursuing shorter payback periods was appropriate, and he thought the payback period for the Library chiller project might be shorter than staff estimated.

Committee members discussed that, should the Senior Center be closed, it would not be appropriate to install a geothermal HVAC system for the building.

Ms. Robertson noted that the RLF money would be available, upon loan re-payment, for re-investment in future projects. She suggested continuing the Corvallis Weatherization Incentive Program (CWIP), which began six months ago. One-half of the project allocation money was spent, and the other half should be spent by September 2011. Staff would be available to continue the program in the community. If funds were available from the RLF for this project, the funds could remain invested in the community. She acknowledged that granting funds was easier and quicker than approving loans.

Referencing Mr. Trelstad's comment regarding the proposed dates for transferring RLF money to projects, Ms. Steckel said staff's concern involved the DOE's approval of projects and its desire for immediate activity. Postponing transferring the funds would mean no money would be available for other projects until September 1; no activity would occur other than possible loans. She noted that the Library chiller project could be completed in time, if it began in September.

Councilor Brauner expressed support for transferring RLF money July 1 and September 1, if approved loans did not equal at least \$25,000 at each date.

Councilor Hervey concurred, noting the need to demonstrate response to the DOE's concern regarding the dispersal of funds in a prompt manner.

Franchise Utility Specialist Steele commented that, depending upon the direction of the "Plan B" projects, transferring small amounts of money may not equate to project expenditures. Staff could pursue small projects with those funds, but a larger project would demonstrate action.

Ms. Steckel added that the result of the action would depend upon the projects the Council approved for "Plan B." The Library chiller project could not be begun until \$180,000 was available. The Council could give staff general direction regarding the types of projects

that should occur and when money might be available, giving staff some latitude to operate within broader guidelines.

Councilor Brauner noted that available funding would not be known until mid-May and the deadlines for RLF loan approvals. He concurred with staff's priorities of the Library chiller and lighting projects, but the sequencing would depend upon the amount of money available. He would not consider the Fire Station No. 1 commissioning project a priority. Future City budget issues may prompt significant reductions in public safety, so it may seem logical to close fire stations that do not provide ambulance services. Until that decision was made, he did not want to invest money in the facilities.

Ms. Steckel emphasized that the induction street light fixtures project was very scalable and could be pursued with any amount of money and achieve results.

In response to Councilor Hogg's inquiries, Ms. Steckel said the Library chiller project should be begun by September 1 to be completed by the EECBG deadline; the project could require ten months. However, the full \$180,000 project funding must be available before the project was begun. The street light fixtures project involves purchasing and installing equipment.

Councilor Brauner observed that the Senior Center project must be canceled and \$60,000 in RLF money transferred to projects in order for the Library chiller project to proceed.

Councilor Hervey asked whether the solar photovoltaic system for the Taylor Water Treatment Plant could include a battery back-up system for power failure events.

Mr. Steele responded that the Plant recently experienced an electrical failure. A generator was delivered from Portland, Oregon, to keep the Plant operational. The generator was the size of a semi-trailer and involved significant kilowatt power usage and demand. He was not certain whether batteries would be at all beneficial to the Plant, which is the City's second-largest power draw. The solar system would be utilized to operate lights, not the water-treatment system.

Councilor Hervey referenced Willamette Neighborhood Housing Services' application for Community Development Block Grant funding for re-habilitation of the Lancaster Bridge development. The project was ranked fairly high during the 2009 EECBG proposal evaluation.

Ms. Steckel responded that staff wanted to focus on projects for which it could control funds expenditures.

Ms. Steckel confirmed for Councilor Hervey that the 2009 proposal of reducing and capturing methane and other greenhouse gases at the Wastewater Treatment Plant was deemed too expensive and would require permits and involve time delays.

Councilor Hervey referenced a 2009 proposal of using the Fire Department's infrared heat-detection device to determine insulation leaks.

Ms. Steckel reiterated that staff focused on projects for which it could control funds expenditures. Staff must submit the Council-approved project list to the DOE for approval; the DOE seeks projects with immediate returns of reduction in energy use. Mr. Steele added that the EECBG required extensive reporting on multiple factors. Energy-consumption data related to the projects must be available to report to the DOE.

In response to Councilor Hervey's inquiry, Ms. Steckel said staff did not object to the Committee and Council considering the CWIP, which was successful. The DOE was not interested in the program, believing it was spending funds at an appropriate rate. The DOE saw momentum increasing, and application processing indicated program success. She cautioned that the program would not involve immediate expenditure of funds, which was the DOE's desire.

Councilor Hervey concurred with the idea of giving the RLF time to develop more activity. He noted that the Committee would be able to better determine available funding in late-May. He suggested that the Committee re-evaluate the list of proposed projects in early-June. He noted that, without \$180,000 by July 1, the City could not pursue the Library chiller project. He suggested that the Committee propose action to satisfy the DOE's concern while granting staff flexibility to return to the Committee in June with specific recommendations.

Councilor Brauner suggested that the Committee recommend approving staff's recommendations, subject to a review in late-May of the RLF activity level.

