

**HUMAN SERVICES COMMITTEE
MINUTES
February 23, 2011**

Present

Councilor Mike Beilstein, Chair
Councilor Jeanne Raymond
Councilor Dan Brown

Staff

Jon Nelson, City Manager
Ken Gibb, Community Development Director
Karen Emery, Parks and Recreation Director
David Phillips, Park Operations Supervisor
David Neighbor, Park Operation and Administration Supervisor
Iris Benson, Park Operations Specialist
Carla Holzworth, City Manager's Office

Visitors

Jennifer Moore, United Way

SUMMARY OF DISCUSSION

<u>Agenda Item</u>	<u>Information Only</u>	<u>Held for Further Review</u>	<u>Recommendations</u>
I. Council Policy Review: CP 94-4.07, "City-Owned Art Objects on Private Property"			Affirm Council Policy 94-4.07, "City-Owned Art Objects on Private Property."
II. Social Services Semi-Annual Report			Approve the Social Services Semi-Annual Report.
III. Herbert Farms Natural Area Management Plan			Adopt the Herbert Farms Natural Area Management Plan.
IV. Other Business			

Chair Beilstein called the meeting to order at 12:00 pm.

CONTENT OF DISCUSSION

I. Council Policy Review: CP 94-4.07, "City-Owned Art Objects on Private Property" (Attachment)

Mr. Neighbor said the Public Art Selection Commission reviewed the policy in December. Neither they nor staff recommend changes to the policy. Chair Beilstein said he supports the graffiti wall and hopes it can be resurrected.

The Committee unanimously recommends that Council affirm policy 94-4.07, "City-Owned Art Objects on Private Property" as recommended by staff.

II. Social Services Semi-Annual Report (Attachment)

Mr. Gibb said the agreement with United Way to manage the social service program funds has been in effect for the past eight months. This year's allocation funding was reduced 6.5% per budget direction and \$361,000 was distributed to agencies.

Councilor Raymond observed lines D and E of the standard agency reports provide totals for grants from government agencies and foundation grants, respectively. In response to her request for a breakdown of which government agencies are providing funding and corresponding amounts, Ms. Moore said she does not believe it is possible to glean the data for the year-end report, but such detail can be provided in Fiscal Year 2011-12. Chair Beilstein agreed the information is valuable, as some agencies may receive funds from the City through other areas, such as Community Development Block grants.

Ms. Moore said the report is lengthy because it includes many examples of how people are benefitting from the allocations.

Councilor Raymond noted the allocation for the social services as part of the levy was originally proposed at \$130,000, but has since been reduced to \$102,000.

The Committee unanimously recommends that Council approve the Social Services Semi-Annual Report.

Ms. Moore said UW is partnering with agencies in Benton, Linn, and Lincoln counties to add a 211 telephone number for client referrals. She distributed brochures (Attachments A and B) that describe the service, noting a Web site (www.211info.org) will also be created. The new, easy-to-remember number connects clients to a call center that provides comprehensive resource and referral services. In response to Councilor Raymond's inquiry, Ms. Moore said funding is a challenge. Agencies must contribute to a hub, which is hiring a data manager who will coordinate relationships among the three participating counties and keep the referral database current. In addition, each county is responsible for its contract with the call center, which is based in Portland. Funding sources include approximately 1/3 from UW, 1/3 state and federal contributions, and 1/3 private donations. For the call center contract, Benton County is about 40% funded for year one, with \$20,000 coming from a UW grant. At the hub level, a grant request was submitted to the Oregon Community Foundation and a grant application will soon be submitted to the Collins foundation. A steering committee is also being formed to further explore funding opportunities. Ms. Moore said the 211 service is expected to be available in Benton County this summer.

III. Herbert Farms Natural Area Management Plan (Attachment)

Mr. Phillips said the Herbert Farms Natural Area Management Plan represents about 18 months of work by Parks staff and stakeholders. Of the five open space properties acquired in 2002, Herbert Farms is the most complex.

Ms. Benson gave a PowerPoint presentation to the Committee (Attachment C).

In response to Councilor Raymond's inquiry, Mr. Nelson said the open space bond measure initially failed in 2000 because it was not clear which properties would be purchased. A second bond measure passed when five specific properties were identified: Caldwell, Timberhill, Herbert Farm, Witham Oaks, and Owens Farm. Partners assisted with funding for some of the properties, such as Good Samaritan contributing to the purchase of Owens Farm. As part of the bond measure, the City pledged to provide plans to manage the properties as public resources.

In response to Councilor Raymond's inquiries, Mr. Phillips said plan implementation costs are not yet known, but funding options may include the Willamette Mitigation Fund and other grants; staff may be able to accomplish some of the large-scale work. He said Witham Oaks could be the focus of the next management plan, or may perhaps be third in line. Ms. Benson added that staff is working to improve habitat in the other open space properties, even though management plans have not yet been created.

Councilor Brown complimented staff on a great report; Chair Beilstein and Councilor Raymond agreed.

In response to Chair Beilstein's inquiry, Mr. Phillips said while it is difficult to gauge how many people are visiting the Herbert property, it is being used by birders and staff have given tours to interested parties. As facilities improve, the property is expected to grow in popularity. Mr. Phillips noted there is a kiosk at the beginning of Herbert Farm, but reaching the more interesting parts of the property requires walking from the parking lot.

In response to Chair Beilstein's inquiries, Mr. Phillips said the farm's estimated \$6,200 annual agricultural income goes directly to the Parks and Recreation Fund. Approximately 140 acres is farmed and the ryegrass crop was replaced with wheat because it requires fewer pesticides; one-year leases are signed to allow some flexibility. Ms. Benson said additional income could be generated through logging of some fir trees. Mr. Phillips said adjacent properties are predominantly used for agriculture.

The Committee unanimously recommends that Council adopt the Herbert Farms Natural Area Management Plan.

IV. Other Business

The March 8 Human Services Committee meeting is canceled. The next regular meeting is at 12:00 pm, Tuesday, March 22, 2011 in the Madison Avenue Meeting Room.

Respectfully submitted,

Mike Beilstein, Chair

MEMORANDUM

DATE: February 15, 2011
TO: Human Services Committee
FROM: Ken Gibb, Community Development Director 
SUBJECT: Social Service Semi-Annual Report for Period Ending December 31, 2010

I. Issue

Under the terms of the Social Service Funding Agreement between the City of Corvallis and United Way, review and approval of semi-annual reports is required.

II. Discussion

United Way is the City's designated administrator for Social Service funding for FY10-11. In September 2009, the City Council authorized the City Manager to enter into a three-year agreement with United Way, with an annual option to extend the agreement for two additional years. An agreement for administration services was entered into with United Way on July 1, 2010. For FY 10-11, due to the need for budget reductions, the City Council approved a 6.5% reduction in the Social Service Allocation. The amount of the contract for FY 10-11 is \$379,870, of which \$360,876.50 is to be distributed to agencies and \$18,993.50 is the service fee paid to United Way for administration of the program. A payment of 31,566 is made monthly.

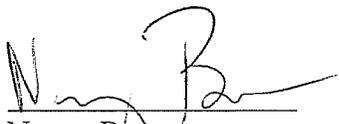
For this first semi-annual report for FY 10-11, all of the agencies receiving Social Service funding from the City have submitted a narrative of their activities, outputs and outcomes, and a year-to-date budget sheet to United Way. Attached, in a report from United Way, are these program reports as provided by the agencies.

United Way has been provided with a copy of this staff report, notified of the upcoming Committee meeting and invited to attend.

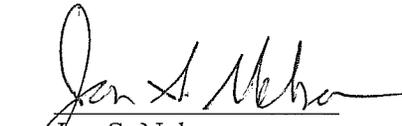
III. Action Recommended

That the Human Services Committee consider this report and recommend the City Council approve acceptance of the Social Service first semi-annual report for FY 10-11.

Review and Concur:


Nancy Brewer
Finance Director

Review and Concur:


Jon S. Nelson
City Manager



City of Corvallis

Social Service Grants

10-11 Six-month Reports

As per our administrative contract, United Way has recently compiled funded program six-month reports for the 10-11 City of Corvallis Social Service funding cycle.

Agencies were asked to provide the following information for each program awarded funding:

Narrative: describe how the grant award has been spent, how many people have been helped, what progress against goals has been tracked, and benefits (or changes) seen for program participants. Also describe how the program has been promoted and give an example of an individual or family receiving service.

Financial Information: Budget worksheet; the financial data requested for reporting purposes has been simplified in an ongoing effort to be conscientious of the agency's time as a resource, while still receiving enough information to make informed decisions.

This document contains the following components:

1. **Agency Requests/Recommendations**
 - Applicant agency/programs
 - Grant awards
2. **Program Reports**
 - Attached as provided by the agency

Agency Requests/Recommendations

Agency	Program	Request	Recommendation	Award
Benton Furniture Share	Program Sustainability	\$11,500	\$6,000	\$4,901
	Beds for Kids	\$10,000	\$7,500	\$6,127
CASA – Voices for Children	Volunteer Training/Supervision	\$15,000	\$10,000	\$8,169
CARDV	Shelter / Advocacy Program	\$50,000	\$38,000	\$38,000
Community Outreach, Inc.	Day Services	\$96,000	\$60,000	\$60,000
	Medical Services	\$19,500	\$15,000	\$12,253
	Behavioral Health Treatment	\$23,000	\$17,957	\$14,668
	Transitional Housing	\$44,000	\$33,000	\$33,000
	Permanent Supportive Housing	\$36,000	\$27,000	\$27,000
Community Services Consortium	Emergency Housing	\$14,916	\$8,000	\$8,000
	Linn-Benton Food Share	\$36,000	\$32,000	\$32,000
	RSVP - SHIBA	\$6,000	\$3,000	\$2,450
Corvallis Community Children's Centers	Tuition Scholarship	\$28,800	\$10,000	\$8,168
Corvallis Environmental Center	SAGE Food for Families	\$18,000	\$10,000	\$10,000
Corvallis Homeless Shelter Coalition	Men's Homeless Shelter Services	\$19,000	\$13,500	\$13,500
Heartland Humane Society	Emergency/Safe Housing	\$6,000	\$3,000	\$2,450
Jackson St Youth Shelter	Emergency Shelter	\$25,000	\$19,000	\$19,000
	Transitional Housing	\$8,000	\$6,000	\$6,000
Old Mill Children's Center	Crisis Outreach & Transition	\$30,000	\$15,000	\$12,253
	RAFT	\$25,000	\$19,000	\$15,520
	Sex Abuse Treatment	\$14,000	\$7,000	\$5,718
OR Cascades West	Senior Meals	\$8,000	\$2,500	\$2,500
Parent Enhancement Program	Parent Enhancement Program	\$15,000	\$8,000	\$6,535
Presbyterian Child Care Center	Tuition Assistance Program	\$8,000	\$6,000	\$4,901
Vina Moses Center	Clothing and Household	\$10,000	\$5,000	\$4,084
	FISH Emergency Services	\$6,000	\$4,500	\$3,676
United Way (contract fee - 5%)		--	\$18,994	\$18,994
Totals		\$582,716	\$38,5957	\$379,867



City of Corvallis

10-11 Social Service Funding Interim Report

Period: _____

Please answer the following (outline or bullet list preferred):

Agency Furniture Share

Program Program Sustainability

Award \$ 4,901.00

Narrative

What has the grant award been spent on?

The grant sustains the Delivery Coordinator position and Jobs Plus employees while raising community awareness to increase furniture and monetary donations and recruit volunteers.

How many people (unduplicated count) have been helped by this program? What activities happened?

551 individuals have been served within the City of Corvallis, with 534 unduplicated. FS continues to work with referring agencies serving at risk populations on an emergency basis to reach the ultimate goal of self-sustainability for families and individuals we serve. We have increased our "Community Awareness" activities to include weekly, monthly and quarterly events and meetings that reach local businesses, professionals, and community members including:

- Chamber of Commerce (participation with coalition)
- Greeters (twice weekly, including speakers meetings & new business generation meetings)
- Rotary, Kiwanis, civic groups, etc.
- Quarterly Fundraisers (Benefit sales, campaigns, clean-ups, furniture drives etc)

Volunteer base continues to grow as we work with LBCC & OSU students and groups, High School groups and "volunteer to work" programs through DHS as well as church groups and other businesses volunteering their services. In FY 9/10 FS had 4382 volunteer hours. FS community awareness has helped tremendously in this area, helping achieve our mission.

What progress have you tracked, compared against targets identified in the original proposal?

The targeted populations are children, families and individuals within the City of Corvallis who are commonly described as the vulnerable population. Our clients are typically living in substandard conditions such as homelessness with disabilities, domestic violence survivors, elderly and or other crisis situations. Tracking data are reported in the following table.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Benefits include *building self-esteem* where children can live and study more comfortably, individuals sleep in beds rather than on the floor, and families escape domestic violence. *Cost savings* averages \$455.00 per household, allowing them to provide other basic needs such as housing and food. *Success is defined and measured* by collecting data on a monthly basis to assess the progress toward each objective. FS served 1,100 individuals in the City of Corvallis in FY 10/11, representing a 20% increase from prior years.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

FS promotes programs by networking with groups and businesses, website, presentations, and free advertisement. (Radio PSA, Good Words, In Appreciation, Community Spotlight, My Community, Community Calendar, and FYI.) Free advertisements allow FS to reach the community and promote our programs, saving grant funds to serve more clients in need. FS collaborates with over 65 social service agencies and non-profits including United Way

Agency: Furniture Share

Program Name: Program Sustainability for Furniture for Individuals in Crisis

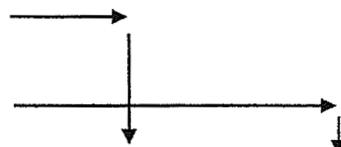
Funding Request \$ 11,500.00

Percent of request awarded: 43%

Grant Award \$ 4,901.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?



REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 12,520	\$ 6,260	50%
B	United Way Grant funding (current year award)	\$ 5,000	\$ 2,500	50%
C	United Way donor-directed designations			#DIV/0!
D	Grants from government agencies	\$ 17,250	\$ 8,625	50%
E	Foundation grants	\$ 23,850	\$ 11,925	50%
F	Program service fees			#DIV/0!
G	Other income			#DIV/0!
H	TOTAL REVENUE	\$ 58,620	\$ 29,310	50%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 33,450	\$ 16,725	\$ 1
J	Payroll taxes and employee benefits	\$ 4,560	\$ 2,280	\$ 1
K	Professional fees and contracted services	\$ 1,500	\$ 750	\$ 1
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 8,900	\$ 4,450	\$ 1
M	Materials and supplies	\$ 1,560	\$ 780	\$ 1
N	Travel			#DIV/0!
O	Staff and volunteer development / training costs	\$ 1,450	\$ 725	\$ 1
P	Conferences, conventions, meetings	\$ 450	\$ 225	\$ 1
Q	Direct assistance to individuals			#DIV/0!
R	Miscellaneous expenses	\$ 6,750	\$ 3,375	\$ 1
S	TOTAL EXPENSES	\$ 58,620	\$ 29,310	50%

Balance \$ - \$

Please provide an example of an individual or family receiving service.

A Hispanic family moved from Massachusetts to Corvallis. When this family first entered our program they were on TANF. They have no family here and absolutely no furniture. When they received an apartment they were sleeping and eating on the floor. The services that were provided to this family in need were two beds and linens completed with head and footboards, two dressers with mirrors, nightstands, couch, loveseat, TV stand, TV, floor lamp, rocking chair, kitchen table and chairs. By providing this service Furniture Share was able to give this family the opportunity to make this house a home and to start over and take pride and improve their self-esteem. Based on a scale from 0-10 this family self-esteem went from a 1 to a 10. This family has also enjoyed having breakfast, lunch, and dinner as a family around the kitchen table which has also helped improve their conversations.



City of Corvallis

10-11 Social Service Funding Interim Report

Period: _____

Please answer the following (outline or bullet list preferred):

Agency Bentley Street

Program Bed in a Bag

Award \$ 6,127.00

Narrative

What has the grant award been spent on?

The grant sustains the Delivery Coordinator position and Jobs Plus employees while raising community awareness to increase furniture and monetary donations and recruit volunteers.

How many people (unduplicated count) have been helped by this program? What activities happened?

FS has given 622 beds with 244 of them going to the Corvallis area. FS continues to work with referring agencies serving at risk populations on an emergency basis to reach the ultimate goal of ensuring the safety, health, comfort and *quality of life* by providing beds to children within our community. We have increased our "Community Awareness" activities to include weekly, monthly and quarterly events and meetings that reach local businesses, professionals, and community members including: Chamber of Commerce (participation with coalition,) Greeters (twice weekly, including speakers meetings & new business generation meetings), Rotary, Kiwanis, civic groups, etc., and Quarterly Fundraisers (Benefit sales, campaigns, clean-ups, furniture drives etc). Volunteer base continues to grow as we work with LBCC & OSU students and groups, High School groups and "volunteer to work" programs through DHS as well as church groups and other businesses volunteering their services. In FY 09/10 FS had 4382 volunteer hours. FS community awareness has helped tremendously in this area, helping achieve our mission.

What progress have you tracked, compared against targets identified in the original proposal?

The targeted populations are children within the City of Corvallis who are commonly described as the vulnerable population. Our clients are typically living in substandard conditions such as homelessness with disabilities, domestic violence survivors, elderly and or other crisis situations.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

BFS is best fit to deliver these services as there is *no other agencies* within the Benton County who provides reused quality beds, pillows, sheets and blankets at *no cost* to children in need within our communities' vulnerable populations. Without a functional sleeping space, families are unable to stabilize their lives or move forward toward a quality education, self-sufficiency, improved health and independence. The challenge of living in an inadequate environment can adversely effect mental and physical health, and significantly increase the probability of repeat hardship. Our services effectively impact the people we assist by reducing mental stress, hopelessness, and despair; strengthening productivity at work and school; improving physical and mental health; increasing family connections and enhancing relationships; restoring dignity; building inner strength, self-reliance, and stability; and offering an opportunity to create a meaningful life. Additionally, our services save city, county and agency resources as stable homes reduce the risk of repeat crisis, and community members who are healthy, stable, and self-reliant make for a safer and more productive population.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

FS promotes programs by networking with groups and businesses, website, presentations, and free advertisement. (Radio PSA, Good Words, In Appreciation, Community Spotlight, My Community, Community Calendar, and FYI.) Free advertisements allow FS to reach the community and promote our programs, saving grant funds to serve more clients in need. FS collaborates with over 65 social service agencies and non-profits including United Way.

Agency: Furniture Share

Program Name: Beds for Kids

Funding Request \$ 10,000.00

Percent of request awarded: 61%

Grant Award \$ 6,127.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 4,995	\$ 2,498	50%
B	United Way Grant funding (current year award)	\$ 6,127	\$ 3,064	50%
C	United Way donor-directed designations			#DIV/0!
D	Grants from government agencies	\$ 14,500	\$ 7,250	50%
E	Foundation grants	\$ 3,873	\$ 1,936	50%
F	Program service fees			#DIV/0!
G	Other income			#DIV/0!
H	TOTAL REVENUE	\$ 29,495	\$ 14,748	50%

** Use line "D" to report City Social Servcie Fund award

EXPENSES

I	Salaries	\$ 15,370	\$ 7,685	\$ 1
J	Payroll taxes and employee benefits	\$ 2,450	\$ 1,225	\$ 1
K	Professional fees and contracted services	\$ 800	\$ 400	\$ 1
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 5,450	\$ 2,725	\$ 1
M	Materials and supplies	\$ 925	\$ 462	\$ 0
N	Travel			#DIV/0!
O	Staff and volunteer development / training costs	\$ 925	\$ 463	\$ 1
P	Conferences, conventions, meetings	\$ 200	\$ 100	\$ 1
Q	Direct assistance to individuals			#DIV/0!
R	Miscellaneous expenses	\$ 3,375	\$ 1,688	\$ 1
S	TOTAL EXPENSES	\$ 29,495	\$ 14,748	50%

Balance \$ - \$

Please provide an example of an individual or family receiving service.

A Hispanic family moved from Massachusetts to Corvallis. When this family first entered our program they were on TANF. They have no family here and absolutely no furniture. When they received an apartment they were sleeping and eating on the floor. The services that were provided to this family in need were two beds and linens completed with head and footboards, two dressers with mirrors, nightstands, couch, loveseat, TV stand, TV, floor lamp, rocking chair, kitchen table and chairs. By providing this service Furniture Share was able to give this family the opportunity to make this house a home and to start over and take pride and improve their self-esteem. Based on a scale from 0-10 this family self-esteem went from a 1 to a 10. The family's health also improved the parent stop suffering from sore pains and the child got longer and better sleeps during the nights which allowed the child to be more attentive and productive in school.



City of Corvallis

10-11 Social Service Funding Interim Report

Period: 07/01/2010 -06/30/2011

Please answer the following (outline or bullet list preferred):

Agency CASA – Voices for Children

Program Volunteer Training and Supervision

Award \$ 8,169

Narrative

What has the grant award been spent on?

- CASA Advocacy Academy Training- 8 new court advocates engaged in 30-40 hour training.
- Supervision for the new advocates provided by CASA Volunteer Supervisor.
- 8 new advocate support includes: use of printer, phone, internet, and resources.
- Accompany new advocates to court hearings – experiential child case training

How many people (unduplicated count) have been helped by this program? What activities happened?

100% of all children removed from their homes due to abuse and/or neglect that are in legal custody of the courts care: 58 children plus 28 adult parents and two interns – 88 total.

Activities: Training in the following areas: mental health, child development, conflict resolution, court hearings-report forms, child welfare policy and protocol, effective communication and culturally responsive services. CASA Conference – Working with adolescents and Cognitive Problem Solving & Teen Panel – discussion of teens in foster care, barriers and challenges.