Ms. Steckel asked the Committee to recommend dates when RLF activity would be reviewed and money possibly transferred from the RLF to projects and the types of projects staff should pursue. Staff could include an alternate "Plan B" scenario, should the Senior Center project be canceled.

Mr. Nelson suggested that Council direct staff to proceed with the lighting projects and return to the Committee in late-May with a revised project profile and scale the induction street light project as funds are available.

Ms. Steckel said that option would take \$42,000 from the RLF for the lighting projects. There would not be enough funds left for the Library chiller project. Any remaining RLF money could be invested in street light fixtures.

Councilor Hervey observed that, if the RLF became successful during the next few months, the City would not have available EECBG funding for the Library chiller project.

Mr. Steele commented that the Library chiller project was almost completely dependent upon the Senior Center project being canceled.

Mr. Steele explained that the Fire Station No. 1 commissioning project involved coordinating electrical controls and computer systems to effectively manage the HVAC system. The current HVAC system did not operate as efficiently as it could. Commissioning several buildings as part of an energy management system was a reliable source of energy conservation and a recognized way to reduce energy consumption.

Mr. Nelson commented that the Senior Center project would be a trade-off for the Library chiller project. Similarly, RLF activity could affect the extent of the street light fixtures project.

Ms. Steckel summarized the Committee's general agreement to deduct \$42,000 from the RLF program immediately for application toward the parks, street sign, and parking lot lighting projects. This proposal will be submitted immediately to the DOE for approval. In early-July, staff will submit to the Committee a status report of the RLF program and request direction whether funds should be transferred from the RLF program to projects. Another check-in will occur in November.

Councilor Brauner suggested that the review be conducted in early-June, before the July 1 RLF assessment date.

The Committee agreed with the summation by consensus.

III. Other Business

- A. The next regular Urban Services Committee meeting is scheduled for May 5, 2011, at 5:00 pm, in the Madison Avenue Meeting Room.

Councilor Brauner adjourned the meeting at 6:30 pm.

Respectfully submitted,

Hal Brauner, Chair

Steckel, Mary

Attachment A

To: Steckel, Mary

Subject: RE: Invitation to attend a discussion of EECBG projects at Urban Services Committee meeting

From: Bill Byers

Sent: Friday, April 15, 2011 7:20 PM

To: Steele, Adam

Subject: RE: Invitation to attend a discussion of EECBG projects at Urban Services Committee meeting

Hi Adam,

Thanks for the invitation to attend the meeting on April 21. I'll be in Calgary on business next week through Thursday, so I won't be able to participate.

I hope the city can find a way to assure that the funds are used to improve the City's energy footprint. If the funding is truly in jeopardy, it would be better for the funds to be invested in second-choice projects that meet DOE's criteria than to lose the funds while holding out for first-choice projects.

I'll be monitoring my email next week from Calgary and, time permitting, provide my comments to the process.

Best regards,

Bill

William D. (Bill) Byers | VP & Technology Fellow | Industrial Systems | CH2M HILL Corvallis, OR office

City of Corvallis

4/18/2011

ORDINANCE 2011-_____

AN ORDINANCE RELATING TO BOARDS AND COMMISSIONS AND SUNSET REVIEWS, AMENDING MUNICIPAL CODE CHAPTER 1.16, "BOARDS AND COMMISSIONS," AS AMENDED

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 1.16.265 is hereby amended as follows:

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. 2011-** §1, 06/20/2011; Ord. 2007-21 §2, 08/06/2007)

Section 2. Municipal Code Section 1.16.435 is hereby amended as follows:

1.16.435 ~~June 30, 2011~~ **June 30, 2015.**

Bicycle and Pedestrian Advisory Commission, Citizens Advisory Commission on Transit, Community Police Review Board, and Parks, Natural Areas, and Recreation Board.

(Ord. 2011-** §2, 06/20/2011; Ord. 2007-21 §3, 08/06/2007; Ord. 2007-12 §1, 06/18/2007; Ord. 2007-08 §1, 04/16/2007; Ord. 2003-24 §2, 07/21/2003; Ord. 2003-19 §2, 06/16/2003)

PASSED by the City Council this _____ day of _____, 2011.

APPROVED by the Mayor this _____ day of _____, 2011.

EFFECTIVE this _____ day of _____, 2011.

Mayor

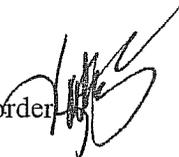
ATTEST:

City Recorder

MEMORANDUM

June 14, 2011

TO: Mayor and City Council

FROM: Kathy Louie, Assistant to City Manager/City Recorder 

SUBJECT: Budget Amendment – Use of Contingencies: General Fund

I. Issue

To request the use of contingency appropriations to pay for unbudgeted election costs associated with the May 2011 City of Corvallis Local Option Levy.

II. Discussion

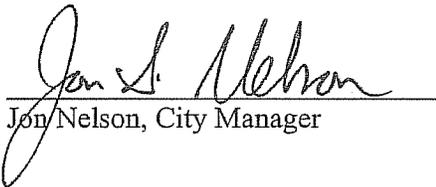
Historically the City Manager's Office has budgeted up to \$25,000 for possible mid-term election costs in its operating budget in the Administrative Services Fund. Due to reductions needed to save costs citywide, and particularly in the property tax funds, this funding was removed from the budget for FY 10-11. When this cut was made, it was done with the understanding that appropriations would need to be found elsewhere if an election occurred, and once the related costs were known.