What progress have you tracked, compared against targets identified in the original proposal?

- Each advocate's progress is tracked for state and federal law compliance, including National CASA standards on a monthly basis.
- Each child's case is tracked - expeditious permanency case plan & state and federal law compliance.
- The original proposal targeted goals are met.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

- Children spent less time in foster care – expeditious permanency is the primary goal.
- Children experience less abuse due to having a CASA assigned on each case
- All children served although staff is now reduced to executive director and a .75 Volunteer Advocate due to a reduction in donations.
- Each advocate has court hearing mentorship 100% of the time at each court hearing for additional training and guidance.
- Judges are meeting with Executive Director on quarterly.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

CASA – Voices for Children has consulted extensively with two videographers and social media experts to enhance its marketing plan beginning 01/01/11. One videographer prepared a teen DVD the second is helping us promote a CASA – A Child's Journey in Court

The promotion has resulted in having to limit the number of interested applicants to the Advocacy Academy since we have had an overwhelming number of interested community members.

Participated in OSU Non-Profit Exposition

Public Speaking engagements to social services clubs

Participated in Unite Way Promotional Video

Promoted several non-profits by inviting their participation in the CASA Catwalk Event 09/2010.

Agency: CASA - Court Appointed Special Advocates

Program Name: CASA - Voices for Children

Funding Request \$ 15,000.00

Grant Award \$ 8,169.00

Percent of request awarded: 54%

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
REVENUE				
A	Contributions / fundraising income	\$ 52,600	\$ 32,863	62%
B	United Way Grant funding (current year award)	\$ 1,800	\$ 4,084	227%
C	United Way donor-directed designations	\$ 443	\$ 443	100%
D	Grants from government agencies	\$ 13,480	\$ 17,336	129%
E	Foundation grants	\$ 3,496	\$ 1,000	29%
F	Program service fees			#DIV/0!
G	Other income	\$ 4,896		0%
H	TOTAL REVENUE	\$ 76,715	\$ 55,726	73%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 48,006	\$ 42,602	\$ 1
J	Payroll taxes and employee benefits		\$ 12,644	#DIV/0!
K	Professional fees and contracted services	\$ 700	\$ 215	\$ 0
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 6,692	\$ 6,666	\$ 1
M	Materials and supplies	\$ 4,395	\$ 1,103	\$ 0
N	Travel	\$ 200	\$ -	\$ -
O	Staff and volunteer development / training costs	\$ 4,825	\$ 3,250	\$ 1
P	Conferences, conventions, meetings	\$ 250	\$ -	\$ -
Q	Direct assistance to individuals	\$ -	\$ -	#DIV/0!
R	Miscellaneous expenses	\$ -	\$ 437	#DIV/0!
S	TOTAL EXPENSES	\$ 65,068	\$ 66,917	103%

Balance \$ 11,647 \$ (11,191)



City of Corvallis

10-11 Social Service Funding Interim Report

Period: July 2010- December 2010

Please answer the following (outline or bullet list preferred):

Agency Center Against Rape and Domestic Violence (CARDV)

Program Shelter/Advocacy Services

Award \$ 38,000.00

Narrative

What has the grant award been spent on? 9% of the Shelter and Advocacy Services

- Personnel costs
- Client Assistance costs (motel vouchers, language interpretation services, bus tickets and gas vouchers)
- Operations (rent, utilities, equipment, maintenance) for 3 facilities
- Mileage for staff providing 24-hour client assistance
- Staff and volunteer development

How many people (unduplicated count) have been helped by this program? What activities happened?

- 2034 Crisis line calls to the 24-hour hotline
- Sheltered 38 women and 41 children for a total of 969 bed nights
- 301 times advocates provided transportation or assistance with transportation to residents and their children

What progress have you tracked, compared against targets identified in the original proposal?

- 38 women and 41 children sheltered compared to the 85 adults and 79 children for the last year
- 2034 calls to the hotline compared to the 5074 total calls from the previous 12 months
- 16 individuals attended support group compared to 28 individuals last year

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

- Immediate safety for adults and children through the crisis line or the crisis intervention
- Increased understanding of the dynamics and impact of domestic violence
- Increased understanding of and access to legal and community resources

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

- Brochures that are widely distributed in the community, presentations, newsletters, website and social media
- Yes, the community is aware this program is available
- Outcomes are used in our marketing through our website, newsletters and presentations
- United Way is acknowledged during community presentations as a supporter of CARDV

Agency: Center Against Rape & Domestic Violence

Program Name: Shelter and Advocacy Services

Funding Request \$ 50,000.00

Percent of request awarded: 76%

Grant Award \$ 38,000.00

1. What is your spending plan by major category based on the
2. What is your actual spending as of this report date by

REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 32,664	\$ 19,676	60%
B	United Way Grant funding (current year award)	\$ 23,115	\$ 11,558	50%
C	United Way donor-directed designations	\$ 2,273	\$ 1,150	51%
D	Grants from government agencies	\$ 243,514	\$ 124,900	51%
E	Foundation grants	\$ 4,271	\$ 2,230	52%
F	Program service fees	\$ 85	\$ 40	47%
G	Other income	\$ 3,346	\$ 1,900	57%
H	TOTAL REVENUE	\$ 309,268	\$ 161,454	52%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 199,780	\$ 100,913	51%
J	Payroll taxes and employee benefits	\$ 49,958	\$ 24,576	49%
K	*Professional fees and contracted services	\$ 7,368	\$ 4,359	59%
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 31,078	\$ 13,848	45%
M	Materials and supplies	\$ 2,725	\$ 1,431	53%
N	Travel	\$ 1,465	\$ 648	44%
O	Staff and volunteer development / training costs	\$ 1,703	\$ 364	21%
P	Conferences, conventions, meetings	\$ 511	\$ 174	34%
Q	Direct assistance to individuals	\$ 9,195	\$ 4,388	48%
R	Misc expenses-**Capital Improvement Proj	\$ 5,485	\$ 3,456	63%
S	TOTAL EXPENSES	\$ 309,268	\$ 154,157	50%

Balance \$ - \$ 7,297

COMMENTS:

Please explain any special circumstances (anticipated or actual)

EXPENSES:

*Professional Fees took a jump because of expenses for an Interim Executive Director contracted with TACs

**Capital Improvement Projects: Driveway Drainage
Sewer line replacement
Roof repair

In the fall of this year a woman came to CARDV's shelter with her two small children. The woman's first contact with CARDV was when advocates responded to her home after her abuser was arrested on a domestic violence criminal charge. The day after advocates met her at her home, her abuser was released from jail and she made the decision to come into CARDV's Emergency Shelter. While the client was in shelter she was able to meet daily with Advocates to talk about her safety, resources and information about the dynamics and impact of domestic violence. CARDV Advocates assisted her while she filled out the needed paperwork for a Restraining Order, accompanied her to the courthouse and provided childcare for her two children during the court hearing. The client was able to get information and education about the civil and criminal legal process from CARDV Advocates. CARDV Advocates provided transportation to the DHS Self Sufficiency office for the client to be connected with financial resources to maintain self sufficiency during and after shelter services. After a few days in shelter, the client was able to return home when her abuser was served with the restraining order. The restraining order and safety planning the client received enabled her to feel confident that she would be safe while she stayed in her home. The client remained in contact with CARDV for a few months over the hotline for support, safety planning, information and resources.



City of Corvallis

10-11 Social Service Funding Interim Report

Period: July – December 2010

Please answer the following (outline or bullet list preferred):

Agency Community Outreach

Program Day Services

Award \$ 60,000

Narrative

What has the grant award been spent on?

This grant has provided integrated Day Services to homeless and low-income individuals in our community, including: Homeless Emergency Services; Community Food Pantry access; Crisis, Intervention, Information, and Referral Services; and Emergency Shelter for men, women, and families in crisis. Funding has been used to meet program operating costs, consisting primarily of staff salaries and ongoing facilities expenses (maintenance, utilities, depreciation, etc.)

How many people (unduplicated count) have been helped by this program? What activities happened?

- 2,399 visits providing a shower or use of the community kitchen/food pantry
- 539 food boxes distributed, feeding 1,844 people
- 3,575 anonymous contacts providing crisis intervention, information, and/or referral services
- 961 bus tickets distributed providing transportation throughout Corvallis and Albany
- 89 men received 828 nights of emergency housing
- 46 women received 346 nights of emergency housing
- 27 families received 235 nights of emergency housing
- 49 children received 388 nights of emergency housing

What progress have you tracked, compared against targets identified in the original proposal?

- Homeless Emergency Services – We served an estimated 100 unduplicated individuals (half of the original estimate in our proposal of 200 individuals) during the reporting period – for a total of over 5,974 HES units of service - with food and community kitchen access (thereby reducing hunger among homeless individuals); shower (i.e. improved hygiene for clients); and mail, message, telephone service, and document storage (outcome: providing those who live on the street resource that may benefit them in acquiring housing, public services, and employment). Approximately 100 unduplicated clients (half of the original estimate in our proposal of 200 individuals) during the reporting period received requested information on services in the community so that they may be connected with the resources to improve their circumstances.
- Community Food Pantry – reduced hunger among low-income community members by providing over 1,500 meals via 539 food boxes during the reporting period, which meets and exceeds half of our original yearly estimate of 3,000 meals via 900 food boxes.
- Crisis Intervention, Information & Referral – We responded to 3,575 calls or visits requesting information or crisis intervention. While this is not quite half of the total 8,000 calls or visits each year that we estimated in our proposal, we anticipate that during the next reporting period our numbers will reach the original estimated yearly total.
- Emergency Shelter – Outcomes include: increased client stability; increased access to nutritious food, transportation resources, knowledge of resources in the community, and increased access to medical services. In serving 211 individuals in our Emergency Shelter during the reporting period, we have already surpassed our yearly estimate of 200 individuals. We still have approximately 60% of our clients enter our Transition Housing program, thereby increasing their housing stability.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Our Homeless Emergency Services have helped to ensure that all homeless adults have access to basic services.

Our Community Food Pantry ensured that all low-income community members experiencing food insecurity had access to emergency food boxes through Community Outreach.

Our Crisis Intervention, Information & Referral program provided crisis intervention, community service information and referral services to community members in need so that they could access the resources they need to achieve stability.

Our Emergency Shelter provided homeless community members (including men, women, and children) access to emergency housing, food, hygiene supplies, and emergency assistance.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

Information about Community Outreach and its twelve (12) integrated programs is made available through other social service agencies, area non-profits, and direct referrals. We work diligently to ensure that the most up-to-date information is made available through print media, the organization website, and Facebook. The development staff at Community Outreach uses our outcome models to design and implement the information distributed to potential clients. Community Outreach recognizes that the United Way is a valued partner in our commitment to helping the homeless and working poor and we continue to thank them in our marketing material when appropriate.

The population served by our Day Services program is too diverse to select one individual or family to represent the group as a whole, particularly considering that a vast number of contacts in this program are anonymous (those accessing our crisis intervention, information, and referral service). We also have a number of clients who access our Community Kitchen and Shower that choose to use aliases rather than give their actual names. Hundreds of individuals are served by the Day Services program each month, receiving crisis intervention, information, and referral services; food through our community kitchen and pantries; a shower and hygiene supplies through our community shower; mail, telephone, and messaging services; and Corvallis and Albany bus tickets. This program has multiple outcomes depending on the individual circumstances of the person, or persons, contacting our organization. Some repeatedly seek these services, particularly those homeless individuals in need of food and a shower daily, and some use us as a one-time reference for information concerning community resources that are or may be available to them.

The Medical Clinic program has a wide array of clients who come to us suffering from debilitating heart issues, diabetes, chronic pain, mental illness, and those simply in need of basic medical care. They all hope to receive acute care and treatment in dealing with their individual medical condition, and they are provided with the appropriate services needed to assist them, including referrals, prescription, and labs. The outcomes vary by individual situation, with some clients returning for further needed services.

During the time covered by the reporting period, we began offering gynecological/women's services clinics in addition to our basic medical, psychiatric, physical therapy, diabetes, and dental clinics. At present, the gynecological/women's services clinics have seen only clients who require basic annual exams and preventative services that they do not otherwise have access to. Our female patients are predominantly Hispanic and all have been referred to the women's services program after attending one of our general medical clinics. Fortunately, to date, there have been no reported cases of medical abnormalities, which is one of the primary benefits of this program: the prevention of cervical cancer through early detection is particularly important to our volunteer doctor and nurse.

By continuing to offer medical clinics to the homeless, low-income, and uninsured, Community Outreach strives to provide our clients with the medical assistance required to prevent life-threatening illnesses and diseases.



City of Corvallis

10-11 Social Service Funding Interim Report Period: July – Dec 2010

Please answer the following (outline or bullet list preferred):

Agency Community Outreach

Program Behavioral Health Treatment

Award \$ 14,668

Narrative

What has the grant award been spent on?

This grant has provided professional counseling services to homeless and low-income community members through our Mental Health Services and Alcohol & Drug Treatment Services. Funding has been used to meet program operating costs, consisting primarily of staff salaries and ongoing facilities expenses (maintenance, utilities, depreciation, etc.).

How many people (unduplicated count) have been helped by this program? What activities happened?

- 41 clients received 202 hours of mental health treatment
- 50 clients received 1,778 hours of alcohol and drug treatment services

What progress have you tracked, compared against targets identified in the original proposal?

Our alcohol and drug treatment achieved the following targets:

- 60% of the clients who enrolled in the A&D Program successfully completed treatment
- 75% of clients completed a relapse prevention plan
- 100% of the staffing was attended by members of the multi-disciplinary treatment team
- 75% of clients participated in all scheduled individual sessions
- 100% of the clients' level of care was reviewed (quarterly reviews)
- Counselors attempted to consult with clients' other treatment providers 100% of the time
- 100% of the clients were offered referrals to other treatment providers if therapeutically indicated
- 100% of the open charts were reviewed at least once by our quality assurance team

Our mental health treatment achieved the following targets:

- 80% of clients demonstrated an increased understanding of their psychiatric symptoms (e.g., identify 3 symptoms of depression)
- 80% of clients identified 1-3 techniques they can utilize to decrease symptoms and/or 80% of clients identified 1-3 supportive systems they can utilize for assistance when symptoms increase (e.g., family, friends, agencies)
- 80% of clients either self-reported and/or had a counselor observe decreased psychiatric symptoms within a 6 month period
- 100% of clients were able to identify appropriate community resources and name two
- 100% of clients were able to identify 2-3 personal strengths
- 100% of domestic violence clients received treatment addressing DV specific needs
- 100% of domestic violence clients were offered a safety plan
- 75% of domestic violence clients demonstrated knowledge about the cycle of abuse and developed a safety plan as needed
- 100% of charts were reviewed

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

All clients were able to identify two appropriate community resources by name and two personal strengths. The majority of Mental Health clients received and demonstrated the following benefits:

- Increased understanding of their psychiatric symptoms
- Increased ability to use behavioral techniques to manage psychiatric symptoms
- Identification of supportive systems clients can utilize for assistance when symptoms increase
- Decreased psychiatric symptoms that interfere with successful daily functioning

All domestic violence clients received treatment addressing DV specific needs and were offered a safety plan; most of our domestic violence clients demonstrated knowledge about the cycle of abuse.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

Information about Community Outreach and its twelve (12) integrated programs is made available through other social service agencies, area non-profits, and direct referrals. We work diligently to ensure that the most up-to-date information is made available through print media, the organization website, and Facebook. The development staff at Community Outreach uses our outcome models to design and implement the information distributed to potential clients. Community Outreach recognizes that the United Way is a valued partner in our commitment to helping the homeless and working poor and we continue to thank them in our marketing material when appropriate.

During the time covered by this report, a Native American woman contacted Community Outreach for mental health counseling, having been referred by crime-victim services as her daughter was murdered in another state several years ago. She has been in intractable depression with chronic crying & grieving, and with Post Traumatic Stress Disorder (PTSD) aversion and startle-symptoms since the crime and trial. She lives with her other child, an adult daughter, and her two (2) grandchildren in an extended family system. Her tribal benefits provide physical health care but not the mental health services needed in this case. She is a former worker who currently does not work due to repetitive stress injuries. She participated in regular counseling sessions with one of our trained therapists, who has experience in trauma counseling, and reported her symptoms and functioning level as much improved upon conclusion of our services. She was able to come to us as long as she desired, and we allowed her to set the conclusion criteria for when she felt ready to discontinue counseling. She may return to Community Outreach in the future if she desires or needs additional services.



City of Corvallis

10-11 Social Service Funding Interim Report

Period: July – Dec 2010

Please answer the following (outline or bullet list preferred):

Agency Community Outreach

Program Transitional Housing

Award \$ 33,000

Narrative

What has the grant award been spent on?

This grant has provided shelter, life skills classes, access to other integrated services, and individualized case management services to men, women, and families with children. Funding for this program has been used to meet program operating costs, consisting primarily of staff salaries and ongoing facilities expenses (maintenance, utilities, depreciation, etc.).

How many people (unduplicated count) have been helped by this program? What activities happened?

- 65 men received 3,129 nights of transitional housing
- 30 women received 1,483 nights of transitional housing
- 22 families received 802 nights of transitional housing
- 31 children received 1,198 nights of transitional housing

What progress have you tracked, compared against targets identified in the original proposal?

Community Outreach provided transitional housing and case management services to 148 men, women, and families with children from July 2010 to December 2010. These individuals showed the following progress during the reporting period:

- 60% of clients obtained some sort of income
- 50% of clients secured permanent housing
- 80% of clients were able to name 2-3 community resources
- 90% of clients attended weekly life skills and other classes
- 100% of uninsured clients were given the opportunity to see a doctor at one of medical clinics
- 80% of clients received needed substance abuse or mental health treatment through Community Outreach, or were referred to another treatment provider

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Transitional Housing clients received the following benefits:

- Increased skills to help them secure employment and permanent housing
- Increased knowledge of community resources they can access for needed assistance
- Increased life skills to help them lead healthy, productive lives
- Increased access to integrated services addressing root causes of homelessness and poverty

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

Information about Community Outreach and its twelve (12) integrated programs is made available through other social service agencies, area non-profits, and direct referrals. We work diligently to ensure that the most up-to-date information is made available through print media, the organization website, and Facebook. The development staff at Community Outreach uses our outcome models to design and implement the information distributed to potential clients. Community Outreach recognizes that the United Way is a valued partner in our commitment to helping the homeless and working poor and we continue to thank them in our marketing material when appropriate.

During the period covered by this report, one of our female Transitional Housing clients made the successful transition into a permanent housing situation and continues to show progress in sustaining successful parenting skills and responsible living habits.

This client came to Community Outreach with a very difficult background. At 31 years old, her only employment was as a prostitute and exotic dancer. All of her children were in Department of Human Services (DHS) custody upon her entrance to our Transitional Housing program. She also suffered from substance abuse and mental health issues and was diagnosed with an anti-social personality by our Behavioral Health Treatment Services counselors. Additionally, she was a survivor of a domestic violence situation.

After entering Community Outreach's Transitional Housing program, she began receiving case management services through our Family Support Services program. Her youngest child was able to join her in housing and eventually she re-gained custody of him during her stay. Additionally, she showed continued growth in parenting skills in her one-on-one meetings with our Family Support Mentor. Her son was able to participate in our therapeutic childcare center, Mari's Place, providing much-needed daycare services for both mother and child. This client also accessed additional community resources during her stay, including those offered by Old Mill School and the Parent Enhancement Program (PEP).

This client left our Transitional Housing program in November of 2010 and continues to receive case management services through our Families in Transition (FIT) program. Our Family Support Mentor feels very positive about this client's continued improvements. The client is very receptive and open to getting help, a contributing factor to her success in changing her ineffective parenting behaviors. She is very willing to challenge herself and has enrolled in classes at Linn-Benton Community College to earn her Associate's degree in Business Administration. Most importantly, this client has gained her own housing, sustained her housing situation, and remains clean and sober since leaving our Transitional Housing program. She shows continued growth in all areas of parenting and responsible living, and we look forward to following her progress as she works toward self-sustainability.



City of Corvallis

10-11 Social Service Funding Interim Report

Period: July – December 2010

Please answer the following (outline or bullet list preferred):

Agency Community Outreach

Program Permanent Supportive Housing

Award \$ 27,000

Narrative

What has the grant award been spent on?

This grant has provided residents of the Benton Plaza, the Julian Hotel, and other area low-income housing, who have serious and persistent mental illnesses or other disabling conditions, with case management services to help them continue to live independently and reduce their involvement with emergency responders and law enforcement. Funding has been used to meet program expenses, consisting primarily of staff salaries, office rent, insurance, and client transportation mileage reimbursement.

How many people (unduplicated count) have been helped by this program? What activities happened?

58 unduplicated individuals received permanent supportive housing services.

Case managers in the Permanent Supportive Housing program provided clients with the following:

- 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 (appointments, errands, etc.)
- Assistance with scheduling and reminders to help the client independently manage his or her life
- Assistance in obtaining personal necessities, such as emergency food, home furnishings, personal hygiene products, home cleaning supplies, etc.
- Life skills counseling and classes (nutrition, diet, exercise, etc.)
- Social and recreational activities

What progress have you tracked, compared against targets identified in the original proposal?

Permanent Supportive Housing clients showed the following progress:

- 90% of clients received the case management services they requested
- 90% of clients were rated through case manager and client evaluations as better able to manage their mental illnesses and other disabling conditions
- 90% of clients were able to continue living independently

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Permanent Supportive Housing clients received the following benefits:

- Increased knowledge of and access to community resources they can turn to for assistance
- Increased ability to manage their mental illnesses and other disabling conditions
- Increased ability to live independently with reduced emergency responder and law enforcement involvement

How have you promoted the program? Is the community/potential participants aware this program is available?
How are outcomes used in your marketing? How is United Way included in your marketing?