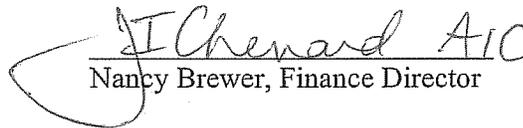
Benton County has still not advised the City of its portion of the election costs, but it is not expected to exceed \$20,000, and as such this is the amount of General Fund Contingency appropriations being requested. Any unused amount of these appropriations will revert to fund balance should they not be needed for this purpose.

III. Requested Action

Approve the attached resolution transferring \$20,000 of General Fund Contingency Appropriations to Non-Departmental operating costs.

Review & Concur:


Jon Nelson, City Manager


Nancy Brewer, Finance Director

RESOLUTION 2011- __

A RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN THE GENERAL FUND FROM CONTINGENCIES TO NON-DEPARTMENTAL OPERATIONS FOR THE PURPOSE OF PAYING UNBUDGETED MAY 2011 ELECTION COSTS

Minutes of the meeting of June 20, 2011, continued.

A resolution submitted by Councilor _____.

WHEREAS, ORS 294.450 allows contingency appropriations to be transferred within a fund after the budget has been adopted; and

WHEREAS, the General Fund has an appropriated contingency to address unforeseen events that arise after the budget has been adopted but which require immediate funding; and

WHEREAS, the need for a local option levy and any related election costs were not known at the time when the budget was adopted; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that appropriations in the 2010-2011 budget be transferred as shown below; and

BE IT FURTHER RESOLVED that the Finance Director be authorized to make the proper adjustments in the budget appropriations.

<u>GENERAL FUND</u>	<u>FROM</u>	<u>TO</u>
Contingencies	\$20,000	
Non-Departmental		\$20,000

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

INTER

OFFICE

MEMO

To: Mayor and City Council
From: Assistant City Manager Ellen Volmert *EV*
Subject: Approval of Resolution for Budget Amendments: Risk Management Fund
Date: June 20, 2011

PURPOSE

This report recommends approval of a resolution transferring budgeted contingencies in the Risk Management Fund to operations based on updated information about incurred claims expense.

BACKGROUND

The Risk Management Fund budget provides for operating contingencies which, based on the actual claims experience for the year, may be needed for operations. In the last few years, the City has routinely needed such transfers, resulting in one or more resolutions to move the funds into the appropriate expenditure account. This is the first and only request for this fiscal year and is based on the anticipated need for additional funds for insurance claims payment. Based on what we know of the current fiscal quarter expenses to date, the current expenditure authority remaining for claims, \$65,903, may not be sufficient to pay the remaining workers compensation invoice for the year.

DISCUSSION

While expenditures within the fund have primarily been on target, the one area which is expected to be over budget is workers' compensation claims costs. The City's experience with workers compensation claims this year has been good. However, claims costs in the current fiscal year include current costs for prior fiscal year claims and these are the expenses which are coming in higher than anticipated. There is also still the possibility for liability claims expenses yet this fiscal year.

Since expenditures are generally on target this year; and due to the good workers compensation history for this year to date; this year's resolution is for a lower amount than has been required in the last few years, \$35,000. With a week and a half remaining in the fiscal year, this amount represents the best estimate for what could be needed to complete the fiscal year 2010/2011 in balance. With the fourth quarter workers compensation bill yet to be received and the relatively small amount of expenditure authority remaining, additional operating funds are needed.

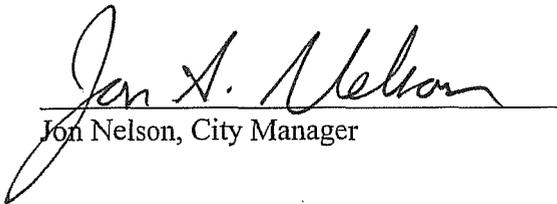
FINANCIAL IMPACT

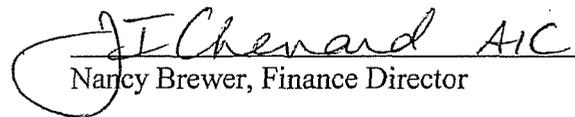
The budget amendment is well below the 15% budget change allowed under state budget law. The result, depending upon how much of the additional authority is actually spent, will be a lower year end balance for the Risk Management Fund. Under the Financial Policies, the amount

below targeted fund balance is rebuilt through future risk management allocations from departments in subsequent years. Any amount not needed for expenditures will become a part of fund balance and reduce the amount needed from departments in future risk management allocations.

RECOMMENDATION

Staff recommends the City Council approve the attached resolution.


Jon Nelson, City Manager


Nancy Brewer, Finance Director

RESOLUTION 2011 - _____

Minutes of the meeting June 20, 2011, continued

A resolution submitted by Council member _____

WHEREAS, the City has established a Risk Management Fund for the purpose of protecting the assets of the City through risk management activities; purchasing appropriate insurance; providing adequate reserves for uninsured losses; increasing safety awareness; providing safety training opportunities for employees; providing for urgent safety equipment needs; and reviewing City contracts for appropriate risk management provisions; and

WHEREAS, the City's 2010-2011 adopted budget appropriated a contingency within the Risk Management Fund of \$275,000 and the City's Financial Policies establish that such budgeted contingencies shall be used for unanticipated expenditures or to meet unanticipated increases in service delivery costs; and

WHEREAS, by appropriating these contingencies in the Risk Management Fund, the City is able to provide more stability and certainty to departments for coverage of unanticipated losses; and

WHEREAS, for the fiscal year 2010-2011 it is necessary to transfer a portion of this appropriated contingency to the City Manager's Office for insurance premiums expenditures for the fiscal year as shown below; and

WHEREAS, the transfer of these appropriations is consistent with the Financial Policies, the needs of the City organization and Local Budget Law;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that appropriations in the fiscal year 2010-2011 budget be transferred as shown below; and

BE IT IS FURTHER RESOLVED that the Finance Director be authorized to make the proper adjustments in the budget appropriations.

<u>RISK MANAGEMENT FUND</u>	<u>FROM</u>	<u>TO</u>
Contingencies	\$35,000	
City Manager's Office		\$35,000

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

CORVALLIS FIRE DEPARTMENT MEMORANDUM

541 766-6961
541 766-6938 (fax)

400 NW Harrison Blvd.
Corvallis, OR 97330

To: Mayor and City Council
From: Roy Emery, Fire Chief 
Subject: Acceptance of Assistance to Firefighters Grant
Date: May 31, 2011

Background

The health, safety, and well-being of our personnel are areas of constant concern for Fire Department management. The Department's Safety Committee meets monthly to discuss the policies, procedures, and tasks that are related to injuries and time loss for our personnel. Our most frequently recurring theme over the past five years has been back strain from heavy and repetitive lifting -- specifically, lifting and moving patients.

In an effort to address this situation, Fire Department staff applied for and received an Assistance to Firefighters Grant for \$50,000, administered by the Department of Homeland Security / Federal Emergency Management Agency, for electric gurneys.

Discussion

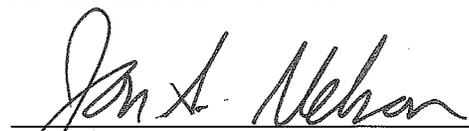
Between August 2005 and May 2010, Corvallis Fire Department personnel suffered 18 instances of back strain or injury related to lifting or moving patients (City of Corvallis insurance carrier). Six of the 18 incidents resulted in time away from work (for a total of 257 days). Medical costs were over \$55,000 and the cost of wages to cover the injured workers was over \$30,000. The total cost related to these injuries was more than \$85,000. The two major contributing factors for the number and type of injuries that we are experiencing are the aging Fire Department workforce and the increase in the average weight of our patients.

With our current equipment, we must lift and lower each patient as many as six times during the course of a single medical call. One specific maneuver, the "load position," is employed to place the gurney into the ambulance. To reach the load position, the person at the head must lift the weight of the gurney and the upper body of the patient to an uncomfortable height. For most of our employees, this height is somewhere near the mid-chest level. This lifting motion is unnatural at best. Our injury reports show that this motion is one of the major causes of our back injuries. The electric powered gurney will eliminate the need for our personnel to perform this lift, as well as lifts from the ground or a seated position up to the raised position.

Recommendation

Staff recommends adoption of the attached resolution.

REVIEWED AND CONCUR:


Jon S. Nelson, City Manager


Nancy Brewer, Finance Director

RESOLUTION 2011 - _____

A Resolution submitted by Council Person _____.

Minutes of the meeting of _____

WHEREAS, ORS 294.326 (2) allows the City Council to accept grants after the budget has been approved; and

WHEREAS, the City of Corvallis has been awarded a grant from the Federal Emergency Management Agency / Department of Homeland Security; and

WHEREAS, the \$50,000 grant was anticipated in the fiscal year 2011 / 2012 budget;

WHEREAS, the grant acceptance requires approval by the City Council;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES to accept the grant awarded by the Federal Emergency Management Agency / Department of Homeland Security and authorizes the City Manager to execute agreements accepting the grant and any future amendments relating to the agreements.

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

**CORVALLIS FIRE DEPARTMENT
MEMORANDUM**

541 766-6961
541 766-6938 (fax)

400 NW Harrison Blvd.
Corvallis, OR 97330

To: Mayor and City Council

From: Roy Emery, Fire Chief 

Subject: Acceptance of Regional Urban Search & Rescue Phase 2 Grant Funding as a Subgrantee

Date: May 31, 2011

Background

Personnel from Albany, Eugene, Salem, Springfield, and Corvallis Fire Departments comprise the Southern Region Urban Search & Rescue (US&R) Team. Generally speaking, US&R involves the location, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces. Structural collapse is most often the cause, but victims may also be trapped in transportation accidents and collapsed trenches. On behalf of all member agencies, the City of Eugene applied for and received a grant to cover personnel costs for participation in an earthquake exercise that was held in 2009.