Information about Community Outreach and its twelve (12) integrated programs is made available through other social service agencies, area non-profits, and direct referrals. We work diligently to ensure that the most up-to-date information is made available through print media, the organization website, and Facebook. The development staff at Community Outreach uses our outcome models to design and implement the information distributed to potential clients. Community Outreach recognizes that the United Way is a valued partner in our commitment to helping the homeless and working poor and we continue to thank them in our marketing material when appropriate.

During the time covered by this report, one of our Permanent Supportive Housing (PSH) clients was hospitalized for knee surgery and then released after a few days in the hospital. This client was also admitted to the psychiatric ward at Bay Area Hospital in Coos Bay Oregon while visiting his family over the holidays; he had gone off his medications and started to drink again. After a week's stay in the hospital, he was released back to his apartment. PSH case managers had concerns about his relapse and the chance that it might happen again and requested he be sent to a respite facility, but they were told by Benton County Health Department that there were no beds available. He currently still resides in his personal apartment and continues to receive case management services from PSH case managers.

Agency: Community Outreach Inc

Program Name: Behavioral Sciences

Funding Request \$ 23,000.00

Percent of request awarded: 64%

Grant Award \$ 14,668.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 285	\$ 126	44%
B	United Way Grant funding (current year award)	\$ 4,999	\$ 2,502	50%
C	United Way donor-directed designations			
D	Grants from government agencies	\$ 25,718	\$ 10,732	42%
E	Foundation grants	\$ 55,500	\$ 35,000	63%
F	Program service fees	\$ 45,507	\$ 29,650	65%
G	Other income - allocation organization revenue	\$ 58,208	\$ 11,521	20%
H	TOTAL REVENUE	\$ 190,217	\$ 89,531	47%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 137,503	\$ 62,967	46%
J	Payroll taxes and employee benefits	\$ 21,699	\$ 13,896	64%
K	Professional fees and contracted services	\$ 10,048	\$ 3,521	35%
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 10,471	\$ 3,450	33%
M	Materials and supplies	\$ 3,298	\$ 3,299	100%
N	Travel	\$ 290	\$ 2	1%
O	Staff and volunteer development / training costs			
P	Conferences, conventions, meetings	\$ 600	\$ 278	46%
Q	Direct assistance to individuals	\$ 300	\$ 40	13%
R	Miscellaneous expenses	\$ 6,008	\$ 3,080	51%
S	TOTAL EXPENSES	\$ 190,217	\$ 90,533	48%

Balance \$ - \$ (1,002)

COMMENTS:

Please explain any special circumstances (anticipated or actual)

Line G-Other Income

The Organization records unrestricted contributions, grants and other revenue to the Development fund. The accounting records do not allocate these funds to specific programs. For the purposes of this report an amount has been shown so that the net loss of the program is it's proportionate share of the overall loss , since these funds are used to support programs.

Agency: Community Outreach Inc

Program Name: Day Services

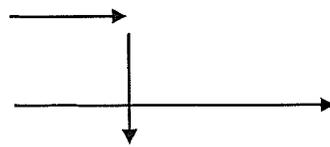
Funding Request \$ 96,000.00

Percent of request awarded: 63%

Grant Award \$ 60,000.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?



REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 6,105	\$ 2,425	40%
B	United Way Grant funding (current year award)	\$ 40,500	\$ 20,250	50%
C	United Way donor-directed designations			
D	Grants from government agencies	\$ 75,235	\$ 50,529	67%
E	Foundation grants	\$ 34,000	\$ 14,631	43%
F	Program service fees	\$ 1,130	\$ 853	75%
G	Other income- allocated organization revenue	\$ 84,733	\$ 30,181	36%
H	TOTAL REVENUE	\$ 241,703	\$ 118,869	49%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 156,269	\$ 85,372	55%
J	Payroll taxes and employee benefits	\$ 34,853	\$ 16,526	47%
K	Professional fees and contracted services	\$ 1,735	\$ 1	0%
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 26,577	\$ 8,487	32%
M	Materials and supplies	\$ 4,818	\$ 1,708	35%
N	Travel	\$ 426	\$ 177	42%
O	Staff and volunteer development / training costs			
P	Conferences, conventions, meetings	\$ 250	\$ 555	222%
Q	Direct assistance to individuals			
R	Miscellaneous expenses	\$ 16,775	\$ 8,668	52%
S	TOTAL EXPENSES	\$ 241,703	\$ 121,494	50%

Balance \$ - \$ (2,625)

COMMENTS:

Please explain any special circumstances (anticipated or actual)

Line G-Other Income

The Organization records unrestricted contributions, grants and other revenue to the Development fund. The accounting records do not allocate these funds to specific programs. For the purposes of this report an amount has been shown so that the net loss of the program is it's proportionate share of the overall loss , since these funds are used to support programs.

Agency: Community Outreach Inc

Program Name: Medical Clinics for the uninsured

Funding Request \$ 19,500.00

Percent of request awarded: 63%

Grant Award \$ 12,253.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 5,957	\$ 9,475	159%
B	United Way Grant funding (current year award)	\$ 24,310	\$ 12,156	50%
C	United Way donor-directed designations			
D	Grants from government agencies	\$ 12,252	\$ 6,126	50%
E	Foundation grants	\$ 34,500	\$ 17,600	51%
F	Program service fees	\$ 10,435	\$ 3,388	32%
G	Other income - allocation organization revenue	\$ 22,926	\$ 8,845	
H	TOTAL REVENUE	\$ 110,380	\$ 57,590	52%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 56,862	\$ 34,943	61%
J	Payroll taxes and employee benefits	\$ 5,616	\$ 3,012	54%
K	Professional fees and contracted services	\$ 3,049	\$ 1,115	37%
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 34,858	\$ 13,562	39%
M	Materials and supplies	\$ 1,617	\$ 1,106	68%
N	Travel	\$ 471	\$ 623	
O	Staff and volunteer development / training costs	\$ 100		0%
P	Conferences, conventions, meetings			
Q	Direct assistance to individuals			
R	Miscellaneous expenses	\$ 7,807	\$ 3,999	51%
S	TOTAL EXPENSES	\$ 110,380	\$ 58,360	53%

Balance \$ - \$ (770)

COMMENTS:

Please explain any special circumstances (anticipated or actual)

Line G-Other Income

The Organization records unrestricted contributions, grants and other revenue to the Development fund. The accounting records do not allocate these funds to specific programs. For the purposes of this report an amount has been shown so that the net loss of the program is it's proportionate share of the overall loss , since these funds are used to support programs.

Agency: Community Outreach Inc

Program Name: Permanent Supportive Housing

Funding Request \$ 36,000.00

Percent of request awarded: 75%

Grant Award \$ 27,000.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 13,963	\$ 2,626	19%
B	United Way Grant funding (current year award)	\$ -		
C	United Way donor-directed designations			
D	Grants from government agencies	\$ 47,000	\$ 23,500	50%
E	Foundation grants			
F	Program service fees	\$ 8,486	\$ 3,820	45%
G	Other income - allocation organization revenue	\$ 10,942	\$ 9,770	89%
H	TOTAL REVENUE	\$ 80,391	\$ 39,716	49%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 60,311	\$ 30,521	51%
J	Payroll taxes and employee benefits	\$ 11,270	\$ 5,834	52%
K	Professional fees and contracted services	\$ 142	\$ 63	44%
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 4,667	\$ 1,643	35%
M	Materials and supplies	\$ 293	\$ 1,271	434%
N	Travel	\$ 3,458	\$ 1,234	36%
O	Staff and volunteer development / training costs	\$ 250		
P	Conferences, conventions, meetings			
Q	Direct assistance to individuals			
R	Miscellaneous expenses			
S	TOTAL EXPENSES	\$ 80,391	\$ 40,566	50%

Balance \$ - \$ (850)

COMMENTS:

Please explain any special circumstances (anticipated or actual)

Line G-Other Income

The Organization records unrestricted contributions, grants and other revenue to the Development fund. The accounting records do not allocate these funds to specific programs. For the purposes of this report an amount has been shown so that the net loss of the program is it's proportionate share of the overall loss , since these funds are used to support programs.

Agency: Community Outreach Inc.

Program Name: Transitional Housing Program

Funding Request \$ 44,000.00

Percent of request awarded: 75%

Grant Award \$ 33,000.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
REVENUE		1	2	3
A	Contributions / fundraising income	\$ 1,889	\$ 3,339	177%
B	United Way Grant funding (current year award)	\$ 27,999	\$ 13,998	50%
C	United Way donor-directed designations			
D	Grants from government agencies	\$ 164,191	\$ 42,988	26%
E	Foundation grants	\$ 34,000	\$ 5,917	17%
F	Program service fees	\$ 10,923	\$ 3,430	31%
G	Other income - allocation organization revenue	\$ 34,377	\$ 32,519	95%
H	TOTAL REVENUE	\$ 273,379	\$ 102,191	37%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 155,573	\$ 56,269	36%
J	Payroll taxes and employee benefits	\$ 40,198	\$ 12,148	30%
K	Professional fees and contracted services	\$ 1,423	\$ 28	2%
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 33,607	\$ 12,248	36%
M	Materials and supplies	\$ 11,055	\$ 7,568	68%
N	Travel	\$ 2,030	\$ 1,108	55%
O	Staff and volunteer development / training costs			
P	Conferences, conventions, meetings	\$ 350	\$ 623	178%
Q	Direct assistance to individuals	\$ 100		0%
R	Miscellaneous expenses	\$ 29,043	\$ 15,027	52%
S	TOTAL EXPENSES	\$ 273,379	\$ 105,019	38%

Balance \$ - \$ (2,828)

COMMENTS:

Please explain any special circumstances (anticipated or actual)

Line G-Other Income

The Organization records unrestricted contributions, grants and other revenue to the Development fund. The accounting records do not allocate these funds to specific programs. For the purposes of this report an amount has been shown so that the net loss of the program is it's proportionate share of the overall loss , since these funds are used to support programs.



City of Corvallis

10-11 Social Service Funding Interim Report

Period: 7/1/2010 to 12/31/2010

Please answer the following (outline or bullet list preferred):

Agency Community Services Consortium

Program Emergency Housing

Award \$ 8,000

Narrative

What has the grant award been spent on?

- Emergency housing assistance
- Staffing

How many people (unduplicated count) have been helped by this program? What activities happened?

- Total Assisted: Assisted 78 households by providing a total of 8,851 nights of shelter.
- Corvallis Funds only: Assisted 15 households by providing a total of 1,649 nights of shelter.

What progress have you tracked, compared against targets identified in the original proposal?

Based on \$8,000 actual funds awarded by the City of Corvallis:

- CSC has provided 1,649 of the 1,303 targeted nights of shelter. We are at 1.27% completed.
- \$4,586 has been leveraged in matching funds.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

To early for follow up at this time.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

The Emergency Housing Programs actively seek referrals from the Department of Human Services (DHS) and other agencies serving households with a minor in the household. Information is provided to partner agencies, Head Start, information and referral agencies, 2-1-1 systems where operable, and others. The program is also discussed in agency brochures, and featured in external agency newsletters or blogs.

Program announcements are made at interagency meetings. We work closely with local homeless and domestic violence shelters to assure that as many clients are notified as possible.

United Way is not included in our marketing. Services provided in Corvallis is included.

Agency: Community Services Consortium

Program Name: Emergency Housing Program

Funding Request \$ 14,916.00

Percent of request awarded: 54%

Grant Award \$ 8,000.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
REVENUE				
A	Contributions / fundraising income	\$ 500	\$ 500	100%
B	United Way Grant funding (current year award)			#DIV/0!
C	United Way donor-directed designations			#DIV/0!
D	Grants from government agencies- Corvallis	\$ 8,000	\$ 4,000	50%
E	Grants from government agencies	\$ 113,035	\$ 98,879	87%
F	Program service fees			#DIV/0!
G	Other income			#DIV/0!
H	TOTAL REVENUE	\$ 121,535	\$ 103,379	85%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 38,573	\$ 27,249	\$ 1
J	Payroll taxes and employee benefits	\$ 17,586	\$ 14,608	\$ 1
K	Professional fees and contracted services	\$ 171	\$ 171	\$ 1
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 9,479	\$ 7,772	\$ 1
M	Materials and supplies	\$ 227	\$ 227	\$ 1
N	Travel			#DIV/0!
O	Staff and volunteer development / training costs			#DIV/0!
P	Conferences, conventions, meetings			#DIV/0!
Q	Direct assistance to individuals	\$ 55,499	\$ 54,987	\$ 1
R	Miscellaneous expenses			#DIV/0!
S	TOTAL EXPENSES	\$ 121,535	\$ 105,014	86%

Balance \$ - \$ (1,635)

CSC – Emergency Services

Corvallis Emergency Housing Testimonials

7/1/2010 to 12/31/2010

A single mom with a 10 year old daughter became homeless after fleeing a violent situation. She was attacked twice in her apartment by a close friend and then moved to a CARDV safe house. With the help of the family advocate at Corvallis School District, CARDV staff, and the Housing Authority this family was able to find a small house that they could afford. CSC paid \$900 for the family's deposit and last month rent making it possible for them to move in to permanent housing. Settling in to permanent and safe housing allowed the mother to conquer her anxiety and begin to think about completing her degree at OSU.

A single mom with a 1 year old son became homeless after her boyfriend went to prison and she struggled with substance abuse. She lived at the emergency shelter for 11 months and went through their treatment program and life skills program. She registered at LBCC with the goal of completing a criminal justice degree. The family was approved for subsidized housing but needed help with their deposit and first month of rent. CSC paid \$148, making it possible for them to move in to permanent and affordable housing. The family has maintained stable housing. The mother completed her first term of college with high grades and began her second term.



City of Corvallis

10-11 Social Service Funding Interim Report Period: July 1, 2010-Dec. 31, 2010

Please answer the following (outline or bullet list preferred):

Agency CSC

Program Linn Benton Food Share

Award \$ 32,000

Narrative

What has the grant award been spent on?

- Linn Benton Food Share used the grant to solicit, transport, store, allocate, distribute and deliver 449,654 pounds of food to 19 non-profit agencies in Corvallis.
- Our Corvallis member agencies distributed 4,898 food boxes to 16,912 persons.
- Soup kitchens and shelters served 22,441 meals in the first six months of the year.

How many people (unduplicated count) have been helped by this program? What activities happened?

Approximately 5,050 persons have been fed through the efforts of Linn Benton Food Share. This food was distributed through 19 member agencies in Corvallis

What progress have you tracked, compared against targets identified in the original proposal?

Our original proposal stated we would distribute 840,000 pounds to our Corvallis member agencies during the year. We have distributed 449,654 pounds in the first six months. . The value of the food is approximately \$750,000.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

- Hungry families and individuals have had access to adequate amounts of healthy food.
- The children who received this food have benefited by having better overall health and an increased ability to resist illness.
- Elderly person who were food secure, by having access to our services, have better health and nutritional status than those who are food insecure.

Our agencies have not run out of food and have been able to serve all those who sought help in feeding themselves and their families.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

The Food Share program and our member agency's services are promoted through distribution of our Resource Directories (25,000 in English and 6,000 in Spanish printed every other year), the Compass (our newspaper printed 4 times a year---6,000 papers at a time), and the CSC website.

Our member agencies all have 501c3 status, and also all promote their services. Information is widely available throughout the community.

I have included two testimonials from our member agencies, as we do not distribute food directly to individuals.

**MARYS' RIVER GLEANERS
JANUARY 19TH 2011**

My name is Cookie Johnson, I am the coordinator for Marys' River Gleaners. When I first started with gleaners, four years ago, I would work Fridays as a volunteer. I put in about three hours and then got my allotment of food, and went home. As time went on those who worked with me, as well as the members of gleaners (those who we provide services for), saw qualities in me that led to nominating me and voting me in as the coordinator.

This led to my relationship with Linn-Benton Food Share. I was advised to seek out information from Susan James and Mike Gibson. They guided me through the rules and regulations, forms needed, all the things that were required to keep our gleaners open. They offered classes on grant writing, how to renew our 501(c)(3), renew with the state, tax filing, documents and reports. They jokingly told me to fill out a request to breathe. The bottom line is they taught me all the many things that would allow me to be an effective coordinator.

The other huge blessing for us is that Linn-Benton Food Share provides food supplies that our budget wouldn't be able to cover. We receive canned goods, dry goods, and some dairy and meat products for distribution to our low-income group members. It is a wonderful experience to go to re-pack at the Food Share warehouse and help ourselves, by re-packing vegetables. They, (LBFS) provide a family atmosphere for all of us, a spirit of comradeship, and a feeling of worthiness.

We also value their expertise, and use them as a sounding board for problems that do arise. They gives us contacts to farmers, stores, wood, and others who donate. We could not run our gleaners without Linn-Benton Food Share!

**Respectfully,
Cookie Johnson
Coordinator**

South Corvallis Food Bank

"Mary" (not her real name) is a single woman in her thirties (like 44% of our clients she is a female head-of-household). She has 2 dependent children at home. Mary lives on a monthly disability check of \$700 and \$200 in food stamps. When she first came to the food pantry, she didn't have enough money to feed her family and didn't expect to receive much food. She was heartened to receive a generous supply of groceries, enough to feed her family for about a week. She relates that food pantry volunteers have always been welcoming and nice to her and they make her feel okay about needing to resort to a food pantry. Mary also says that she used to own her own business and was a donor, mostly for tax purposes. She had no idea what the food pantry actually did and has been amazed that she has access to so much food at no cost.

Judy Hecht
Coordinator

Agency: CSC

Program Name: Linn Benton Food Share

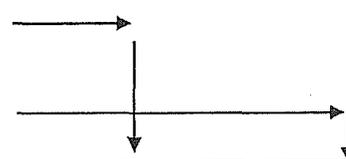
Funding Request \$

Percent of request awarded:

Grant Award \$

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?



REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 389,521	\$ 332,024	85%
B	United Way Grant funding (current year award)	\$ -		#DIV/0!
C	United Way donor-directed designations	\$ 5,579	\$ 2,788	50%
D	Grants from gov. agencies-Fed., State,Local	\$ 208,831	\$ 75,513	36%
E	Foundation grants	\$ 12,000	\$ 25,999	217%
F	Program service fees	\$ 221,900	\$ 133,666	60%
G	Other income	\$ 74,450	\$ 57,639	77%
H	TOTAL REVENUE	\$ 912,281	\$ 627,629	69%

** Use line "D" to report City Social Servcie Fund award

EXPENSES

I	Salaries	\$ 268,323	\$ 136,073	\$ 1
J	Payroll taxes and employee benefits	\$ 93,492	\$ 59,302	\$ 1
K	Professional fees and contracted services	\$ 4,875	\$ 139	\$ 0
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 149,791	\$ 67,243	\$ 0
M	Materials and supplies-Food	\$ 384,000	\$ 177,613	\$ 0
N	Travel	\$ 900	\$ 444	\$ 0
O	Staff and volunteer development / training costs	\$ 450	\$ 351	\$ 1
P	Conferences, conventions, meetings	\$ 450	\$ 351	\$ 1
Q	Direct assistance to individuals			#DIV/0!
R	Miscellaneous expenses	\$ 10,000	\$ -	\$ -
S	TOTAL EXPENSES	\$ 912,281	\$ 441,516	48%

Balance \$ - \$ 186,113



City of Corvallis

10-11 Social Service Funding Interim Report Period: 7/1 – 12/31/2010

Please answer the following (outline or bullet list preferred):

Agency Community Services Consortium Program Senior Health Insurance Benefits Assistance (SHIBA)
Award \$ 2,450

Narrative

What has the grant award been spent on?

Staff salaries & benefits, office supplies, volunteer and public workshop trainings

How many people (unduplicated count) have been helped by this program? What activities happened?

190 persons were assisted one-on-one with Medicare questions, insurance decisions and problem-solving issues. Many were seen more than once.

226 persons attended at least one of six interactive Medicare workshops provided free to the public to learn more about Medicare, their options, benefits and how to avoid fraud, waste and abuse.

3 articles were published in the local paper to draw awareness to the SHIBA program services.

What progress have you tracked, compared against targets identified in the original proposal?

The SHIBA program is on track to increase its service by 10-20% this year. The volunteers love working together and put in extra hours during the past six months to meet the need. Many attended a statewide training in Portland in October. The Corvallis Senior Center continues to provide space for client counseling and volunteer meetings.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

One of the biggest changes is the number of people contacting the program during the annual enrollment period from November 15 – December 31, 2010. With the boomer generation starting to become Medicare eligible, the calls have dramatically increased. People verbally express gratitude that there is a program with trained, non-biased volunteers knowledgeable of the Medicare system.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

- Newspaper articles, presentations to large and small groups, brochures, flyers, radio, websites.
- Community participants are finding the program – referrals from Social Security Administration, medical professionals, social workers, and program partners are aiding our outreach efforts.
- Program outcomes are used in solicitations for private donor funding.
- United Way is listed as a funder on our brochure

SHIBA Testimonial:

John McEvoy and I had a "new" one today. The client has both a Medigap and Part D plan through United Health. She wanted to know what she could do because the Medigap premium was increasing. We asked if she was interested in an Advantage Plan, but she really did not understand the difference between the two approaches. As we explained, she would interject about paying \$15.00 when she saw her primary care physician and \$30 for the specialist. She also received monthly bills from the Corvallis Clinic for scans, x-rays, etc. I asked to see her card. Yes, she has a United Health Medigap Plan F issued January 1, 2010. Her premium is consistent with the Medigap, but her co-pays are consistent for United Health's Secure Horizons. I called the Corvallis Clinic's insurance desk and, after taking care of confidentiality issues, was told that the Clinic shows that the client has United Health's Secure Horizons.

I need to mention that her husband is very sharp and had no trouble following the discussion. John and I recommended that she and her husband go to the Corvallis Clinic and show them her insurance card. She also has every receipt for co-pays and monthly bills for all of 2010. Of course, the Corvallis Clinic has been billing Secure Horizons rather than Medicare. Are John and I correct in that the Clinic will need to refund all co-pays and co-insurance to the client, refund payments made by Secure Horizons and now bill Medicare?

After the client left, we described the situation with Cathy Kroko who had to leave HP several years ago because of MS. She is on Medicare disability, but during the two year wait for Medicare to kick in, she was covered by HP. After the two year wait, there was some type of transition where HP was primary and Medicare secondary and then finally Medicare was primary. Somehow these transitions were missed by the Corvallis Clinic. When they were caught, the clinic had to refund payments to the HP carrier, refund something to Cathy and bill Medicare. I may not have the details completely correct, but I think you get the idea. Cathy said she would receive 17 pages in a monthly bill showing the various transactions as they occurred.

The SHIBA volunteers are still in the process of following up with Corvallis Clinic to help the clients get their excess payments refunded. The State SHIBA office is providing advice and support for the volunteers regarding past experience with similar situations.

Agency: Community Services Consortium

Program Name: Senior Health Insurance Benefits Assistance (SHIBA)

Funding Request \$

Percent of request awarded:

Grant Award \$

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
REVENUE				
A	Contributions / fundraising income	\$ 250	\$ 250	100%
B	United Way Grant funding (current year award)	\$ 5,000	\$ 2,500	50%
C	United Way donor-directed designations	\$ -	\$ -	0%
D	Grants from government agencies	\$ 10,450	\$ 3,000	29%
E	Foundation grants	\$ 2,500	\$ 2,500	100%
F	Program service fees	\$ -	\$ -	0%
G	Other income	\$ -	\$ -	0%
H	TOTAL REVENUE	\$ 18,200	\$ 8,250	45%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 11,500	\$ 5,300	46%
J	Payroll taxes and employee benefits	\$ 3,220	\$ 1,484	46%
K	Professional fees and contracted services	\$ -	\$ -	0%
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 2,200	\$ 1,800	82%
M	Materials and supplies (inc. printing)	\$ 680	\$ 196	29%
N	Travel (staff & volunteer)	\$ 150	\$ 92	61%
O	Staff and volunteer development / training costs	\$ 250	\$ 72	29%
P	Conferences, conventions, meetings	\$ 200	\$ 25	13%
Q	Direct assistance to individuals	\$ -	\$ -	0%
R	Miscellaneous expenses	\$ -	\$ -	0%
S	TOTAL EXPENSES	\$ 18,200	\$ 8,969	49%

Balance \$ - \$ (719)

COMMENTS:

Please explain any special circumstances (anticipated or actual)

The Senior Medicare Fraud Patrol funding from Oregon Department of Human Services is late in arrival.

We are anticipating a \$2,000 allocation this year.



City of Corvallis

10-11 Social Service Funding Interim Report Period: Jan 6- Month

Please answer the following (outline or bullet list preferred):

Agency	<u>Corvallis Community Children's Centers</u>	Program	<u>Tuition Scholarships</u>
		Award	<u>\$ 8500</u>

Narrative

What has the grant award been spent on?

Tuition Scholarship for parents who are enrolled in college.

How many people (unduplicated count) have been helped by this program? What activities happened?

14

-We have parents who have enrolled in college, parents who have been attending college working on an Associates Degree, Bachelor Degree as well as a Master's Degree. United Way Tuition Scholarship has allowed these parents to enroll or maintain their child in the CCC program because of the tuition assistance.

What progress have you tracked, compared against targets identified in the original proposal?

Children being able to maintain consistency in their daily routine while mom or dad attend school and parents being able to continue their education with peace of mind that their child is learning and engaged in age appropriate activities while they work (go to school) to provide better skills to support their family.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Our goal was to assist parents who wanted to give back to our community. We have observed the excitement in a parent who has maintained a 4.0 while working toward her Bachelor's degree. We have a parent who was receiving scholarship funds and is now graduated, landed a job and is no longer receiving assistance because she is able to pay for her child's tuition because of going from a minimum wage job to professional paying job.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

Our parents are notified about limited scholarship funds available through our parent handbook, quarterly newsletters and monthly newsletters to parents.

Agency: Corvallis Community Children's Centers

Program Name: Tuition Scholarship

Funding Request \$ 28,800.00

Percent of request awarded: 30%

Grant Award \$ 8,500.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
REVENUE				
A	Contributions / fundraising income			#DIV/0!
B	United Way Grant funding (current year award)			#DIV/0!
C	United Way donor-directed designations			#DIV/0!
D	Grants from government agencies	\$ 8,500	\$ 4,084	48%
E	Foundation grants			#DIV/0!
F	Program service fees			#DIV/0!
G	Other income			#DIV/0!
H	TOTAL REVENUE	\$ 8,500	\$ 4,084	48%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries			#DIV/0!
J	Payroll taxes and employee benefits			#DIV/0!
K	Professional fees and contracted services			#DIV/0!
L	Operations (rent, utilities, equipment, maintenance, etc.)			#DIV/0!
M	Materials and supplies			#DIV/0!
N	Travel			#DIV/0!
O	Staff and volunteer development / training costs			#DIV/0!
P	Conferences, conventions, meetings			#DIV/0!
Q	Direct assistance to individuals			#DIV/0!
R	Tuition Scholarship to Parents			#DIV/0!
S	TOTAL EXPENSES	\$ -	\$ 4,084	#DIV/0!

Balance \$ 8,500 \$ 0

COMMENTS:

Please explain any special circumstances (anticipated or actual)

100% of Tuition Scholarship Grants are used directly for those receiving the scholarship.

City of Corvallis

2010-2011 Social Service Funding Interim Report

As the Director I believe the greatest moment is watching a person find their true potential in this world, to realize they deserve more than what life they have been handed, to take charge of their life, to go for their dreams. The Social Service Tuition Scholarship Grant fulfills those dreams, those aspirations, the passion and desire to NOT rely on government funding.

(Names have been changed per the parent's request)

Three years ago Mary was 17 years old, pregnant, living with parents who were strong out on drugs. She didn't want to go through with the pregnancy but said...it was her ticket out of the house. She went on assistance; started working at a coffee shop and thought life would be OK. Mary never dreamed about going to college, she never thought about her future she thought about how to get out of her parent's house. She thought life would be great if she had her own place. Although Mary was receiving assistance and working she quickly realized that this wasn't the life that she wanted for her child. She would see families together, children with opportunities. Her co-worker was a college student, inspired to be a teacher. Her co-worker encouraged her to try taking a class, to see if college was for her. After a year of her now best friend encouraging her Mary has received her GED and just finished her first term of college. The City Tuition Scholarship Grant provided Mary with funding to cover 1/3 of her monthly childcare tuition. Her daughter is blossoming with her friends at school as well as academically and mom received a 3.85 in her first term of college, her goal, to become a Dental Hygienist. Mary will be leaving our program this summer as she has decided to move to Eugene and enroll at Lane Community College where she can pursue her degree and dreams.



City of Corvallis

10-11 Social Service Funding Interim Report

Period: July 1-Dec 31, 2010

Please answer the following (outline or bullet list preferred):

Agency Corvallis Environmental Center

Program SAGE Food for Families

Award \$ 10,000

Narrative

What has the grant award been spent on?

Grant funds have been spent to support the SAGE garden manager position, the AmeriCorps garden intern who worked with us throughout the summer, and to purchase garden supplies including: soil amendments, tools, seeds, starts, and irrigation supplies.

How many people (unduplicated count) have been helped by this program? What activities happened?

This year the garden produced over 8,000 pounds of fresh fruits and vegetables that were donated to emergency food agencies in Corvallis. During the reporting period, this fresh produce went into the 17,000 meals served by Stone Soup and was distributed to the 1,473 households (estimated equivalent of 4,662 individuals) who receive food from the South Corvallis Food Bank. Neither agency tracks unduplicated numbers, so we are unable to account for the impact of our program by this metric.

Additionally during this reporting period, volunteers donated 665 hours to the SAGE garden, working with the Garden Manager to plant, weed, water, harvest and deliver produce from the garden.

What progress have you tracked, compared against targets identified in the original proposal?

Target 1: Donate 7,000-8,000 pounds of food to families facing food insecurity. Actual to date: From July 1-Dec 31, total weight of produce donated = 7,465 pounds.

Target 2: Engage 200 community members in reducing food insecurity in Corvallis. Actual to date: From July 1-Dec 31, over 170 community members have volunteered at the SAGE garden.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

The goals of the SAGE Food for Families program are to:

- Increase the amount of fresh food available to those who have limited access to fresh food;
- Increase the public's knowledge about food issues in our community; and
- Provide a meaningful means for citizens to participate in being part of a solution to food insecurity in our community.

Given the results we have achieved, in conjunction with the feedback we have received from our partner agencies and community volunteers, the program continues to benefit Corvallis and its residents. Fresh nutritious food is being provided to those in need, addressing our community's commitment to provide the basic needs for all citizens. At South Corvallis Food Bank, clients now can come twice monthly for fresh produce. We foster partnerships between agencies, and leverage resources for additional support, including facilitating a planning process to develop a Community Food Center in South Corvallis that would house the Food Bank and other resources for increasing food security in Corvallis.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

The program is promoted on our website, Facebook, and through various list serves, conferences, tabling events, community partnerships and meetings we attend. We regularly point to our outcomes—specifically pounds of food donated and volunteers we work with—to attest to the community benefits of the program. Funders, such as United Way, are included in our list of supporters.

Agency: Corvallis Environmental Center

Program Name: SAGE Food for Families

Funding Request \$ 13,000.00

Percent of request awarded: 77%

Grant Award \$ 10,000.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 5,000	\$ 2,441	49%
B	United Way Grant funding (current year award)	\$ -		#DIV/0!
C	United Way donor-directed designations	\$ -		#DIV/0!
D	Grants from government agencies	\$ 11,832	\$ 6,505	55%
E	Foundation grants	\$ 25,000	\$ 1,490	6%
F	Program service fees	\$ 4,000	\$ 3,724	93%
G	Other income	\$ 6,000	\$ 6,102	102%
H	TOTAL REVENUE	\$ 51,832	\$ 20,261	39%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 30,360	\$ 13,803	\$ 0
J	Payroll taxes and employee benefits	\$ 3,564	\$ 1,364	\$ 0
K	Professional fees and contracted services	\$ 10,540	\$ 9,940	\$ 1
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 3,690	\$ 1,980	\$ 1
M	Materials and supplies	\$ 2,000	\$ 1,292	\$ 1
N	Travel	\$ 110	\$ -	\$ -
O	Staff and volunteer development / training costs	\$ 85	\$ 20	\$ 0
P	Conferences, conventions, meetings			#DIV/0!
Q	Direct assistance to individuals			#DIV/0!
R	Miscellaneous expenses			#DIV/0!
S	TOTAL EXPENSES	\$ 50,349	\$ 28,399	56%

Balance \$ 1,483 \$ (8,138)

COMMENTS:

Please explain any special circumstances (anticipated or actual)

Our fiscal year is Jan 1- Dec 31. Some of the monies we received for this project come in the Jan-Jun period, not covered by this report. We did not receive funds from United Way in 2010, and have increased other areas of fundraising as well as decreased expenses to account for this loss of revenue.

SAGE Food for Families Testimonial

The ultimate clients of the SAGE Food for Families program—low-income residents facing food insecurity—are mainly reached through our partnerships with South Corvallis Food Bank and Stone Soup, the emergency food agencies that receive the majority of donations of food from SAGE. In the 2010 growing season, the SAGE garden donated a total of 8,059 lbs of fresh fruits and vegetables to provide nutritious food to those in need.

Stone Soup is made up of two soup kitchens in Corvallis. These soup kitchens provided 34,951 meals to hungry community members in 2009. The coordinator of Stone Soup, Susan Mackey, enthusiastically makes regular stops at SAGE to fill her crates with just-picked vegetables, which she incorporates into many of her filling and nutritionally balanced meals in the spring, summer and fall. According to Sue, roasted butternut squash and green, tomatillo-based sauces from the SAGE garden produce were both big hits with Stone Soup diners this year.

The **South Corvallis Food Bank** is the emergency food supply source in South Corvallis, which is the geographic location with the highest rates of hunger in Corvallis. Produce from SAGE accounts for up to 80% of the fresh produce available at the Food Bank. The Food Bank served 2,946 households in 2010 (households are counted each month so these are not unrepeated households). Using their estimate of with 3.7 people per household, they calculate a total of 9,325 people were served the equivalent of about 160,000 meals (1.28 lbs of food per meal). Food Banks are often known for having a lack of fresh produce and an overabundance of processed and packaged goods – freshly harvested SAGE produce is a needed addition to the staple offerings at the South Corvallis Food Bank. According to Judy Hecht, Executive Director, “Even though we are a once-a-month service, two summers ago we started offering produce and bread to folks on a weekly basis. This has helped the households who take advantage of it in a big way. I think it has helped put more nutrition into these folks’ diets than anything else we have tried.”

Volunteers are the heart of the SAGE garden – they water, weed, turn compost heaps, harvest, mulch paths, and amend soil all spring, summer and fall. In addition to learning useful gardening skills and meeting other community members, our volunteers learn about health and hunger issues in Benton County. Volunteers gain a deeper understanding about the needs of their fellow community members, and their response can be seen in the energy they devote to making our garden as productive and as beautiful as it can be. Some volunteers come once, others work with us for a season or years. Comments from some of our volunteers about what was meaningful about their time at SAGE include:

- *It was great to help in the garden and then to hear how it will be used. Great service project!*
- *Seeing how much could be harvested in such a short amount of time – amazing.*
- *The soup kitchen lady was so appreciative & it was sad to hear the 341 (pounds) of produce would be gone by Monday.*
- *Knowing what we were picking/washing food for a greater cause.*
- *I really enjoyed being able to help feed so many needy people.*
- *Hearing exactly where the food is going and other agencies involved in hunger issues.*
- *Coming together with all the other volunteers was very fulfilling – and the LARGE harvest totally rocked! Very satisfying to participate in that.*

Finally, an example from individuals who directly receive food from SAGE is participants in our To Grow Box program—the 6 week garden education/food box distribution program we hold each summer at SAGE for low-income families. Each week the families learn about sustainable gardening techniques and to gain the skills to grow their own food. Childcare was provided and each class ended with a simple-to-prepare meal for everyone to share. Each family fills and takes home a box of produce to enjoy throughout the week – much like a CSA (Community Supported Agriculture) share. The majority of participants come to the program with little to no experience growing their own food, rating themselves as novices when it comes to gardening. At the beginning of the program, 50% of participants said that they did not know good ways to prepare fresh fruits and veggies and felt that it costs too much to buy fresh vegetables from a grocery store. By the end of the 6 weeks, 100% of participants stated that they had increased their consumption of fresh produce by 2-5 servings per week, and 100% had greater confidence in gardening after taking the class. On the last day of To Grow Box participants said:

“I’m very glad, this program has proven endlessly useful & the organic produce ain’t bad either!”

“To Grow Box was even better than I expected, I now feel I can actually grow some food on my own!”



City of Corvallis

10-11 Social Service Funding Interim Report Period: 2010-11 Interim

Please answer the following (outline or bullet list preferred):

Agency Corvallis Homeless Shelter Coalition Program Men's Cold Weather Shelter
 Award \$ 13,5000

Narrative

What has the grant award been spent on? The following represent costs greater than the award, but the money has helped pay for the following categories of expenses:

Storage Unit Facility Rent Insurance Leased Employee Expenses
 Transportation Supplies Laundry

How many people (unduplicated count) have been helped by this program? What activities happened?

Unduplicated guests through January 22 was 81 men. Activities included:

12 hours of shelter nightly 7 PM – 7 AM Transportation to and from the shelter
 Snacks or light meal nightly Clothes & sleeping bag distribution on Christmas Day
 Showers on Tuesday & Friday nights TB testing and Flu Vaccine Screening for lice & scabbies

What progress have you tracked, compared against targets identified in the original proposal?

The original proposal identified measures of harm reduction. We see:

plus/minus 30 men sheltered nightly medical homes being established at BCDHD vs ER visits
 lengthened times of sobriety for a number of individuals positive interactions with mainstream
 community members fewer citations for illegal camping

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

A measure of stability by having a place to return each night.

The obvious benefit of being sheltered from the elements during Oregon's wet and cold winter.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

Word of mouth in the homeless community

Awareness posters at Stone Soup and Project connect event

The Gazette Times and community forums at OSU, and League of Women's voters

Newsletter and partnership with Corvallis Daytime Drop-in Center's award presentation

United Way interview for their promotional video

Agency: Corvallis Homeless Shelter Coalition

Program Name: Men's Cold Weather Shelter

Funding Request \$ 19,000.00

71% request awarded: 71%

Grant Award \$ 13,500.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
REVENUE		1	2	3
A	Contributions / fundraising income	\$ 7,000	\$ 5,312	76%
B	United Way Grant funding (current year award)	\$ 5,000	\$ 2,500	50%
C	United Way donor-directed designations			#DIV/0!
D	Grants from government agencies	\$ 13,500	\$ 5,625	42%
E	Foundation grants			#DIV/0!
F	Program service fees			#DIV/0!
G	Other income	\$ 6,020	\$ 6,020	100%
H	TOTAL REVENUE	\$ 31,520	\$ 19,457	62%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 11,900	\$ 6,696	\$ 1
J	Payroll taxes and employee benefits	\$ 1,300		\$ -
K	Professional fees and contracted services	\$ 200	\$ 2,073	\$ 10
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 6,800	\$ 6,402	\$ 1
M	Materials and supplies	\$ 2,500	\$ 552	\$ 0
N	Travel			#DIV/0!
O	Staff and volunteer development / training costs			#DIV/0!
P	Conferences, conventions, meetings			#DIV/0!
Q	Direct assistance to individuals	\$ 5,000	\$ 2,931	\$ 1
R	Miscellaneous expenses	\$ 3,500		\$ -
S	TOTAL EXPENSES	\$ 31,200	\$ 18,654	60%

Balance \$ 320 \$ 802

City of Corvallis Social Service Funding
Corvallis Homeless Shelter Coalition
Interim Report January 2011
Testimonial: Terry David

What was the client's condition/situation when they first came to the program?

"Homeless on the porch of First Christian Church."

:Was told the shelter was open and the porch was no longer an option. "

"Had lice and scabies and no access to showers."

What did you hope to accomplish?

"No more tickets on the porch."

What services were provided?

"Showers, medication, TV available and bed."

What was the outcome?

"Got treated for scabies (ongoing)."

"Got rid of lice."

"Clothes were laundered."

"Showers weekly."

"Rest in the dorm."

The statements above were recorded in an interview with Terry Davis on January 18th. Terry is chronically homeless and has lived on the porch for at least three years when the shelter is not open. He has suffered several strokes and is alcoholic. Despite numerous tickets and appearances before the judge, Terry's lifestyle has not changed significantly but the shelter does provide harm reduction for four months of the year.



City of Corvallis

10-11 Social Service Funding Interim Report

Period: 07/01/10 – 1/15/11

Please answer the following (outline or bullet list preferred):

Agency Heartland Humane Society

Program Emergency/Safe Housing Program

Award \$ 2,450

Narrative

What has the grant award been spent on?

Award money has been spent on room & board (the cost of caring for each animal), and necessary medical expenses, including spay/neuter surgeries, vaccinations, de-worming, and flea treatment.

How many people (unduplicated count) have been helped by this program? What activities happened?

So far this year, we have served 7 animals and 5 owners/families through the program. The owners were served in the following ways:

Mario Pastega House – 1 client

Community Outreach Inc. – 3 clients

Department of Human Services – 1 client

What progress have you tracked, compared against targets identified in the original proposal?

We have secured immediate foster homes so clients wishing for Safe Housing services can quickly receive help through this program. There will be lessened delay for Safe Housing services and lessened impact on existing shelter animals.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

7 animals served in the program

1 animal returned to her owner

1 animal currently in the program

5 animals were released by their owners and adopted by others

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

The program is promoted with partner agencies through direct contact and meetings and is advertised through referrals.

The program is mentioned in our annual report/fall newsletter and a report is given to the Board of Directors each month.

The autumn edition of Heartland's quarterly newsletter featured a story on fostering animals specifically for this program, discussing the benefits of helping both animals and people by doing so.

Please provide an example of an individual or family receiving service.

- What was the client's condition/situation when they first came to the program?
- What did they hope to accomplish?
- What services were provided?
- What was the outcome? (Be specific, i.e. a family received financial assistance and kept their home. His grades improved one grade level in the first six months.)

In April of 2010 the Rodriguez family was facing a tough situation; dad was just laid-off, mom had lost her job several months back. With two young children in school, the bills were stacking up.

With a foreclosure looming over their heads and lacking health insurance to address some emerging mental health needs, the Rodriguez's turned to Benton County DHS and Community Outreach Inc. to get the help that they needed to keep their family warm, dry, fed, and necessary medical attention while they got back on their feet. Community Outreach and DHS provided help for the family, but what about their beloved dog and cat? The shelter at Community Outreach Inc. does not have amenities to house pets.

The Rodriguez family brought Chula, a 1 year old terrier mix, and Travieso, a 2 year old male orange tabby cat, to Heartland Humane Society to check them in before they headed over to Community Outreach.