A similar grant has been received by the City of Eugene for Phase 2 of this Search and Rescue training process, which is scheduled to occur during the 2011/2012 fiscal year.

Discussion

Corvallis' cost to participate in this event is estimated to be up to \$40,590, for command staff, technical rescue personnel, and consumable supplies. No matching funds are required.

Participation in the earthquake exercise will enable our US&R personnel to use and reinforce their rescue skills under simulated emergency conditions.

Recommendation

Staff recommends adoption of the attached resolution.

REVIEWED AND CONCUR:


Jon S. Nelson, City Manager


Nancy Brewer, Finance Director

RESOLUTION 2011 - _____

A Resolution submitted by Council Person _____.

Minutes of the meeting of _____

WHEREAS, ORS 294.326 (2) allows the City Council to accept grants after the budget has been approved; and

WHEREAS, the City of Corvallis has been awarded a grant from the Oregon Military Department of the Office of Emergency Management; and

WHEREAS, the \$40,590 grant was anticipated in the fiscal year 2011 / 2012 budget;

WHEREAS, the grant acceptance requires approval by the City Council;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES to accept the grant awarded by the Oregon Military Department of the Office of Emergency Management and authorizes the City Manager to execute agreements accepting the grant and any future amendments relating to the agreements.

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

MEMORANDUM

June 14, 2011

TO: Mayor and City Council
FROM: Nancy Brewer, Finance Director 
SUBJECT: Banking Signatures

I. Issue

To adopt a resolution naming an Interim City Manager and authorizing her to sign financial documents.

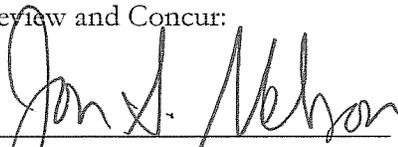
II. Discussion

Current City Manager Jon Nelson is retiring on June 30, 2011. The City Council has named Ellen Volmert to be Interim City Manager. The City Manager has responsibility to sign any number of documents on behalf of the City, including checks for payroll and accounts payable, as well as approving the list of staff members with electronic access to the City's bank accounts. The attached resolution will be used by staff with the City's financial institutions to indicate that there is an Interim City Manager authorized to sign these various documents.

II. Requested Action

Approve the attached resolution, to be read by the City Attorney.

Review and Concur:



City Manager

RESOLUTION 2011-_____

Minutes of the meeting of June 20, 2011, continued.

A resolution submitted by Councilor _____.

WHEREAS, City Manager Jon Nelson is retiring from the City as of June 30, 2011; and

WHEREAS, the Corvallis City Council has named Ellen Volmert to be the Interim City Manager; and

WHEREAS, the City Manager is one of two signatories on the City's bank accounts and with various other financial institutions for investments and other financial management matters;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that effective July 1, 2011, bank checks and electronic funds transfers drawn on funds of the City deposited in any bank shall be signed by Ellen Volmert, Interim City Manager, and Nancy Brewer, Finance Director; and

THE CITY COUNCIL FURTHER RESOLVES that the Interim City Manager and the Finance Director may use facsimile signatures in signing checks. The facsimile signature device shall be kept secured when not in actual use and shall be fully protected at all times. The Finance Director is also authorized to issue stop payment orders for City checks.

Councilor

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



News Release For Immediate Release

City of Corvallis
City Manager's Office
501 SW Madison Avenue, Corvallis, Oregon 97333
Phone: 541 766-6901

DATE: June 20, 2011

SUBJECT: Mary Steckel Named Interim Public Works Director

CONTACT PERSON:

Ellen Volmert, Assistant City Manager
541-766-6901
ellen.volmert@ci.corvallis.or.us

Jon Nelson, City Manager
541 766-6901
jon.nelson@ci.corvallis.or.us

Mary Steckel, Administrative Services Division Manager
541- 754-1753
mary.steckel@ci.corvallis.or.us

Corvallis Names Interim Public Works Director

Corvallis City Manager Jon Nelson announced Administrative Services Division Manager Mary Steckel would take over as Interim Public Works Director on July 1, 2011. The appointment is to fill the position for Public Works Director Steve Rogers who is retiring June 30, 2011.

Public Works is the largest city department. As director, Ms. Steckel will provide leadership and direction to four divisions; Administration, Transportation and Buildings, Utilities, and Engineering. Some of the key upcoming projects Ms. Steckel will be responsible for include the annual utility rate review, federal waste water discharge requirements plan, new asset management system, impacts to transit system service from changes in business energy tax credits, and the cable television franchise renewal.

Ms. Steckel is a 21 year veteran of the Public Works Department. In addition to a bachelor's degree in psychology, she has also attained certification in Sustainability Leadership from the University of Oregon and in Public Participation through the International Association of Public Participation. She is a member of the American Public Works Association, International Association for Public Participation, and the International Society of Sustainability Professionals.

City Manager Jon Nelson expressed confidence in Ms. Steckel's ability to provide stable leadership and to continue progress on major initiatives in the coming months. "The City is fortunate to have the talents and skills represented by Mary." Ms. Steckel commented, "I'm excited about this opportunity to provide a higher level of service to the community and the organization. I plan to provide knowledge and experience the City can count on as it transitions to a new City Manager and Public Works Director."

More information is available from the Public Works Department at 766-6916.

###

MEMORANDUM

June 17, 2011

To: Mayor and City Council

From: Steve Rogers, Public Works Director

Subject: Business Energy Tax Credits (BETC) Changes

Issue:

The Oregon Legislative Joint Committee on Tax Credits has forwarded a bill to the House and Senate that makes changes to the current BETC program.

Background:

The current BETC program, used by the City to assist in funding energy conservation projects, bus purchases and the transit system, was scheduled to sunset July 1, 2012. Examples of energy conservation projects are lighting system upgrades in the Library and Public Works facility; and boiler, pumps and energy management system replacement at Osborn Aquatic Center. The tax credit earned by the transit system runs about \$600,000 annually and this amount is leveraged to match \$600,000 in federal funds. Loss of this revenue would account for nearly 50% of the transit operating budget. The Council authorized the Mayor to write letters to the local legislators requested that the BETC program be preserved beyond the sunset date.

Discussion:

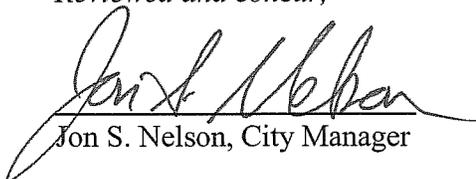
Staff worked with the League of Oregon Cities, the Oregon Transit Association, and a small group of stakeholders to address the preservation of the BETC program, recognizing the fact that changes needed to be made. The bill that was passed by the Joint Committee preserves BETC for certain types of energy conservation projects and certain types of transportation projects, including transit operations and reduces the state-wide annual cap on the total value of credits issued to \$14 million and \$10 million for conservation and transportation, respectively. Next, the bill will go before the full House and Senate for a vote.

Types of eligible energy conservation projects have been reduced to capital investments where the energy savings in the first year yields a simple payback period of over three years, and to new construction or complete building remodeling projects that achieve a LEED Platinum or equivalent rating. Of the eligible projects, the tax credit can be no more than 35% of the cost.

The BETC for transit has been extended through fiscal year 2014-15 although the amount of the eligible cost for the credit is reduced for each year. The credit allowed for FY 10-11 is 35% of eligible costs; for FY 11-12 the percentage is reduced to 25%, and each subsequent year is reduced an additional 5%.

The City has transit tax credits worth about \$1,000,000 available for pass-through partners for FY08-09 and 09-10. Staff will prepare a report for City Council review in the fall on the funding outlook and alternatives for the transit operations for future years.

Reviewed and concur,



Jon S. Nelson, City Manager

Nelson, Jon

From:

Sent: Friday, June 17, 2011 5:24 PM

To: Nelson, Jon

Subject: Fwd: South Bypass update: OTC approval

Jon,

I think this good news. Please have copies available for the Council Meeting.

Thanks, Hal

Hal Brauner

Corvallis, OR 97330
(541)

----- Forwarded Message -----

From: "WOLCOTT Jerry O" <Jerry.O.WOLCOTT@odot.state.or.us>

To: "steve rogers" <steve.rogers@ci.corvallis.or.us>, "Hal Brauner"
mayor@council.ci.corvallis.or.us

Sent: Friday, June 17, 2011 4:42:55 PM

Subject: South Bypass update: OTC approval

Julie/Hal/Steve-

The OTC approved our request to add a construction phase to the project and change the name to OR34/US20: South Bypass to Wolcott Road.

We also informed them that we have two viable options for construction:

- o Option A: the slip lane and south frontage road
- o Option B: dual right lanes and extension of the north frontage road

If the city can't support Option A (slip lane and south frontage road) as currently designed, and is therefore unable to enter into an agreement with ODOT for ROW acquisition, then we will move forward with construction of Option B.

We also informed the commissioners that we would like to include improvements to the Susan Wilkins MUP and the TSM improvements on 3rd Street between Jackson and Harrison in the South Bypass project.

We believe that improvements on the Susan Wilkins MUP may include significant environmental risks, and so would require the city of Corvallis, as owner of the MUP, to develop the Plans/Specifications/Estimate package and obtain all environmental clearances and local permits. We would then fund construction and include those MUP improvements in the South Bypass project. This MUP improvement project would begin with an IGA, and we would look for Council authorization for the city manager to sign that agreement as a commitment from the city to begin development.

The TSM improvements on 3rd Street will involve consolidation of a minimum of one of the driveway accesses of the Arco gas station, perhaps more. We would be happy to develop and construct this project with the expressed written support of the Corvallis city council for the project and the consolidation of access.

6/20/2011

We're still holding firm to let the South Bypass project in February, 2013. In order to make this deadline, we'll need to have these issues nailed down by the end of July, 2011.

One final note- I spoke with Roger Nyquist today, and he informed me that Linn county is looking to have the two governing bodies meet to discuss the South Bypass project. ODOT supports this dialog, and will be happy to attend and provide any information that you would need to further the discussion. Hope that this answers any questions that you have, but if not I would be happy to talk with you further.

Sincerely,

Jerry O. Wolcott

Project Leader

Area 4 Corvallis

Oregon Department of Transportation

541-757-4164 (w)

541-905-7204 (c)

Cuban Lunch!