While in Heartland's care, Chula was spayed and Travieso was neutered and both were caught up on vaccinations, deworming, and flea prevention, (things that they hadn't yet had taken care of due to financial strain) as well as receiving daily attention and love from staff and volunteers. The Rodriguez family was even able to come by the shelter and visit their pets when they had a little time off from their program work with Community Outreach and appointments with DHS.

After a month in Heartland's care, Chula and Travieso were finally reunited with the Rodriguez family, who had finished their program and received housing assistance from Community Outreach.

Come July of 2010 the Rodriguez family required assistance once more. Mr. Rodriguez was having to travel for work and was gone for weeks at a time and Mrs. Rodriguez, due to the stress of caring for her family alone and searching for employment in a tough job market, was having a mental health relapse. Seeking the aid of Benton County Mental Health through DHS, Mrs. Rodriguez would get the help that she needed. The children would stay with a relative out-of-state. Heartland once again stepped in to care for Chula and Travieso.

After filing for and receiving an extension of care (an additional 30 days), Mrs. Rodriguez was still not ready to resume her normal life, so the Safe Housing Coordinator had a tough and emotional conversation with her. They decided that it was best for Heartland to find a new home for the friendly cat and dog; freeing them from an interminable wait in the shelter and freeing the Rodriguez family of the stress of worrying about them.

Chula and Travieso were surrendered to Heartland on September 10th, 2010. Chula was adopted by a loving new family with children the next day and Travieso didn't have to wait long either, finding a home within the month.

Despite the fact the these pets were not reunited with their family, Heartland's Safe Housing Program was there when citizens needed aid and staff helped them to ultimately make the best decision, for both the pets and themselves.

Agency: Heartland Humane Society

Program Name: Emergency/Safe Housing Program

Funding Request \$ 6,000.00

Percent of request awarded: 41%

Grant Award \$ 2,450.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED	Program	% to Date
		PROGRAM	ACTUALS	
REVENUE		budget	period-to-date	
		1	2	3
A	Contributions / fundraising income	\$ 57,134	\$ 28,567	50%
B	United Way Grant funding (current year award)	\$ -	\$ -	
C	United Way donor-directed designations	\$ 3,600	\$ 1,800	50%
D	Grants from government agencies	\$ 2,450	\$ 1,225	50%
E	Foundation grants	\$ -	\$ -	
F	Program service fees	\$ -	\$ -	
G	Other income	\$ -	\$ -	
H	TOTAL REVENUE	\$ 63,184	\$ 31,592	50%

** Use line "D" to report City Social Servcie Fund award

EXPENSES

I	Salaries	\$ 38,007	\$ 19,004	\$ 1
J	Payroll taxes and employee benefits	\$ 17,977	\$ 8,989	\$ 1
K	Professional fees and contracted services	\$ -	\$ -	
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 402	\$ 201	\$ 1
M	Materials and supplies	\$ 82	\$ 41	\$ 1
N	Travel	\$ -	\$ -	
O	Staff and volunteer development / training costs	\$ -	\$ -	
P	Conferences, conventions, meetings	\$ -	\$ -	
Q	Direct assistance to individuals	\$ 6,716	\$ 6,714	\$ 1
R	Miscellaneous expenses	\$ -	\$ -	
S	TOTAL EXPENSES	\$ 63,184	\$ 34,948	55%

Balance \$ 0 \$ (3,356)

COMMENTS:

Please explain any special circumstances (anticipated or actual)

Direct Costs incurred between 7/1/10 and 1/15/11						
Name	Type	Days of care	Daily care costs	Medical costs	Total	
Honey (s)	Dog	130	\$1,560.00		\$1,560.00	
Lil' Bit	Cat	199	\$2,388.00	\$2.00	\$2,390.00	
Chula	Dog	47	\$564.00		\$564.00	
Travieso	Cat	47	\$564.00	\$2.00	\$566.00	
Honey (l)	Dog	1	\$12.00	\$5.00	\$17.00	
Scooter	Dog	64	\$768.00	\$64.90	\$832.90	
Josie	Dog	64	\$768.00	\$16.40	\$784.40	
				Total Costs	\$6,714.30	



City of Corvallis

10-11 Social Service Funding Interim Report Period: July – Dec. 2010

Please answer the following (outline or bullet list preferred):

Agency Jackson Street Youth Shelter, Inc.

Program Emergency Shelter

Award \$ 19,000

Narrative

What has the grant award been spent on? Youth were provided a bed, bedding, towel, food, hygiene products, attention to medical and/or mental health needs, homework assistance, life skills (i.e. food prep, cooking, laundry, housecleaning, gardening) and activities, both fun and educational. Individual files are maintained on each youth and an internal database tracks the youth's cumulative information. Youth have the opportunity to access case management, mentoring or other JSYSI programs, as needed and requested. All youth have the opportunity to receive the monthly newsletter and are welcomed back for all activities.

How many people (unduplicated count) have been helped by this program? What activities happened?

City monies were spent on providing 24/7 supervision and crisis intervention services to 34 youth using Emergency Shelter services the first half of the fiscal year with this grant. The youth used 282 bed nights and ate 931 meals prepared by shelter staff and youth. The majority of youth did not stay in Emergency shelter over seven days, but did perform family mediations and create safety plans for some of the youth to help insure a safe and stable return home. All youth receive referrals and have the opportunity to enter case management, if needed. JSYSI staff will attend meetings on behalf of youth in Emergency shelter while they are in shelter and if JSYSI feels our presence might be helpful to the health of the family.

What progress have you tracked, compared against targets identified in the original proposal?

JSYSI is serving a younger population than usual the first half of this fiscal year. This has created creative problem solving in attempting to keep these youth away from unsafe behaviors and friends. JSYSI has had the unique problem in that some of these younger clients are using the shelter as a meeting place for weekends and holidays when actual problems may not exist in the home! It is encouraging that the youth want to be at JSYSI, but staff like to encourage guardians to save shelter for serious necessity, not socialization. While JSYSI determines how to address this social need, we feel it is a nice problem to have.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

It seems that the community is continuing to learn that JSYSI is an excellent place for respite shelter instead of having their child couch surfing, staying with friends or on the streets when issues arise in the home. It seems the guardians have a willingness to work with JSYSI staff instead of feeling like the youth is being "dumped" into our care. Again, it is encouraging to have more parents and guardians engaged and concerned about their child's behavior. They seem to want to be actively involved, which is a pleasant change from previous years. Eleven of thirty-four youth had more than one emergency shelter stay so far this fiscal year. A change this year is the higher number of Hispanic and multi-cultural families requesting services.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing? Community meetings, JSYSI website (newly redesigned!) and brochures, as well as any other opportunity that arises. Outcomes are used in all our marketing and youth stories featured on website and newsletters. UW is listed on our brochures and website as a partner and funder.

Narrative of example of individual receiving services from JSYSI.

AE came into shelter in September, for eight days, after a fight in the home resulted with involvement with the Benton County Juvenile Department. BCJD hoped that by having AE in shelter, she and the family might determine how to address the issues in the family before AE got into serious legal trouble. Seventeen years old, AE is active and successful in school and also works part-time. The family is normally quite close, but the issues of independence and usage of the internet in AE's spare time became kinetic.

JSYSI provided AE a safe and stable place to stay while tempers cooled in the home. Supportive parents who just needed to learn about their now older teen, the family attended four mediation sessions at the shelter. In the course of mediation the parents learned that using the internet was the youth's way of staying connected and socially interacting with friends that may not have happened because of the demands of school and work. When the parents realized this was the youth's only "downtime" they quickly relented and retracted their demands on her internet time. The family left every session interacting happily with one another, which JSYSI staff knew was normal for the family.

JSYSI staff also learned that AE had never been allowed to make a decision or have any individual control over her life. Although she was successful at school and work, AE really did not have many life skills that would help her once she turned eighteen. JSYSI staff suggested our Independent Living Skills Workshop (ILSW) to AE, the BCJD and her parents. They quickly signed on. AE learned how to budget, do income taxes, I-9, W-4's, cook, apartment search and how to do simple maintenance in an apartment. In addition, she practiced resume writing and job interviewing and learned about healthy relationships. She was one of two students who attended all twelve workshops in the session. She received a certificate of completion and a twenty dollar gift certificate to a business of her choice. She was an eager learner and although intelligent in school, staff could see that learning these new lessons were a challenge for her, but one she handled well.

AE is living in her family home and continues to work and attend school. She will graduate in June. JSYSI feels that the agency provided emergency services to this family in a time of desperate need. JSYSI knows that the services provided enabled the family to resolve differences before behaviors got out of control and AE chose a different course than staying in her home, completing school and working.

Agency:

Jackson Street Youth Shelter, Inc

Program Name:

Emergency Shelter

Funding Request \$ Percent of request awarded: Grant Award \$ 1. What is your spending plan by major category based on the funds? (adjusted from the proposal)2. What is your actual spending as of this report date by category?

REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 45,000	\$ 23,092	51%
B	United Way Grant funding (current year award)	\$ 15,000	\$ 7,500	50%
C	United Way donor-directed designations			
D	Grants from government agencies	\$ 30,600	\$ 13,557	44%
E	Foundation grants			
F	Program service fees	\$ 18,900	\$ 9,450	50%
G	Other income (In-kind Contributions)	\$ 6,500	\$ 5,766	89%
H	TOTAL REVENUE	\$ 116,000	\$ 59,364	51%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 84,500	\$ 42,594	50%
J	Payroll taxes and employee benefits	\$ 9,500	\$ 4,558	48%
K	Professional fees and contracted services			
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 12,000	\$ 5,795	48%
M	Materials and supplies (Resident Expense: Food, etc)	\$ 10,000	\$ 5,844	58%
N	Travel			
O	Staff and volunteer development / training costs			
P	Conferences, conventions, meetings			
Q	Direct assistance to individuals			
R	Miscellaneous expenses			
S	TOTAL EXPENSES	\$ 116,000	\$ 58,790	51%

Balance \$ - \$ 574



City of Corvallis

10-11 Social Service Funding Interim Report Period: July – Dec. 2010

Please answer the following (outline or bullet list preferred):

Agency Jackson Street Youth Shelter, Inc.

Program Transitional Housing

Award \$ 6,000

Narrative

What has the grant award been spent on? The monies have been used to provide bed, bedding, towels, hygiene products, home work assistance, life skills (i.e. food prep, navigating the bus system) and weekly activities, both fun and educational. All youth receive individual case management with goal setting, on a weekly basis, but more as needed. Every youth has a complete intake and individual file maintained detailed daily activities, interactions and behaviors. An internal database program tracks the youth's cumulative information. The monies have been spent to provide 24/7 youth supervision and to provide assistance in coordinating meetings, school and other responsibilities. JSYSI staff provides crisis intervention and makes referrals to other agencies, as needed.

How many people (unduplicated count) have been helped by this program? What activities happened?

Six youth have been helped by Transitional housing services. One youth remains in Transitional housing at this six month report deadline. The youth have used 238 bed nights and had 543 meals prepared by JSYSI staff and volunteers. All youth obtained and worked to set goals with an individual case manager. Case managers attended meetings at the Health Department, Juvenile Department and Old Mill on behalf of their youth. The case managers provided family mediation for youth preparing to transition home and safety plans, as needed. JSYSI staff, case managers and the volunteer coordinator work to find activities that are fun, educational or both in an effort to teach life skills and exposure to new cultures and community networking. In addition to supervision, JSYSI staff monitors attendance and grades and provides tutors five nights a week for individual assistance. Staff does laundry and maintains the shelter in a safe and sanitary condition. Aftercare case management is offered as needed to insure a successful transition from long-term shelter living.

What progress have you tracked, compared against targets identified in the original proposal?

JSYSI is seeing lower numbers in transitional housing this fiscal year, which may be progress. JSYSI actively begins working towards a successful transition home so perhaps our emergency shelter youth are not needing shelter on a long-term basis. However, the needs of the youth in Transitional shelter remain high and the case management support helps with many of the issues that come up while living in shelter.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Two of six youth served were Hispanic or Native American/Hispanic ethnicity. JSYSI is serving more ethnically diverse youth this first six months than at any time in the past five years. This may be due to increased need and knowledge of JSYSI services in the schools and BCJD. The program participants seem to have a higher need for wrap around services to address their issues after exiting shelter. Two youth turned eighteen while in Transitional housing. Although they tried to go into JSYSI's eighteen year old program, they exited shelter to unstable living situations because no other transitional housing exists in Corvallis for their age group. JSYSI continues to work with one eighteen year old on a weekly basis to provide case management.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

Community meetings, JSYSI website and brochures. JSYSI promotes our services whenever the opportunity arises. UW is listed on our brochures and website as a partner and funder.

Please provide an example of an individual or family receiving service.

WJ has been a client of JSYSI for several years. Usually referred by the parent or juvenile department, JSYSI first began serving WJ as a 13-year old in 2005. This writer had not begun at the agency when WJ first used our services, but does remember the child that would come in and out of shelter for varying lengths of time, usually coming from detention.

As WJ got older, 16, it became apparent that he needed some life skills that were not being offered in the home. In addition, WJ had anger issues that were causing fights with friends and family when not in shelter or detention. Other legal problems continue to pile on and it seemed that WJ would just get free of probation and go out and get another legal charge. This cycle soon led the probation officer to place WJ in shelter in July 2010 while she determined what she would do with WJ, especially with his eighteenth birthday approaching. An OYA housing placement was in the works and WJ realized he may finally face his consequences.

With the assistance of JSYSI case management and staff guidance WJ is trying to turn his life around. JSYSI explored other options with WJ, such as Youth Build, located in Lebanon and Job Corps. WJ kept returning and wanting to remain in Corvallis. WJ's probation officer began to see the positive changes in WJ and decided to hold off on the OYA placement for a while. WJ used this time to develop his resume with JSYSI assistance and with encouragement from JSYSI had the confidence to go out and get a job. WJ enrolled into JSYSI's eighteen year old program which offers shelter and intensive case management for sixty days. WJ remained in shelter for two weeks, but being an adult WJ wanted to be on his own and not living in a youth shelter. WJ has been employed at his job since exiting shelter at Thanksgiving. WJ has returned weekly to meet with his case manager who provides support and assistance. WJ offered to be a speaker for JSYSI over in Linn County where JSYSI would like to build another shelter. People cried when they heard WJ's story. WJ still has struggles living in Corvallis. His housing is unstable and friendships erratic and many remain engaged in high risk activities. However, WJ seems motivated to succeed in his home community, continues to work, meet with his case manager and would like to enroll at LBCC.

Agency:

Jackson Street Youth Shelter, Inc

Program Name:

Transitional Housing

Funding Request \$

\$ 8,000.00

Percent of request awarded:

75%

Grant Award \$

\$ 6,000.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 36,000	\$ 18,040	50%
B	United Way Grant funding (current year award)			
C	United Way donor-directed designations			
D	Grants from government agencies	\$ 11,500	\$ 5,750	50%
E	Foundation grants	\$ 12,500	\$ 5,000	40%
F	Program service fees			
G	Other income (In-kind Contributions)			
H	TOTAL REVENUE	\$ 60,000	\$ 28,790	48%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 43,500	\$ 21,942	50%
J	Payroll taxes and employee benefits	\$ 4,800	\$ 2,348	49%
K	Professional fees and contracted services			
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 7,300	\$ 2,897	40%
M	Materials and supplies (Resident Expense: Food, etc)	\$ 4,400	\$ 2,504	57%
N	Travel			
O	Staff and volunteer development / training costs			
P	Conferences, conventions, meetings			
Q	Direct assistance to individuals			
R	Miscellaneous expenses			
S	TOTAL EXPENSES	\$ 60,000	\$ 29,691	49%

Balance \$ - \$ (901)



City of Corvallis

10-11 Social Service Funding Interim Report Period: 7/1-12/31/2010

Please answer the following (outline or bullet list preferred):

Agency Old Mill Center

Program Crisis Outreach & Transition

Award \$12,253

Narrative

What has the grant award been spent on?

The grant has been used to help pay the salaries of staff providing transition services to children with mental health, behavioral and special needs and multiple risk factors entering or exiting the Integrated Preschool Program. It has also helped provide immediate response to families who call in crisis.

How many people (unduplicated count) have been helped by this program? What activities happened?

Research shows that one of the top stressors for children is changing transition. 23 children received transition services in/out of the integrated preschool program. The education coordinator met with parents, and other involved agencies, did home visits, determining each child's strengths, lagging skills and goals that the parents have for their child, helping teachers plan curriculum activities to meet the needs of the children coming into the program, and create visual aids, as needed in order to make the transition less stressful.

6 families called in crisis and these calls were returned with 15 minutes. The therapist who returned the calls determined what additional services were needed after the initial call.

What progress have you tracked, compared against targets identified in the original proposal?

1. 100% of all crisis calls were responded to within the allotted time frame depending on the level of need of the family. 2. 100% of families in the preschool program received home visits. 3. 100% of children needing transition planning and assistance received it.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Stress can have a tremendous impact on a child's development. Transitions are one of the top stressors of children. Providing home visits to children entering the program greatly reduces stress and creates comfort in the classroom. Responding to a family in crisis reduces stress and anxiety for that family and eliminates the cost of a trip to the emergency room and reduces the risk of child abuse resulting from the stress and anxiety.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

We had a strong marketing campaign for the Integrated Preschool last year, advertising in venues such as Valley Parent Magazine, The Coop Thymes and the Gazette Times Early Years. We also had a booth at the Farmer's Market over the summer.

We have a strong partnership with Benton County Mental Health, who provides referral to Old Mill Center's counseling program. All families who are currently seeing a counselor are provided with a business card. Old Mill Center's after-hours telephone message instructs families what to do in case of an emergency as well.

Old Mill Center includes acknowledgement of its reception of funding through United Way on their website and in seeking other grants and contracts.

Agency or Fiscal: Old Mill Center

Program Name: Crisis Outreach and Transition July-Dec. 2010 Report

Funding Request \$ 30,000.00

Percent of request awarded:

Grant Award \$ 12,253.00

REVENUE		ADJUSTED PROGRAM	Program ACTUALS
		budget	period-to-date
		1	2
A	Contributions / fundraising income	\$ 28,182	\$ 22,109
B	City Social Services Grant	\$ 12,253	\$ 6,126
C	United Way donor-directed designations	\$ -	
D	Grants from government agencies (Federal, State, Local)	\$ 142,527	\$ 3,581
E	Foundation grants	\$ 33,900	
F	Program service fees	\$ 33,768	\$ 15,404
G	Other income	\$ 3,212	
H	TOTAL REVENUE	\$ 253,842	\$ 47,221

EXPENSES

I	Salaries	\$ 188,131	\$ 30,685
J	Payroll taxes and employee benefits	\$ 29,163	\$ 11,487
K	Professional fees and contracted services	\$ 8,740	
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 14,397	\$ 4,370
M	Materials and supplies	\$ 7,291	\$ 2,760
N	Travel	\$ 3,516	\$ 773
O	Staff and volunteer development / training costs	\$ 194	
P	Conferences, conventions, meetings	\$ 1,920	\$ 15
Q	Direct assistance to individuals	\$ 490	
R	Miscellaneous expenses	\$ -	
S	TOTAL EXPENSES	\$ 253,842	\$ 50,090
Balance		\$ -	\$ (2,869)

Balance Sheet
As of December 31, 2010

	Dec 31, 10
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Accounts	85,588.44
1100 · Temp Restricted Cash Accounts	90,507.74
Total Checking/Savings	176,096.18
Accounts Receivable	
1200 · Accounts Receivable	61,796.55
1280 · Pledges Receivable	69,912.12
1285 · Beneficial Interest in CLAT	263,168.00
Total Accounts Receivable	394,876.67
Other Current Assets	
1300 · Allowance For Doubtful Accounts	-17,925.42
1380 · Pledges AFDA	-5,476.52
Total Other Current Assets	-23,401.94
Total Current Assets	547,570.91
Fixed Assets	
1500 · Property, Plant & Equipment	3,758,388.32
1600 · Accumulated Depreciation	-716,411.02
Total Fixed Assets	3,041,977.30
Other Assets	
1700 · Temporarily Restricted Assets	25,968.38
1800 · Permanently Restricted Assets	166,752.79
Total Other Assets	192,721.17
TOTAL ASSETS	3,782,269.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	21,767.04
Total Accounts Payable	21,767.04
Other Current Liabilities	
2100 · Short-term Obligations Payable	6,538.33
2200 · Accrued Wages	7,913.08
2300 · Accrued Payroll Taxes	25,235.25
2400 · Accrued Benefits	10,545.54
Total Other Current Liabilities	50,232.20
Total Current Liabilities	71,999.24
Total Liabilities	71,999.24
Equity	
3100 · Temp. Restricted Net Assets	226,017.87
3200 · Perm. Restricted Net Assets	166,752.79
3300 · Unrestricted Net Assets	3,388,841.05
Net Income	-71,341.57
Total Equity	3,710,270.14
TOTAL LIABILITIES & EQUITY	3,782,269.38

Profit & Loss
 July through December 2010

	<u>Jul - Dec 10</u>
Ordinary Income/Expense	
Income	
4100 · Pre-K Program Fees	36,324.15
4200 · ITS Program Fees	72,254.67
4300 · Outpatient Therapy Program Fees	147,786.34
4400 · Speech & Occupational Therapy	14,243.52
4500 · Early Childhood Contracts	197,743.59
4600 · Outpatient Therapy Contracts	51,700.81
4700 · Donations	135,695.64
4750 · Foundation Grants	2,500.00
4790 · Rebates & Refunds	4,609.23
4795 · EHS-Utilities	240.00
4800 · Fundraising Events	17,691.00
Total Income	<u>680,788.95</u>
Gross Profit	680,788.95
Expense	
5100 · Payroll Wages	375,134.65
5200 · Employee Benefits	119,232.27
5225 · Vision Insurance	142.08
5300 · Payroll Taxes	52,697.23
6000 · Operating Expenses	27,912.87
6200 · Professional Service Fees	81,819.56
6300 · Occupancy Expense	18,967.78
6400 · Information Technology Expense	2,452.80
6500 · Travel	4,225.45
6600 · Conferences & Meetings	1,766.75
6700 · Donation Expense	4,949.06
6800 · Fundraising Expenses	7,200.11
6900 · Bad Debt Expense	429.64
Total Expense	<u>696,930.25</u>
Net Ordinary Income	-16,141.30
Other Income/Expense	
Other Income	
7500 · Interest Income	591.73
Total Other Income	<u>591.73</u>
Other Expense	
8100 · Balance Sheet Transfer Expense	15,792.00
8610 · Depreciation	40,000.00
Total Other Expense	<u>55,792.00</u>
Net Other Income	<u>-55,200.27</u>
Net Income	<u><u>-71,341.57</u></u>

City Social Service

Crisis Outreach and Transition

Testimonial

A family enrolled their child in the integrated preschool program late summer for the fall session. The family was relatively new to town and had a child with special needs. Although this child attended a special class through Early Intervention, they felt their child could benefit from the additional socialization of being in a classroom with typical peers. They were concerned, however about this child's anxiety and dependence on the mother. The child had been adopted, and the adoption process had been tumultuous. The relationships in the family, especially between the child and the older brother and father were strained.