Noon, Wednesday, July 6, 2011

at 101 NW 23rd St (Westminster House)

Send you greetings and goodwill with Ed Hemmingson from Albany and Mike Beilstein of Corvallis who are traveling with the Pastors for Peace 22nd Friendshipment Aid Caravan to Cuba

Alicia Jrapko –Argentine-American activist, coordinator of the International Committee for the Release of the Five, will speak on current conditions and outlook for Cuba and Cuban-American relations.

No charge to attend but, this is a fundraiser. Your contributions to IFCO/Pastors for Peace are appreciated. <www.ifconews.org>

For further information contact Mike Beilstein, 541 754 1858

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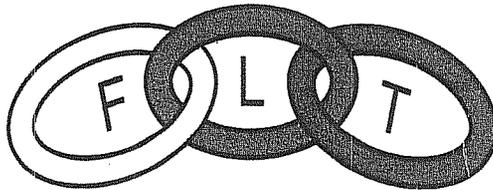


Business Services

Sponsored by:



HELPING KEEP
CORVALLIS GREEN



CORVALLIS ODD FELLOWS
BARNUM LODGE #7



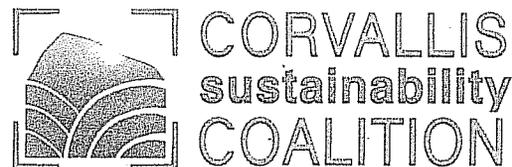
Document Efficiency
At Work.®

An Updated Corvallis-Area
ReUse Directory
is here!



A Project of the
Corvallis Sustainability Coalition
www.sustainablecorvallis.org

Created by the Corvallis
Sustainability Coalition's
Waste Prevention Action Team



CORVALLIS-AREA REUSE DIRECTORY

Where to take
CLEAN, WORKING ITEMS
in good condition
TO BE USED AGAIN!
(before recycling or disposal)

ALWAYS CALL FIRST TO CONFIRM
WHICH ITEMS ARE ACCEPTED
Never donate items after hours!

Albany-Corvallis ReUseIt (free items: groups.yahoo.com)	
Arc Thrift Stores (NW Beca-Corvallis, Main St-Philomath)	
Benton County Extension / 4-H Activities (1849 NW 9th)	
Benton County Master Gardeners (1849 NW 9th St)	
Book Bin, The (215 SW 4th St)	
Boys & Girls Club / STARS (after school programs)	
Browser's Bookstore (121 NW 4th St)	
Buckingham Palace --Fri-Sun only (600 SW 3rd St)	
Calvary Community Outreach (2125 NW Lester Ave.)	
CARDV (Center Against Rape/Domestic Violence)	
Career Closet for Women (drop-off at 942 NW 9th, Ste.A)	
Cat's Meow Humane Society Thrift Shop (411 SW 3rd St)	
Children's Farm Home (Hwy 20 btw Corvallis & Albany)	
Chintimini Wildlife Rehabilitation Ctr (311 Lewisburg Rd)	
Community Outreach (homeless shelter, 865 NW Reiman)	
Corvallis Environmental Center (214 SW Monroe Ave)	
Corvallis/OSU Bicycle Co-op (250 SW Cummings Ave)	
Corvallis-Uzhhorod Sister Cities/The TOUCH Project	
Cosmic Chameleon (138 SW 2nd St)	
Craigslist (online classifieds: corvallis.craigslist.org)	
First Alternative Co-op Recycling Center (1007 SE 3rd St)	
First Alternative Co-op Stores (on NW Grant & SE 3rd)	
Freecycle (free items: freecycle.org)	
Furniture Share (formerly Benton FS) (155 SE Lilly Ave)	

ITEMS FOR REUSE:

	n/a	various	541-766-6750	541-766-6750	541-752-0040	541-757-1909	541-758-1121	541-752-7980	541-760-5941	541-758-0219	541-754-6979	541-757-0573	541-757-1852	541-745-5324	541-758-3000	541-753-9211	541-224-6885	541-753-5170	541-752-9001	n/a	541-753-3114	various	n/a	541-754-9511	
APPLIANCES, LARGE*	X																			X	X			X	X
APPLIANCES, SMALL*	X	X										X	X							X	X			X	X
ART SUPPLIES	X	X	X			X		X				X	X		X	X				X	X			X	X
BEDDING / BATH*	X	X										X	X	X	X					X	X			X	X
BIKES / SPORTING / CAMPING*	X	X							X			X	X				X			X	X			X	X
BOOKS	X	X		X	X		X	X				X								X	X			X	X
BROWN PAPER / LARGE SHOPPING BAGS	X	X				X		X				X							X	X		X	X	X	X
BUILDING MATERIALS / HOME IMPROVEMENT*	X												X	X					X	X			X	X	
CDs, DVDs, LPs, video games, etc.	X	X		X	X		X	X				X	X						X	X			X	X	
CELL PHONES (also take to phone stores)	X	X								X		X				X			X	X		X	X	X	
CHILDREN'S GOODS / CLOTHING*	X	X							X			X	X		X				X	X			X	X	
CLOTHING / ACCESSORIES	X	X							X		X	X	X						X	X			X	X	
COMPUTER PAPER (printed on one side)	X					X										X			X	X			X	X	
COMPUTERS / MONITORS	X	X																	X	X			X	X	
EGG CARTONS	X					X													X	X			X	X	
EYEGLASSES	X											X							X	X			X	X	
FABRIC (material, batting, supplies)	X	X	X			X		X				X							X	X			X	X	
FIREWOOD	X								X										X	X			X	X	
FOOD (unopened, pre-expired)*	X								X							X			X	X			X	X	
FOOD (surplus garden produce)*	X													X	X				X	X			X	X	
FOOD CONTAINERS (glass / plastic) w/ LIDS*	X																		X	X			X	X	
FURNITURE	X	X						X	X			X	X						X	X			X	X	
GARDEN / LANDSCAPING*	X	X	X		X							X	X	X					X	X			X	X	
GARDEN POTS	X	X	X		X											X			X	X			X	X	
HOME ELECTRONICS*	X	X										X	X						X	X			X	X	
HOUSEHOLD GOODS*	X	X										X			X				X	X			X	X	
MEDICAL EQUIPMENT / SUPPLIES*	X	X										X		X			X		X	X			X	X	
OFFICE EQUIPMENT*	X	X										X				X			X	X			X	X	
OFFICE SUPPLIES	X	X				X						X	X						X	X			X	X	
PACKING MATERIALS*	X																		X	X			X	X	
PET SUPPLIES / FOOD	X	X										X		X					X	X			X	X	
PRINTER CARTRIDGE REFILLING																X						X			
SCHOOL SUPPLIES*	X	X	X			X						X	X		X	X			X	X			X	X	
TOILETRIES*	X					X						X	X		X				X	X			X	X	
VEHICLES / PARTS	X	X																	X	X			X	X	

MEDICATIONS - Destroy and dispose in trash!

* SEE OTHER SIDE FOR EXAMPLES OF BOLDED CATEGORIES

DON'T THROW THAT GOOD STUFF AWAY!

Use the new updated Corvallis-area ReUse Directory

common reusable items, matched up
with local places accepting them for reuse

SEE INSIDE! 

Why ReUse?

Recycling is important, and ReUse is even better! It extends the life of our stuff, which:

- ⇒ Reduces solid waste
- ⇒ Saves landfill space
- ⇒ Conserves natural resources
- ⇒ Saves energy
- ⇒ Prevents pollution caused by extraction, manufacture, distribution and disposal of new products
- ⇒ Helps us be a sustainable community
- ⇒ Helps ensure future generations can meet their needs



Can the item be used again? Is it clean?
In good working condition?
Are you willing to find it a new home?

*Examples of bolded categories from directory, inside:

- *APPLIANCES, LARGE (dishwasher, washer/dryer, stove, fridge, etc.)
- *APPLIANCES, SMALL (microwave, blender, toaster, vacuum, space heater, fan, etc.)
- *BEDDING / BATH (sheets/linens, blankets, comforters, towels, small rugs, etc.)
- *BIKES / SPORTING / CAMPING (bikes/parts, helmets, skateboards, balls, backpacks, tents, etc.)
- *BUILDING MATERIALS / HOME IMPROVEMENT (dimensional lumber, plumbing, electrical, paint, hand tools, power tools, doors, windows, lights, hardware, etc.)
- *CHILDREN'S GOODS / CLOTHING (strollers, bike trailers/seats, baby gates, cribs, high chairs, playpens, diapers/diaper bags, accessories, toys, clothing, nursing items, maternity, etc.)
- *FOOD - unopened, pre-expired (non-perishable canned and packaged food and beverages)
- *FOOD - surplus garden produce (freshly grown foods with no visible signs of spoilage)
- *GARDEN / LANDSCAPING (supplies, hoses, lawn furniture, mowers, wheelbarrows, BBQs, tools, etc.)
- *HOME ELECTRONICS (TVs, DVD / VHS / MP3 players, stereos, boomboxes, alarm clocks, etc.)
- *HOUSEHOLD GOODS (luggage, utensils, dishes, cookware, cleaning supplies, decor, art, etc.)
- *MEDICAL EQUIPMENT / SUPPLIES (wheelchairs, walkers, crutches, adult diapers, etc.)
- *OFFICE EQUIPMENT (printers, fax machines, scanners, calculators, telephones, etc.)
- *PACKING MATERIALS (clean styrofoam peanuts, foam sheets, and bubble wrap)
- *SCHOOL SUPPLIES (paper, pens, pencils, crayons, markers, backpacks, rulers, etc.)
- *TOILETRIES (shampoo, deodorant, lotion, shaving supplies, feminine products, travel-size items, etc.)

Version 2, Updated 3/2011

ALWAYS CALL FIRST TO CONFIRM WHICH ITEMS ARE CURRENTLY ACCEPTED!

Thank you to the St. Mary's Catholic Church's Care for Creation Committee for the inspiration; to Marion County Public Works for the matrix concept; and to the current and past members of the Waste Prevention Action Team of the Corvallis Sustainability Coalition, who helped bring this ReUse Directory to life.