Besides the initial home visit, we did on-going meetings with the family. In the classroom we set up visual supports for the child. We enrolled him in a social skills building group and utilized the 2nd Step Violence Prevention Curriculum with him. We referred the family for counseling. Difficulties continued, so we set up a "Mapping Meeting" designed to look at strengths, fears, concerns, hopes and dreams and develop a plan of action. We created a visual choice board for the child to use to give the parent time to do the jobs she needed to do around the house without constantly having to be her child's playmate. We recommended the parent get a referral from the pediatrician for a complete assessment at the Child Development and Rehabilitation Center. We suggested a "date night" for parents to have time to themselves.

As part of our ongoing monitoring of this plan, we check in with the parent periodically to determine what tasks have been completed and what we still need to work on. When it is time to think about kindergarten transition, we will be part of that plan, creating an "All About Me" brochure to use for transition planning and Individual Education Plan development.



City of Corvallis

10-11 Social Service Funding Interim Report Period: 7/1-12/31/2010

Please answer the following (outline or bullet list preferred):

Agency Old Mill Center

Program Rally Around Families Together (RAFT)

Award \$15,520

Narrative

What has the grant award been spent on?

The grant has been used to help pay the salaries of staff providing outreach home visiting services to the enrolled families and those providing care for the children so that parents can attend the parenting support group.

How many people (unduplicated count) have been helped by this program? What activities happened?

14 families have been helped through this program. The 10-week quarterly parent support group meets Wednesdays from 9:30-12:30. Parents receive mental health support from a therapist and parenting support from a parenting education instructor. Children receive nurturing and supportive care. Children receive breakfast and lunch; parents receive brunch. Parents have access to the RAFT Resource Closet. All families receive home visits and resource & referral services as needed. Families may have additional mental health support through center or home-based services.

What progress have you tracked, compared against targets identified in the original proposal?

1. 97% of enrolled parents reported increased attachment as measured by the Parent Stress Index.
2. 93% of enrolled parents reported decreased stress as measured by the same tool.
3. 100% of enrolled parents have received transportation assistance, through help with Ride Line, bus passes or gas cards.
4. 100% of parents reported increased confidence in parenting skills as measured by the Parenting Skills Ladder.
5. 100% of parents also reported an increase of knowledge of acquiring new parenting techniques using the Parenting Skills Ladder.
6. 100% of parents report reading to their children as measured by the same tool.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

RAFT, as an emerging Relief Nursery, is designed to reduce child abuse and neglect while building strong and resilient families. The enrolled families are some of the most vulnerable in our county. We know that by reducing stress and increasing attachment, the likelihood of committing child abuse is greatly decreased. 100% of the enrolled families had no confirmed charges of child abuse or neglect while enrolled.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

RAFT has an active presence in the Benton County Commission on Children and Families' early childhood committee, which meets monthly. RAFT also partners with Healthy Start, Early Head Start, Parent Enhancement Program, Early Intervention and the Benton County Health Department. The Education Director also participates in the monthly Benton County Care Coordination team meeting and attends the DHS case manager's meeting.

Old Mill Center includes acknowledgement of its reception of funding through United Way on their website and in seeking other grants and contracts.

Agency or Fiscal: Old Mill Center

Program Name: RAFT (Rally Around Families Together)

July - Dec. 2010 Report

Funding Request \$ 25,000.00

Percent of request awarded:

Grant Award \$ 15,520.00

REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date
		1	2
A	Contributions / fundraising income	\$ 23,373	\$ 1,912
B	City social Services Grant	\$ 15,520	\$ 7,760
C	United Way donor-directed designations	\$ -	
D	Grants from government Agencies (Federal, State, Local)	\$ 36,386	\$ 20,595
E	Foundation grants	\$ 35,261	\$ 4,976
F	Program service fees	\$ -	
G	Other income	\$ 4,883	
H	TOTAL REVENUE	\$ 115,423	\$ 35,243

EXPENSES

I	Salaries	\$ 88,468	\$ 24,166
J	Payroll taxes and employee benefits	\$ 10,585	\$ 6,032
K	Professional fees and contracted services	\$ 931	\$ 1,810
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 5,899	\$ 2,505
M	Materials and supplies	\$ 7,512	\$ 524
N	Travel	\$ 745	\$ 470
O	Staff and volunteer development / training costs	\$ 165	
P	Conferences, conventions, meetings	\$ 745	\$ 530
Q	Direct assistance to individuals	\$ 372	\$ 799
R	Miscellaneous expenses	\$ -	
S	TOTAL EXPENSES	\$ 115,423	\$ 36,836

Balance \$ - \$ 11,593

Old Mill Center for Children and Families
Balance Sheet
As of December 31, 2010

	Dec 31, 10
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Accounts	85,588.44
1100 · Temp Restricted Cash Accounts	90,507.74
Total Checking/Savings	176,096.18
Accounts Receivable	
1200 · Accounts Receivable	61,796.55
1280 · Pledges Receivable	69,912.12
1285 · Beneficial Interest in CLAT	263,168.00
Total Accounts Receivable	394,876.67
Other Current Assets	
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1380 · Pledges AFDA	-5,476.52
Total Other Current Assets	-23,401.94
Total Current Assets	547,570.91
Fixed Assets	
1500 · Property, Plant & Equipment	3,758,388.32
1600 · Accumulated Depreciation	-716,411.02
Total Fixed Assets	3,041,977.30
Other Assets	
1700 · Temporarily Restricted Assets	25,968.38
1800 · Permanently Restricted Assets	166,752.79
Total Other Assets	192,721.17
TOTAL ASSETS	3,782,269.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	21,767.04
Total Accounts Payable	21,767.04
Other Current Liabilities	
2100 · Short-term Obligations Payable	6,538.33
2200 · Accrued Wages	7,913.08
2300 · Accrued Payroll Taxes	25,235.25
2400 · Accrued Benefits	10,545.54
Total Other Current Liabilities	50,232.20
Total Current Liabilities	71,999.24
Total Liabilities	71,999.24
Equity	
3100 · Temp. Restricted Net Assets	226,017.87
3200 · Perm. Restricted Net Assets	166,752.79
3300 · Unrestricted Net Assets	3,388,841.05
Net Income	-71,341.57
Total Equity	3,710,270.14
TOTAL LIABILITIES & EQUITY	3,782,269.38

Profit & Loss

July through December 2010

	<u>Jul - Dec 10</u>
Ordinary Income/Expense	
Income	
4100 · Pre-K Program Fees	36,324.15
4200 · ITS Program Fees	72,254.67
4300 · Outpatient Therapy Program Fees	147,786.34
4400 · Speech & Occupational Therapy	14,243.52
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4790 · Rebates & Refunds	4,609.23
4795 · EHS-Utilities	240.00
4800 · Fundraising Events	17,691.00
Total Income	<u>680,788.95</u>
Gross Profit	680,788.95
Expense	
5100 · Payroll Wages	375,134.65
5200 · Employee Benefits	119,232.27
5225 · Vision Insurance	142.08
5300 · Payroll Taxes	52,697.23
6000 · Operating Expenses	27,912.87
6200 · Professional Service Fees	81,819.56
6300 · Occupancy Expense	18,967.78
6400 · Information Technology Expense	2,452.80
6500 · Travel	4,225.45
6600 · Conferences & Meetings	1,766.75
6700 · Donation Expense	4,949.06
6800 · Fundraising Expenses	7,200.11
6900 · Bad Debt Expense	429.64
Total Expense	<u>696,930.25</u>
Net Ordinary Income	-16,141.30
Other Income/Expense	
Other Income	
7500 · Interest Income	591.73
Total Other Income	<u>591.73</u>
Other Expense	
8100 · Balance Sheet Transfer Expense	15,792.00
8610 · Depreciation	40,000.00
Total Other Expense	<u>55,792.00</u>
Net Other Income	<u>-55,200.27</u>
Net Income	<u><u>-71,341.57</u></u>

City Social Service Interim Report

RAFT

Testimonial

A single mom entered the RAFT program referred by Community Outreach, INC. This mom was a victim of domestic violence, suffering from bi-polar disorder and ADHD and had relinquished parental rights to two older children. She participated in the parent support group and received home visits. She was receiving TANF, and her plan was to attend Linn-Benton Community College. She found a quality child care provider and began attending classes. Her application for subsidized housing was approved, and she moved into her own apartment. She continued to receive home visits, working on creating a safe environment for her child, feeling identification and anger management. She picked up quickly on parenting skills that were modeled for her. Several weeks after I had worked with her on stating expectations rather than telling her child what not to do, ("Feel stay on the floor" rather than "No, don't climb on the coffee table,) she reported that she realized the best thing was to remove the coffee table until her child was through this stage. She also changed bedrooms around, making her child's bedroom her study, which she could block off with a safety gate and having them share a room. Her child didn't want to sleep apart from her, and she was able to put her child's needs above her own! These two events should tremendous growth and maturity that she attributes to the RAFT program.



City of Corvallis

10-11 Social Service Funding Interim Report Period: 7/1-12/31/10

Please answer the following (outline or bullet list preferred):

Agency Old Mill Center

Program Childsafe

Award \$ 5,718

Narrative

What has the grant award been spent on? Childsafe is a program for children who have been sexually abused and their non-offending family members. The money is spent on program supplies including snacks and art supplies. We create small boxes where group members can write down and place their private thoughts to keep them safe. Supplies include the boxes, markers, stickers and glue. Other collage items are donated. Grant money has also been used to partially fund group facilitators and childcare activities

How many people (unduplicated count) have been helped by this program? What activities happened?

We have had 9 weeks of pre-group (enrollment, letters home, referrals), group (direct service) and follow up activities (satisfaction surveys and planning for the next session). Groups meet weekly. There is group for children and a group for parents as well as a group activity where we all meet together. 24 people have been helped by this program as well as by ancillary services including individual and family counseling. Group activities include art expression, telling personal stories, sharing memories, sharing snack and group projects.

What progress have you tracked, compared against targets identified in the original proposal?

We track the well-being and safety of the enrolled families as well as use satisfaction surveys at the end of the total session for feedback on the group experience.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Participants report a greater sense of well-being and safety as well as gaining an understanding that they are not alone in their experience. They know that they have a group where confidentiality is maintained, valued and respected giving them greater freedom to process their trauma with others.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

We promote the program via community partner emails and through the local newspaper in the groups and opportunities column. We will definitely include United Way in our marketing in the future, and appreciate this suggestion. We can discuss some of the outcome data as well, but need to respect the nature and content of this particular group.

**Agency or
Fiscal Agent:**

Old Mill Center

**Program
Name:**

Childsafe/Sex Abuse Treatment

July-Dec. Report

**Funding
Request \$**

\$ 14,000.00

Percent of request awarded:

41%

Grant Award \$

\$ 5,718.00

**E
V
E**

		ADJUSTED PROGRAM budget	Program ACTUALS period-to- date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 817		0%
B	City Social Services Grant	\$ 5,718	\$ 2,859	50%
C	United Way donor-directed designations	\$ -		#DIV/0!
D	Federal Grants (VOCA)	\$ 8,169	\$ 4,231	52%
E	Foundation grants	\$ -		#DIV/0!
F	Program service fees	\$ -		#DIV/0!
G	Other income	\$ -		#DIV/0!
H	TOTAL REVENUE	\$ 14,703	\$ 7,090	48%

X

I	Salaries	\$ 10,129	\$ 4,245	\$ 0
J	Payroll taxes and employee benefits	\$ 1,144	\$ 1,902	\$ 2
K	Professional fees and contracted services	\$ -		#DIV/0!
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 1,291	\$ 948	\$ 1
M	Materials and supplies	\$ 1,291	\$ 306	\$ 0
N	Travel	\$ 425		\$ -
O	Staff and volunteer development / training costs	\$ 265		\$ -
P	Conferences, conventions, meetings	\$ 82		\$ -
Q	Direct assistance to individuals	\$ -		#DIV/0!
R	Miscellaneous expenses	\$ 78		\$ -
S	TOTAL EXPENSES	\$ 14,703	\$ 7,401	50%

Balance \$ - \$ (311)

Childsafe Success Story

Callie, age 5, comes from an upper middle class, two-parent home with loving, supportive parents and extended family. Callie attended daycare at a home that was considered a second family to Callie. What Callie's parents didn't know was that from the time Callie was 6 months old until she was 3, she was being sexually abused by the daycare provider's husband.

Callie's parents noticed that she was at times aggressive, slapping and kicking her parents and other children. Callie thought her parents knew what Tim was doing to her and felt it was okay because they continued to take her to Tim's home for daycare. Tim told her he was her best friend, so in Callie's mind at age 3, she thought her best friend wouldn't hurt her and thought she could trust him.

Callie soon was labeled as a difficult child at preschool. Concern amongst staff grew when Callie started touching other children inappropriately. Callie was almost expelled from her preschool and risked being labeled as emotionally disturbed. The very coping mechanisms that this child developed as a way of dealing with sexual abuse became the source of yet another layer of dysfunction and problems.

Fortunately, Callie was referred to and began receiving therapy from ChildSafe after finding out the truth about what Jim had done to her. In addition, her parents became actively involved in the parents' therapy groups where they were given tools to help her heal.

Today, Callie is well on her way to leading a functional, healthy life – quite different from the life she would have led without the services of Childsafe.



City of Corvallis

10-11 Social Service Funding Interim Report Period: 7/1/10—12/31/10

Please answer the following (outline or bullet list preferred):

Agency Oregon Cascades West Council of Governments

Program Senior Meals

Award \$ 2,500

Narrative

What has the grant award been spent on?

The full amount of \$2,500 has been spent directly on meals for seniors and people with disabilities with a combination of meal site dining and home delivered meals/meals on wheels.

How many people (unduplicated count) have been helped by this program? What activities happened?

- From July-January, approximately 182 people have been served a total of 12,559 meals.
- Meals are served in a congregate meal setting at the Corvallis meal site or delivered by a friendly driver to the door of homebound seniors.
- Needs were identified and referrals made by Aging and Disability Resource Center, Meals Program Coordinators, discharge planners, Senior and Disability Services case managers, adult protective service staff, clients and families.

What progress have you tracked, compared against targets identified in the original proposal?

- Everyone who requests meals is served regardless of their ability to contribute.
- We continue to outreach to the community through presentations to Parrish nurses, health fairs, Gerontology conference, civic and community organizations.
- The program's nutritional, social and safety benefits allow consumers served to live independently at home longer.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

- We gave continued to provide hot nutritious meals to everyone who has requested service.
- Increased referrals from community agencies and health care professionals.
- Reports from Case Managers, meals coordinators, and Risk intervention staff of Senior and Disability Services that clients are less isolated and at risk of weight loss and falls related to improved nutritional, social and safety interventions.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

- The local and statewide Aging and Disability Resource Connections: Call center, assistance, home visits, and website.
- **Generations** publication posted in local business' and health provider facilities
- Brochures distributed by Outreach and Information and Referral staff of the agency
- Presentations as requested by organizations and business' in the community
- Donors are listed in marketing campaigns

Agency: Oregon Cascades Wet Council of Governments

Program Name: Senior Meals

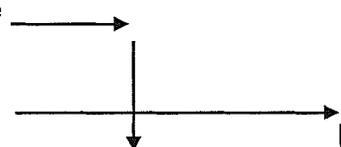
Funding Request \$ 8,000.00

Percent of request awarded: 31%

Grant Award \$ 2,500.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?



REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 129,625	\$ 167,271	129%
B	United Way Grant funding (current year award)	\$ 2,500	\$ 1,250	50%
C	United Way donor-directed designations	\$ -	\$ -	#DIV/0!
D	Grants from government agencies	\$ 1,250,325	\$ 533,045	43%
E	Foundation grants	\$ -	\$ -	#DIV/0!
F	Program service fees	\$ 3,000	\$ 2,103	70%
G	Other income	\$ 12,175	\$ 7,825	64%
H	TOTAL REVENUE	\$ 1,397,625	\$ 711,494	51%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 249,262	\$ 120,888	\$ 0
J	Payroll taxes and employee benefits	\$ 155,293	\$ 60,012	\$ 0
K	Professional fees and contracted services	\$ 849,378	\$ 404,117	\$ 0
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 50,600	\$ 25,189	\$ 0
M	Materials and supplies	\$ 25,000	\$ 7,233	\$ 0
N	Travel	\$ 42,000	\$ 25,058	\$ 1
O	Staff and volunteer development / training costs	\$ 1,500	\$ 556	\$ 0
P	Conferences, conventions, meetings	\$ -	\$ -	#DIV/0!
Q	Direct assistance to individuals	\$ -	\$ -	#DIV/0!
R	Miscellaneous expenses	\$ 24,592	\$ 12,296	\$ 1
S	TOTAL EXPENSES	\$ 1,397,625	\$ 655,349	47%

Balance \$ - \$ 56,145

Testimonial of a Sr. Meals volunteer about a Corvallis woman who benefits greatly from the meals program, allowing her to stay in her home:

In Corvallis, a 78 year old female, who lives alone and suffers from severe memory loss, was helped immensely by home delivered meals (Meals on Wheels). She is unable to safely cook, often forgets to eat, and is homebound.

She has a neighbor that helps her with shopping and transportation. This woman calls her neighbor several times a day, not remembering how frequently she calls. Her neighbor, who is happy to help, also became stressed by the situation.

The meals have assured the client, and her neighbor, that this woman has a hot meal and will not have to worry about trying to cook. The client will have some left over food for her evening meal as well, since the meals are very generous.

Whereas, the client's daughter tries to help and provides support for her mother, she is trying to honor her mother's wishes to live at home as long as possible. The Meals on Wheels make this possible!



City of Corvallis

10-11 Social Service Funding Interim Report

Period: 7/1/10-12/31/10

Please answer the following (outline or bullet list preferred):

Agency Parent Enhancement Program

Program Parent Enhancement Program

Award \$6,535

Narrative

What has the grant award been spent on?

Funds have been spent on general operating costs, including staff wages to provide direct services and coordination of program activities, rent, utilities, and supplies.

How many people (unduplicated count) have been helped by this program? What activities happened?

During the past 6 months, we provided the following activities; 103 parents and 127 children participating in events with transportation, meals/snacks, and a supervised playroom provided:

- 8-week *Giggle, Wiggle, and Shake* parenting class series; 10-week *Live & Learn With Your Baby* parenting series; 19 *Squishtivities* weekly interactive messy play series; weekly *Giveaways* (i.e. clothing, food); 6 Community based *Picnics*; Weekly *GED Preparation* classes; 1 *Scrapbooking* workshop; 1 *Trick or Read* (Halloween Activity for families); 1 *Thanksgiving Dinner*; and 1 *Holiday Party*.

Additional services provided include:

- 154 home visits conducted, including Latino families; 34 referrals to outside agencies made for 28 families; 64 rides were provided to classes and events; 80 rides were provided for medical, dental, WIC, grocery, etc. appointments; Child Safety Items distributed to 37 families; all parents had the opportunity to volunteer, and parent newsletters were mailed quarterly to all participants; Staff participated in 39 case management sessions with other agencies, for 28 parents

What progress have you tracked, compared against targets identified in the original proposal?

We track all participant outcomes, statistics for the last 6 months of 2010 show (for example):

- 96% of families had no confirmed reports of child abuse or neglect, as of 2009, 2010 statistics pending
- 98% of teenagers did not experience repeat pregnancies
- 77% of parents are attending classes or have completed high school/GED

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Agency activities show that the number accessing services has increased from 243 parents and 310 children in 2009 to 252 parents and 353 children in 2010. During the past 6 months results show (for example):

- 86% of parents pre & post tested improved life skills
- 73% of parents pre & post tested improved parenting skills

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

We continue to promote our program through presentations to community civic organizations and with attendance and participation in community meetings and forums. We participate in collaborative meetings with Healthy Start, Corvallis High School counselors, WIC, local hospital staff, court system, as well as many other local agencies and social service providers. Additionally, we continue to use store front windows, bulk mailers, and submit articles to the local newspaper to advertise our program.

Agency: Parent Enhancement Program

Program Name: Parent Enhancement Program

Funding Request \$ 15,000.00

Percent of request awarded: 44%

Grant Award \$ 6,535.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
REVENUE		1	2	3
A	Contributions / fundraising income	\$ 70,875	\$ 10,108	14%
B	United Way Grant funding (current year award)	\$ 10,000	\$ 5,000	50%
C	United Way donor-directed designations	\$ -	\$ 335	0%
D	Grants from government agencies	\$ 47,222	\$ 27,965	59%
E	Foundation grants	\$ 142,525	\$ 35,500	25%
F	Program service fees	\$ -	\$ -	0%
G	Other income	\$ 1,823	\$ 369	20%
H	TOTAL REVENUE	\$ 272,445	\$ 79,277	29%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 170,000	\$ 63,444	37%
J	Payroll taxes and employee benefits	\$ 32,236	\$ 14,206	44%
K	Professional fees and contracted services	\$ 1,094	\$ 725	66%
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 24,753	\$ 6,917	28%
M	Materials and supplies	\$ 9,637	\$ 2,019	21%
N	Travel	\$ 1,747	\$ 458	26%
O	Staff and volunteer development / training costs	\$ 13,264	\$ 224	2%
P	Conferences, conventions, meetings	\$ 304	\$ -	0%
Q	Direct assistance to individuals	\$ 14,563	\$ 5,138	35%
R	Miscellaneous expenses	\$ 4,847	\$ 2,133	44%
S	TOTAL EXPENSES	\$ 272,445	\$ 95,263	35%
		Balance \$	\$ (15,986)	

COMMENTS:

Please explain any special circumstances (anticipated or actual)

- * Competiton for limited funding resources increasing
- * Increasing number of Corvallis families accessing services
- * Current economic situation affecting agency finances, participating families, volunteers, and in-kind donations

Testimonial: A story submitted by one of our moms

When I started at PEP I was a scared girl of 18. I had little to no parenting skills, no way to support myself and was living in an emotionally and physically abusive house. Not even three years later I'm a confident mother of two amazing children. I'm now able to provide my children with everything they need and some of what they want. Most importantly they have my unconditional love and support. I found the courage to start a life by myself and have no doubt that without PEP I wouldn't be as stable and happy.

My daughter was born with birth defects. Strangely what I saw as her smallest problem, people seem to always focus on. PEP was very encouraging and helpful in how to deal with other peoples' reactions. Most importantly they helped me teach her to not allow other peoples' opinions to dictate her self-esteem.

The caring people at PEP gave me the confidence and courage to advocate for my daughter's medical needs and the courage to leave an abusive situation. When I left her father and started living, parenting and healing, the people at PEP helped make sure I never felt alone. I felt as if I was so far in over my head that I started spinning my wheels. They provided me with the knowledge, compassion and courage to survive on my own for the first time. They not only told me how to find somewhere to live but helped me find a safe, clean apartment I could afford. I learned enough to go before a judge and prove that the home I had built for my daughter was the best place for her to live.

I've learned through trial and error, parenting classes, countless calls to PEP and the resources they helped me find on how to be a good mother. I started putting together a warm home for my children. I have always loved children but never expected to have two children at age twenty. I got pregnant with my daughter when I was only seventeen and not yet emotionally ready to be a mother.

I was not always willing to put my daughter ahead of my wants and needs. PEP quickly taught me how to put them first. I didn't really know what to do with a small child. I took a class at PEP that showed me how to play with young children and how to have fun doing it. I learned not only how to teach my children but how to learn from them. I learned how to live in the moment, to find the beauty in a dandelion. I came to look forward to hearing "mama" in the morning, to savor the tiny smiles and huge hugs. I've learned not to cry over spilled milk, and to laugh at my flour covered kitchen and children rather than scream.

My son was born seven weeks before he was due. On my way to my emergency c-section all I could do was pray we both made it. While my son did spend two and a half weeks in the NICU it was nothing compared to my daughter's birth. In some ways having two young children did overwhelm me, but PEP always helped me through it. I got through the long nights with a newborn that kept waking up a very cranky two year old, and I did it without pulling my hair out.

Through all our hard times I knew I had the skills and support to be a good mother. I fell in love with both of my children the moment I saw them and knew I would die to protect them. My two tough little miracles babies are the best things in my life and they now always come first. There are still days that I wish I had no real responsibilities, I wanted to be like other people my age. I realized fairly quickly I know a love they can't begin to understand. That makes everything worthwhile.

Agency: Presbyterian Preschool and Child Care Center

Program Name: Presbyterian Preschool and Child Care Center

Funding Request \$

Percent of request awarded:

Grant Award \$

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
REVENUE		1	2	3
A	Contributions / fundraising income	\$ 7,349	\$ 40,142	546%
B	United Way Grant funding (current year award)	\$ 6,901	\$ 5,447	79%
C	United Way donor-directed designations	\$ 250	\$ -	0%
D	Grants from government agencies	\$ 22,000	\$ 43,299	197%
E	Foundation grants	\$ 600	\$ 3,973	662%
F	Program service fees	\$ 489,500	\$ 457,775	94%
G	Other income	\$ 700	\$ 1,615	231%
H	TOTAL REVENUE	\$ 527,300	\$ 552,251	105%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 401,700	\$ 403,666	\$ 1
J	Payroll taxes and employee benefits	\$ 72,500	\$ 69,427	\$ 1
K	Professional fees and contracted services	\$ 25,000	\$ 25,671	\$ 1
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 8,325	\$ 12,382	\$ 1
M	Materials and supplies	\$ 17,560	\$ 20,157	\$ 1
N	Travel	-		#VALUE!
O	Staff and volunteer development / training costs	\$ 1,600	\$ 1,649	\$ 1
P	Conferences, conventions, meetings	\$ 100	\$ 125	\$ 1
Q	Direct assistance to individuals			#DIV/0!
R	Miscellaneous expenses	\$ 515	\$ 29	\$ 0
S	TOTAL EXPENSES	\$ 527,300	\$ 533,106	101%

Balance \$ - \$ 19,145

COMMENTS:

Please explain any special circumstances (anticipated or actual)

We had a special donation made that could be used for tuition scholarships and our new playyard area.

The \$19,145 balance will be designated in 2011 towards the new playyard.



City of Corvallis

10-11 Social Service Funding Interim Report

Period: 7/1/10 – 12/31/10

Please answer the following (outline or bullet list preferred):

Agency Presbyterian Preschool and Child Care Center

Program Presbyterian Preschool and Child Care Center

Award \$ 4901

Narrative

What has the grant award been spent on?

50% of the child care tuition fees for the first four months of enrollment. This award is given to eligible families who meet the requirements of under 300% of the poverty guidelines and live in the city of Corvallis.

How many people (unduplicated count) have been helped by this program? What activities happened?

Children attended the program regularly and learned safety and health care skills to start. The classroom offered an opportunity to participate in activities that promote their fine and large motor skills, social and emotional skills, as well as, creative and manipulative skills. Daily discussions occurred with teaching staff and weekly meetings with the administrative staff to help families stay focused on job skill training or job searches, medical needs and basic needs for sustainability.

What progress have you tracked, compared against targets identified in the original proposal?

The children ages 6 weeks to 2 ½ years of age get a daily observation to document the skill learning in the classroom. The preschool children have pictures and observation notes that are collected in a portfolio to document skill learning. Parent conferences are written to document the communication regarding the needs of the family and the child's progress.

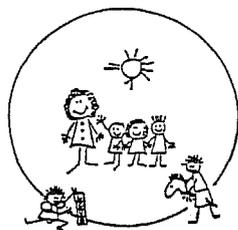
Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

The parents have improved in the routine requirements in providing for their family's basic need and the child's ability to attend and participate in the classroom. The program has established a good communication between the parents regarding education and meeting the emotional needs of their child. The parents have felt comfortable in understanding the role and limitations of the local social services agencies. This helps in them accepting their part in the long term planning of meeting basic needs and future employment requirements.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

The program is promoted through regular advertising, the employees or case workers of Community Consortium, Healthy Start, Parent Enhancement Program, 509J Corvallis School District Family Outreach Advocate, Kiwanis, Early Intervention and Old Mill on a regular basis. Brochures, handbook and fundraising include the United Way logo.

Presbyterian Preschool and Child Care Center



*114 SW 8th Street
Corvallis, OR 97333
Tel: 541-753-7752
Fax: 541-754-5324
www.1stprespscc.org*

January 26, 2011

Testimonial of our newest client.

I came to this center as a 15 year old mom referred by Healthy Start, Katie Queener. I am a good student and feel I need to attend high school and provide for my 7 month old son. The child's father was not able to provide any support and my parents have a very limited income. The center was able to help while I worked with the bus system, Corvallis High School and LBCC to schedule classes that would help me support my son in the future. I am currently looking for a part-time job which has is much harder than I anticipated. I like that the teachers help me meet my child's needs even when I am not there.

Testimonial

A single mom living at a local shelter just got a job at a local café. She needed shoes and clothing to start this job. We were able help her with all of the items she need.

Agency: Vina Moses Center

Program Name: Clothing and household

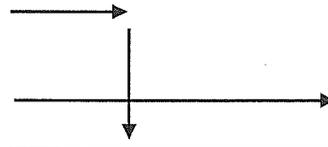
Funding Request \$

Percent of request awarded:

Grant Award \$

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?



REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 127,253	\$ 97,364	77%
B	United Way Grant funding (current year award)	\$ 3,000	\$ 3,000	100%
C	United Way donor-directed designations	\$ 1,200	\$ 1,355	113%
D	Grants from government agencies	\$ 4,084	\$ 2,700	66%
E	Foundation grants	\$ 20,000	\$ 12,785	64%
F	Program service fees	\$ -	\$ -	
G	Other income	\$ 700	\$ 606	87%
H	TOTAL REVENUE	\$ 156,237	\$ 117,810	75%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 79,805	\$ 40,320	51%
J	Payroll taxes and employee benefits	\$ 6,300	\$ 3,394	54%
K	Professional fees and contracted services			#DIV/0!
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 20,098	\$ 8,127	40%
M	Materials and supplies	\$ 3,500	\$ 3,051	87%
N	Travel	\$ 450	\$ 250	56%
O	Staff and volunteer development / training costs	\$ 50	\$ 40	80%
P	Conferences, conventions, meetings			#DIV/0!
Q	Direct assistance to individuals	\$ 44,834	\$ 32,341	72%
R	Miscellaneous expenses	\$ 1,200	\$ 1,217	101%
S	TOTAL EXPENSES	\$ 156,237	\$ 88,740	57%

Balance \$ - \$ 29,070



City of Corvallis

10-11 Social Service Funding Interim Report Period: July 1 – June 30

Please answer the following (outline or bullet list preferred):

Agency Vina Moses Center Program FISH Emergency Services
Award \$ 3676

Narrative

What has the grant award been spent on?

These funds were used for salaries and operating expenses.

How many people (unduplicated count) have been helped by this program? What activities happened?

2100 peopled were helped in this program.

We assisted families with: rent, utilities, medical costs (primarily prescriptions) and transportation.

What progress have you tracked, compared against targets identified in the original proposal?

Tracked by percentage of requests we are able to fund.

Rent 28% (requests increased by 25% from 2009)

Utilities 47% (requests remained about the same)

Medical 66% (requests increased by 23% from 2009)

Transportation/ID 68% (requests for gasoline increased 57% from 2009)

Overall 55% of requests were funded

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Overall standard of living and stability improved for the families remaining in their homes, having water, heat and medications.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? How is United Way included in your marketing?

Our programs are promoted through newsletters, newspaper, presentations to community organizations and most frequently word of mouth. Our clients are our best champions, informing friends and neighbors about our programs.

Testimonial

This is taken from an actual FISH intake form as the volunteer gathered information for eligibility. This family is requesting assistance with rent.

Alice (not her actual name) lost her job and is now going to receive an unemployment check. Her husband's unemployment ran out. He worked at 7-11 and it sold the new owner brought in their own crew.

Landlord says Alice has always paid rent ½ month at a time. Alice has pursued every avenue for help. St. Mary's will contribute \$100.0. She is asking for \$100-150 or anything we can give to help this month. Her unemployment will cover the rent next month.

Resolution

St Mary's paid \$100, FISH paid \$150 and the family paid the remaining \$300.00. They have been able to pay their rent since that time.

Agency: Vina Moses Center

Program Name: FISH Emergency Services

Funding Request \$

Percent of request awarded:

Grant Award \$

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
REVENUE		1	2	3
A	Contributions / fundraising income	\$ 7,000	\$ 3,147	45%
B	United Way Grant funding (current year award)	\$ 3,000	\$ 1,500	50%
C	United Way donor-directed designations	\$ 400	\$ 1,275	319%
D	Grants from government agencies	\$ 9,500	\$ 10,056	106%
E	Foundation grants	\$ 7,000		0%
F	Program service fees			#DIV/0!
G	Other income			#DIV/0!
H	TOTAL REVENUE	\$ 26,900	\$ 15,978	59%

** Use line "D" to report City Social Service Fund award

EXPENSES

I	Salaries	\$ 5,450	\$ 2,728	\$ 1
J	Payroll taxes and employee benefits	\$ 408	\$ 210	\$ 1
K	Professional fees and contracted services			#DIV/0!
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 925	\$ 375	\$ 0
M	Materials and supplies	\$ 300	\$ 88	\$ 0
N	Travel			#DIV/0!
O	Staff and volunteer development / training costs			#DIV/0!
P	Conferences, conventions, meetings			#DIV/0!
Q	Direct assistance to individuals	\$ 19,817	\$ 15,462	\$ 1
R	Miscellaneous expenses			#DIV/0!
S	TOTAL EXPENSES	\$ 26,900	\$ 18,863	70%

Balance \$ - \$ (2,885)

MEMORANDUM



To: Human Services Committee
From: Karen Emery, Director *VE*
David Neighbor, Park Operation and Administrative Supervisor *DAN*
Date: February 23, 2011
Subject: Review of City Council Policy 94-4.07, City Owned or Funded Art Objects on City or Private Property

Issue:

CP 94-4.07 requires this Policy be reviewed every three years by the City Manager and updated as appropriate.

Background:

This policy had been revised in recent years but is due for review.

Discussion:

On December 22, 2010 during their regular meeting the Public Art Selection Committee reviewed the Policy. After discussion they made a motion to affirm the existing City Policy 94-4.07 with no changes. Parks and Recreation staff concur with this motion.

Recommendation:

No changes be made in existing CP 94-4.07, City Owned or Funded Art on City or Private Property.

Review and Concur:

Jon S. Nelson _____ *2/4/11*
Jon S. Nelson, City Manager Date

Attachments

Council Policy 94-4.07, City Owned or Funded Art on City or Private Property.
Public Art Selection Committee 12/22/10 Meeting Minutes

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 94-4.07 **City Owned or Funded Art Objects on City or Private Property**

Adopted May 2, 1994

Revised October 21, 1996
Revised October 5, 1998
Affirmed December 17, 2001
Affirmed May 3, 2004
Revised January 7, 2008
Revised August 3, 2009

4.07.010 Purpose

This policy seeks to improve public access to art and enhance the beauty of the Corvallis community by establishing guidelines for City-owned or funded art on City or private property.

4.07.020 Policy

4.07.021 All decisions on whether or not the City should accept ownership or participate in funding of art objects will be made by the Public Art Selection Commission, and affirmed by the City Council, prior to installation. Procedures for decisions are to be consistent with the guidelines outlined in CP 98-4.12.

The City shall also consider the Visual Artist Right Act (VARA) of 1990 in the participation of funding and accepting art objects on city or private property. VARA protects the rights of the artist and their artwork and states that public art may not be distorted, mutilated or modified, without the written permission of the artist. In addition, the City will secure the artist's permission to move the art prior to acceptance of the artist's work, in the event that it may be in the public interest to relocate the artwork.

4.07.022 Art objects owned or funded by the City may be displayed on public or private property under the following conditions:

Council Policy 94-4.07

1. Any private property displaying City-owned art objects must be within the city limits of the City of Corvallis.
2. Any art placed on private property shall require a written agreement between the City and the property owner(s) and lessee(s) if any, establishing the conditions for such display and identifying the respective responsibilities of each party, including insurance and liability.
3. The art object is to be placed in a location where art is accessible for appreciation by the public. At no time will a fee or charge be required for such access.
4. The costs to the City for art placed on any private property (maintenance, insurance, etc.) shall be minimal. Upon acceptance of the artwork, the City shall be responsible for the proper cleaning, maintenance, and protection of the work within reason, after installation, pursuant to the written agreement with the property owner and with the written instructions provided by the Artist and submitted by Artist at the time of completion. Cost control may be achieved through agreement(s) with a recognized and responsible art or civic group(s) or property owner to maintain such art objects. Any such agreement must be approved by all parties prior to the commissioning of the artwork. The art or civic group(s) must have been in existence for a minimum of three years.
5. The selection process for the artwork and conditions for acceptance, and liability by the City for the artwork shall follow the guidelines set forth in Council Policy 98-4.12 *Guidelines for Public Art Selection*.

4.07.030 Review and Update

This Leisure and Cultural Activities Policy shall be reviewed every three years by the City Manager and updated as appropriate.

City of Corvallis
Public Art Selection Commission
Date: December 22, 2010

Attendance:

Chi Meredith
 Shelley Moon, ACC representative
 E. Ross Parkerson
 Paul Rickey Jr
 Sidnee Snell

Absent:

Shelley Curtis, excused
 Sara Krainik, excused
 Joel Hirsch, City Council

Staff:

Hester Coucke

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for further review	Action/ Recommendations
II. Approval of Minutes	X		Minutes of August 23, 2010 approved as submitted.
III. Staff Reports	X		Commissioners affirmed the current City Policy 94-4.07 without any changes.
IV. Visitors' Propositions			NA
V. Adjournments	X		The meeting was adjourned at 4:40 AM

CONTENT OF DISCUSSION

1. CALL TO ORDER

Chair Sarah Krainik could unexpectedly not make this meeting. Vice-chair Ross Parkerson called the meeting to order at 4:00 PM and had members make introductions.

Enough commissioners were present to make a quorum.

2. APPROVAL OF MINUTES

The minutes of August 23, 2010 were approved as submitted. Paul Rickey made the motion, Sidnee Snell seconded, no objections.

3. STAFF REPORTS

The Commissioners underwrite the current text of the City Policy 94-4.07. There was a discussion 4.07.022, paragraph 4 on maintenance, potentially by art or civic groups. The agreement that the Madison Avenue Task Force made with All Stars Sports about cleaning the dog bowl and keeping it filled with water in the summer came up. It is an often used bowl in summer. Both Chi Meredith as well as Ross Parkerson have kept an eye on it. The Commissioners understand the importance of agreeing upon method of maintenance before commissioning the artwork, as well as working with stable groups to do so. If a group of people would volunteer to take on such a task, but wouldn't be in existence for more than 3 years, they could seek a connection with a group that is.

Chi Meredith made a motion to affirm the existing City Policy 94-4.07, Sidnee Snell seconded, and no commissioners were opposed.

New Business:

The Commissioners revisited the Parks & Recreation's request to review the idea of a (movable) graffiti wall (see minutes 8/23/2010). The bathroom in the Riverfront Park was mentioned in the August meeting as a location, but Chi Meredith feels that it wouldn't be appropriate. Sidnee Snell (who brought up the bathroom as a location previously) agreed; she had a different mental image of the building. She also feels that this one is too close to the fountain and the Park. The rest of the Commissioners concurred, although Shelley Moon said she thought that the Arts & Culture Commission did like the idea and that the proposers of the wall specifically liked the idea of a movable wall.

Ross Parkerson brought up that the architecture of this building should stand on its own, and shouldn't be subjected to "becoming a canvas of artwork, rather than an individual building". He does not appreciate the mixture of purposes.

There was discussion on finding a location in one of the alleys, where Sidnee Snell suggested you could find "a little hidden gem" (think about the Alley Art Surprises!) where the graffiti could fit in so well with the urban feel, the look of paint patched walls.

Ross Parkerson feels that both alleys and the graffiti wall should stand on their own.

The alleys have an established history, filled with left over artifacts and traces of history. He warns that here are tours under development of what the alleys and the traces of history in them mean for Corvallis. He urges not to change the texture of the alleys with

changing spots of color. Sidnee Snell agrees that a graffiti wall requires just the right spot.

Shelley Moon reiterates that the two proposers of the graffiti wall are specifically interested in graffiti in more than one place.

Ross Parkerson asks her if the Arts and Culture Commission would be interested in the minutes of this Public Art Selection Commission discussion and adds that he is pleased the Arts and Culture Commission is taking on the graffiti wall as a focus of interest. Shelley feels that the Arts and Culture Commission would welcome the Public Art Selection Commission minutes.

Chi Meredith remarks that it seems more appropriate to wait until the Arts and Culture Commission presents a concrete proposal to the Public Art Selection Commission, and then respond to that particular proposal.

Commissioners agree, and Ross remarks that the Public Art Selection Commission would be making the final decision.

Shelley Moon asks if the Public Art Selection Commission only deals with visual art; for numerous reasons the answer seems to be yes. Even if a poem is printed on a steel panel and hung in an alley (see Alley Art Surprises along Madison Avenue), it at that point seems to have become a visual element. It is hard to take property of a certain performance, and have it continually accessible to the public, as described in the City Policy.

5. ADJOURNMENT

Meeting adjourned at 4:40 AM

Next meeting TBA

MEMORANDUM

To: Human Services Committee
From: Karen Emery, Director, Parks and Recreation 
David L. Phillips, Park Operations Supervisor 
Date: January 27, 2011
Subject: Herbert Farm and Natural Area (HFNA) Management Plan

Issue:

The Parks and Recreation Department has completed a final draft of the HFNA Management Plan and seeks City Council adoption.

Background:

The Herbert property was one of five parcels around the Corvallis urban growth boundary identified in the mid -1990's as having unique features, quality habitat, view-shed value, and the potential for successful rare plant and wildlife preservation.

The voter-approved bond measure in 2000 provided \$7.9 million to purchase 471 acres of open space property. The acquisition included HFNA and four other parcels: Caldwell Natural Area, Owens Farm and Natural Area, Witham Oaks Natural Area, and Timberhill Natural Area.

The sale, transition, conservation easement rights, and terms of HFNA were as follows: The Trust for Public Lands negotiated the sale of the property from the Herbert family to the City. The City is the Grantor and sole owner of the property, while Oregon Department of Fish and Wildlife (ODFW) is the Grantee and holds a conservation easement, recorded in 2002. Per the easement, the City agreed to collaborate with ODFW to prepare a management plan designed to preserve and protect the conservation values of the property, in perpetuity, as a mitigation site for the Willamette Basin federal hydro-electric dams and reservoirs. In addition, Bonneville Power Administration (BPA) was designated a third party beneficiary with the right, not the obligation, to enforce any terms of the easement. BPA funded, through an intergovernmental agreement between the City and ODFW, the HFNA Natural Resources Inventory and Assessment, completed in 2008, which served as the starting point for the HFNA Management Plan.

The HFNA Management Plan is adaptive in nature, and designed to be implemented in five year intervals. Plan action items and projects are organized under four major site goals:

Goal 1: Conserve, protect, and enhance natural functioning habitats of HFNA, in particular, the prairie, savanna, oak woodland, and riparian corridors.

Goal 2: Manage HFNA agricultural lands in a sustainable manner that affords protection and restoration of natural habitat functions.

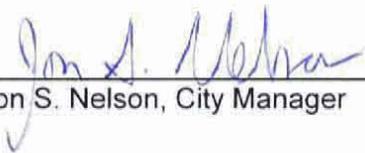
Goal 3: Provide research and educational opportunities to increase public understanding and appreciation of native habitats and their relationship to cultural resources.

Goal 4: Provide recreational opportunities that are compatible with the interpretation, restoration, and protection of native habitat.

Recommendation:

Staff seeks City Council adoption of the HFNA Management Plan.

Review and Concur:



Jon S. Nelson, City Manager



Nancy Brewer, Finance Director

Attachments:

Minutes of PNARB Meeting January 20, 2011

Herbert Farm and Natural Area Management Plan FINAL DRAFT

DRAFT

**CITY OF CORVALLIS
MINUTES OF THE PARKS, NATURAL AREAS AND RECREATION BOARD
JANUARY 20, 2011**

Attendance

Lynda Wolfenbarger, Vice-Chair
Kent Daniels
Betty Griffiths, Greenbelt Land Trust
Jen de-Vries
Randy Willard
Joel Hirsch, Council Liaison
Charles Fisher
Phil Hays
Alejandra Gonzalez

Staff

Karen Emery, Director
Dave Phillips, Parks Operations Supervisor
David Neighbor, Parks and Administration
Supervisor
Iris Benson, Parks Operations Specialist
Sharon Bogdanovic, AIC Sr. Center Sup.
Mark Lindgren, Recorder

Visitors

David Hey

Absent/Excused

Nick Todorovich
Mary Buckman, Chair
Greg Lecuyer, 509-J District Rep.

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introductions	X		
III. Approval of Minutes	X		
IV. Visitors' Propositions	X		
V. Herbert Farm and Natural Area Management Plan			Motion passed to recommend the plan to the City Council for adoption.
VI. Parks and Recreation Department Foundation			Motion passed that board support the department establishing an endowment and a Friends of Parks and Recreation 501(c)(3).
VII. Dogs Off Leash Subcommittee Next Steps	X		
VIII. Goals Update	X		
IX. Staff Reports	X		
X. Subcommittee Updates	X		
XI. Board Member/City Council Liaison Reports	X		
XII. Adjournment	X		The next regular Parks, Natural Areas and Recreation Board meeting is scheduled for 6:30 p.m., February 17, 2010 at the Downtown Fire Station Main Meeting Room.

CONTENT OF DISCUSSION

- I. CALL TO ORDER:** Vice Chair Lynda Wolfenbarger called the meeting to order at 6:32 p.m. at the Parks and Recreation Administration Building conference room at Avery Park.

- II. INTRODUCTIONS.** City Council Liaison Joel Hirsch said that he has a regular conflict at 7 p.m. on Thursdays but could make adjustments as necessary. Director Karen Emery related that Senior Center Supervisor Theresa Brand resigned in December for a job in Eugene and introduced Sharon Bogdanovic, who will serve as AIC Supervisor for the next six to twelve months. Director Emery introduced new board member Phil Hays.
- III. APPROVAL OF MINUTES.** Phil Hays highlighted several corrections to the December 16 minutes. The fifth paragraph on page three should read, "...so this is what needs to be fixed". The fifth paragraph on page five should read, "Emery said the plaza is currently called Riverfront Plaza;..". The first paragraph on page six should read, "; also, the board could ask that investigating..". Kent Daniels moved and Betty Griffiths seconded to accept the December 16, 2010 minutes as corrected; motion passed.
- IV. VISITORS' PROPOSITIONS.** David Hey related that he often hiked at Herbert Farm and Natural Area and that he was present to hear the presentation on the proposed plan for the area.
- V. HERBERT FARM AND NATURAL AREA MANAGEMENT PLAN.** Dave Phillips related that Park Operations Specialist Iris Benson had spearheaded much of the process of coordinating development of the plan. Benson related that a number of partners participated in the process. The area is just south of the urban growth boundary to the south of Corvallis, a mile north of Corvallis Airport, west of 99W, on Herbert Avenue. She illustrated the site boundaries. It was farmed for at least 100 years for grazing, grass seed and wheat production. It was acquired in the open space bond measure in 2000, purchased from the Herbert family, who farmed it for many years.

The purpose of the Plan is to manage its natural resources and the property itself; it does not outline trails or facilities. Most of the property is farmed for annual ryegrass; there is remnant wet prairie, upland prairie, oak savanna, and oak woodland habitat along with a substantial riparian corridor. Muddy Creek joins Mary's River at its southwest corner, with another overflow channel (being called Mac Creek) through the center of the site and floodway swales. The site is mostly bordered with agricultural production.

She said it was important that the Plan had a solid scientific foundation, so prior to its development Salix and Associates inventoried and mapped site features, including soils, flood regimes, wetlands, riparian corridors, vegetation, and rare and sensitive plants and animals. However, there is still not much information on cultural resources and hydrologic information needed for Mary's River bank restoration work.

A stakeholder group oversaw review of the management plan draft and was composed of those with vested interests, including the former property owner's son, the airport, a neighbor, Greenbelt Land Trust, and several other groups. A technical group's members had specific information or knowledge of biological resources on the site, and included Mary's River Watershed Council, Institute for Applied Ecology, and Department of Fish and Wildlife. There were three public meetings to solicit public comment, along with phone calls and written public comment, and site tours.

From this process emerged four primary goals. Goal I is to conserve, protect and enhance natural functioning habitat of Herbert Farm and Natural Area; in particular, prairie, oak savanna, oak woodland and riparian corridor. The stakeholder and technical groups decided that the ecological integrity of the site was the most important thing, and everything else should fall within that framework, since there are rare and endangered plants and animals and habitat types on the site. Goal II was to continue agricultural production in a sustainable manner that fits within that ecological framework, that affords

protection and restoration of natural habitat. Goal III is to provide research and educational opportunities that serve to increase public understanding and appreciation of native habitats. Goal IV is to provide recreational opportunities that are compatible with the interpretation, recreation and protection of native habitat.

She said the intent is to phase in plan implementation in 5-year increments. The plan is dependent on funding and partnerships; there are opportunities for grants. She emphasized the plan was very flexible. At some point Planner Jackie Rochefort will develop a separate conceptual plan that will visualize how recreation will occur on the site. Work on the site is currently underway; buffers along Mary's River and Muddy Creek have been increased to 26 acres. It is planned to use interns to do baseline monitoring. They will try to thin fir near oak trees. She said the ODFW must still finish their review and approve the plan.

Wolfenbarger stated she was very impressed with the plan. Phil Hays said he liked how there were several paragraphs for the reasons behind each goal; he said it was well written. Emery said she sought a motion to recommend it to City Council. Phillips said he had a two-page letter from ODFW that basically asks the department to continue what it is already doing, but there was nothing that would alter the structure of the Plan. He walked the site recently with an ODFW representative and discussed plans; the subsequent letter was very supportive, with no major changes required. He clarified that nothing was needed from BPA; he said he has sought comment from the BPA but hasn't gotten it yet.

Griffiths asked about the status of the farm lease; Benson replied that 26 acres were taken out of farm production for a buffer zone and the farming lease adjusted accordingly, though it didn't affect farm revenue much. The farm lease is on a one-year basis. The farmer was concerned about restrictions on pesticide use, so shifted from winter wheat to annual ryegrass, which requires less management. Benson added that some areas may be shifted over time to agricultural crops that better support restoration. She clarified that no livestock are allowed. Phillips added that some government agencies would prefer that there be no ag use of the site. He said that he liked the idea of showing how multiple use of such properties can work.

Griffiths asked if the Salix inventory was part of the appendix; she said there were some important recommendations she didn't want to get lost; Benson replied it was quite large; Phillips added that it could be available in a separate binding. Griffiths noted that Salix recommendations included reestablishing the hydrological connection to the stream; Benson said the group didn't have enough information on hydrological processes and how that proposal would affect neighbors.

Daniels asked whether the overflow channel was natural; Benson said it didn't appear to be, though it provided good habitat function and flows all year. Daniels asked whether there were plans for a bridge across the overflow channel; Benson said that in the long-term a bridge would be desirable, but it would be very expensive and was many years away. Daniels asked if any adjacent landowners had expressed interest in changing their land use; Benson replied the owner of the land across the Mary's River had expressed interest in restoration efforts.

Daniels moved to recommend the plan to the City Council for adoption; Fisher seconded; motion passed.

VI. PARKS AND RECREATION DEPARTMENT FOUNDATION.

Director Emery said that researching and developing a foundation was among the goals of both herself and PNARB; a subcommittee did research. She said she would present more information for discussion and possibly a motion tonight. She researched establishing a public benefit, non-profit 501(c)(3)

foundation. The process would include soliciting members for the foundation board, establishing bylaws and articles of incorporation, filing for 501c3 tax status, developing an investment plan, selecting an investment company, developing a fundraising plan, and managing and distributing funds. The pros of this model is that the foundation would have control of investing and distribution; typical investment overhead charge is about 0.75%. Cons include that it would take time to set up and nurture the foundation, staff would be needed to provide some ongoing support, and the minimum amount needed for an endowment fund is \$50,000.

She also investigated having an endowment fund with the Benton County Foundation; she and Griffiths met with the executive director and discussed investment philosophies and procedures. The process would include completing a deed form describing the intent of the investment, and establishing a friends group 501c3 to do fundraising. She has talked with both the City Manager and Finance Director. It is important that people doing fundraising for the non-profit are not agents of the City, including the PNARB. Daniels asked whether serving board members could also serve on the Friends group; Emery replied that they could, as private citizens.

Emery said pros to setting up an endowment fund are that it would be very simple and take little time. The Benton County Foundation could manage the investment, with an investment overhead charge of 1%. Their investment firm has a proven track record. The cons include that the Benton County Foundation decides on the distribution amount and the return has never been higher than 4%. It is difficult to liquidate an account (it has never been done); requiring a vote of the BCF board. There could be an agreement to set up for five years with an option to liquidate at that point if desired. The minimum amount to set up an account is \$10,000. There is no control over the investment mix, which includes 60% in mutual funds and 40% in bonds. The money must be held for four quarters before distribution; you cannot refuse distribution but if you don't want it, you may reinvest it. It may have a lower visibility than an independent foundation, though a friends group could raise that profile.

She summarized that the staff recommendation is that the PNARB support the department in establishing an endowment with the Benton County Foundation and establishing of a 501c3 Friends of Parks and Recreation Group.

Griffiths said with a Friends Group you also have to set up a 501c3, as one must with a foundation. Emery related that the Willamalane Parks and Recreation District Director's experience was that people who serve on a foundation are not fundraisers, they are investors. Also, Willamalane renamed their foundation; they would have preferred to go with their local equivalent of the BCF, had it been available. She also talked to the Benton County – City Library Director, who would have preferred to only have one group, instead of the current two groups with similar activities.

Phil Hays related that he had reviewed ordinances and information on forming a 501c3; he highlighted a NOLO book on how to set one up. He recommended setting up a Friends group rather than a foundation. He recommended having separate City and County Friends groups. Griffiths summarized that donors would write checks to Friends of Parks and Recreation, which would in turn write a check to the BCF.

Emery said the BCF has a guaranteed 4% return. If the deed says so, it would simply go to Parks and Recreation. There are already two funds set up with the BCF; one was established by Kermit Roth; the deed calls for 4% to be distributed to Parks and Recreation for color at Kermit Roth Park. Another is set up to distribute 4% to the department to fund teaching swimming lessons. Fisher asked if people could earmark donations; Emery replied people could do that. Griffiths said that the Friends group would promote contributors donating unrestricted funds. Hays noted that as a 501c3, a Friends group could

receive money from other 501(c)3 groups and government; being a 501(c)3 is a benefit. Griffiths noted the City financial investment was extraordinarily conservative; the BCF is appropriately conservative. Daniels noted that the Oregon Community Foundation allows much more freedom to access funds and suggested staff investigate that. Griffiths noted the OCF was much larger than the BCF.

Daniels moved and Fisher seconded that board support the department establishing an endowment and a Friends of Parks and Recreation 501(c)(3); motion passed.

Emery said she would bring the issue back to the board. Wolfenbarger related that Dial-A-Bus started an endowment with the OCF. In response to Griffith's query, Emery noted the Senior Citizen Foundation of Benton County's purpose is to support senior programs in Benton County; they have historically contributed mostly to the Senior Center. Recently they've hired a consultant to look at practices, bylaws, community needs, etc, and are looking at reshaping themselves. They currently work with an investment firm. Emery said Hays had volunteered to work with her on the process. Hays said the hard part will be to get a board of directors. Emery will make a presentation to the City Council, though Council approval was not needed.

VII. DOGS OFF LEASH SUBCOMMITTEE NEXT STEPS. Betty Griffiths said the group had not met yet; she said that the group will also look at dog license fees, and the intent was to look at dogs off leash policy at Crystal Lake Sports Fields (within Willamette Park) and to look at education. Emery said that she will look at providing staff support for the committee. Emery recalled that Liz Delorenze had also signed up to serve. Mark Lindgren suggested contacting the Willamette Dog Users Group.

VIII. GOALS UPDATE. Wolfenbarger asked for feedback on the revised goals. Griffiths said there was a draft agreement between Greenbelt Land Trust, the City and the County for partnership and collaboration on the Jackson-Frazier area (not the entire watershed). They will contact nearby property owners. She related that the County rep was taking the lead on composing a MOU. Phillips added he'd contributed information on the legal aspects.

Griffiths related that the Willamette Reach group is doing planning and projects on the section of the river between Corvallis and Albany; it may include Alan Berg Park. The Meyer Memorial Trust may fund some of the Willamette Initiative projects. Project partners are seeking goals and objectives for planning and specific projects. Phillips said that Oregon State Parks may also participate with the Horseshoe Bend area in that stretch of the river. Griffiths said they are coordinating grant seeking.

Emery highlighted the joint meeting with PNARB and the boards of the Benton County Natural Areas and Parks and Greenbelt Land Trust on March 17 at the Madison Avenue Meeting Room at 6:30 p.m. Phil Hays will present a report on trails.

IX. STAFF REPORTS. Emery related that once the levy is a certified measure, there are severe constraints on what board members may discuss while they have their PNARB hats on. She will bring information on those restrictions. The council this week voted to place a levy on the May ballot for 45 cents per \$1,000 assessed value, raising about \$1.7 million. It would fund the senior center and the aquatic center (together about \$720,000), hours at the library (\$330,000), \$130,000 for social services and the balance to the library. If the levy does not pass, the department will be obligated to close the Senior Center and the Aquatic Center.

Fisher noted that it wouldn't affect other department reductions. Emery said that the department has already cut \$600,000 this fiscal year; a \$720,000 reduction was proposed for FY 2011-2012 by closing two facilities. Hays asked how much it cost to keep the facilities closed; Emery said it would cost

\$198,000 per year to keep the aquatic center closed and about \$25,000 to keep the senior center closed. Fisher asked about Dial-A-Bus; Wolfenbarger replied that Dial-A-Bus formed a 501c3 and is currently looking at other facilities. Emery said closing the Senior Center would affect the Senior Meals program, since the program uses the kitchen there, and it would be hard to find another appropriate kitchen. It would also affect Linn-Benton Community College, which holds some classes there, along with a number of Parks and Recreation programs.

Emery related that Betty Griffiths was a Corvallis-Benton Chamber Coalition First Citizen finalist, and that Alejandra Gonzalez was awarded the Future First Citizen. Emery related she got an email this morning from the Benton County Skate Board Alliance; the group got a donation of helmets and other gear from Van's ProTee and will donate some to the department for its Learning to Skate program. Staff are building a budget including the Senior Center and the Aquatic Center. Staff applied for the Shooting Star Trail restoration. Staff also created sustainability projects for 2011-2012. The Polar Bear Swim had its highest attendance to date; it was noted it was extremely cold. Gonzalez highlighted a fundraiser for the Jackson Creek Youth Shelter, raising about \$700. Emery said staffer Iris Benson made a 15-minute presentation on invasive weeds to CBUF. Phillips added staff attended a presentation on invasive plants.

Phillips said Steve McGettigan was interviewing candidates for the Parks intern program, which has been expanded to include GPS projects. Emery related that wiring for lights was being replaced at Central Park. The department applied for a noxious weeds grant.

The Senior Center is hosting a trip to a crab feed in Yachats. The CHS Leadership Class is sponsoring a dance April 9 at the Center for all ages of adults. The Spring/Summer Activity guide is in production and will come out March 18. The Osborn Aquatic Center is hosting a school district swim meet on February 12; about 350 students will participate. There will be an open gym on Sundays at Linus Pauling, where kids in grades 5-8 may drop in to play basketball during winter; it worked out well last year.

Emery related that Planner Rochefort was presenting the CIP tonight to the Budget Commission; the Planning Commission reviewed the CIP last night. She said Rochefort was beginning work on a master plan for Tunison Park; she said it would tie in well with the Healthy Kids/Healthy Communities initiative; Gonzalez volunteered to represent the board in the process.

Phillips said there will be new conduit and cable for Central Park lighting and incorporating energy saving lights; there should be a contract in about a month. He said rising river levels have required periodic cleaning of the Crystal Lakes Sports Field parking lot. He said there will be an RFP soon for investigating a Parks and Recreation District. He said the Sustainable Initiative Fee (SIF) for the Urban Forestry Management Plan was a bright spot; code amendments are done and staff are working on preparing to implement it. He clarified that the SIF budget is for contract or casual labor, not staff labor.

He highlighted upcoming union negotiations. He met with Willamette Disc Golf representatives; the sport is quite large; they discussed holding tournaments to raise revenue.

X. SUBCOMMITTEE UPDATES. None.

XI. BOARD MEMBER/CITY COUNCIL LIAISON REPORTS. Griffiths noted the Greenbelt Land Trust annual meeting conflicts with the next PNARB meeting in February. She will inform members on upcoming GLT workshops. About 140 people attended a GLT workshop on bats last night. She asked whether members were interested in a tour or presentation on Bald Hill Farm, 500-odd acres adjacent to

Bald Hill Park, which the GLT has an option to purchase. She said that it would be helpful to get a motion from the board recommending the City Council write a letter of support for a GLT grant proposal for the site.

Jen de-Vries highlighted the grand opening of the new OSU field project and a soft opening on February 18 for renovations of the McAlexander Fieldhouse.

XII. ADJOURNMENT: Meeting adjourned at 8:03 p.m.

Herbert Farm and Natural Area

Management Plan

2011 to 2021

City of Corvallis
Parks and Recreation Department



In Cooperation:

This document was prepared by City of Corvallis Staff and Margie Powell with the following partners:

City of Corvallis

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 Karen Emery, Director, Parks and Recreation

Herbert Farm and Natural Areas Stake Holder Group Members

Xanthippe Augerot, Mary's River Watershed Council
 Karen Fleck-Harding, Mary's River Watershed Council
 Don Herbert, Land owner
 Kent Daniels, Parks, Natural Areas and Recreation Board
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Executive Summary:

Herbert Farm and Natural Area (HFNA) is a significant natural resource due to its remnants of declining historic Willamette Valley habitat. Despite a century and a half of agricultural use, the property retains some diverse natural features including quality native prairie, savanna, forest and riparian ecosystems.

HFNA provides an outstanding ecological, recreational, educational, and cultural resource and opportunity for the City of Corvallis to protect and expand rare species populations, and to manage and restore rare habitats of the Willamette Valley.

Natural habitat at HFNA hosts eight rare plant species, five that are federally or state listed as threatened, endangered or candidate species and three that are considered locally rare. Additionally, two of the nine species of amphibians and reptiles observed there have special conservation status, as well as five of the sixty-one avian species observed. Seven additional wildlife species with special conservation status are believed to inhabit the oak woodland, shrubby riparian areas and prairie remnants of the HFNA.

HFNA provides critical aquatic and terrestrial linkages between the Muddy Creek drainage, the Mary's River west to the Coast Range, and downstream habitats to the Willamette River. HFNA lies within a "conservation opportunity area" (COA), and is one of twenty-seven COA's identified in the Willamette Valley by the Oregon Conservation Strategy. The COA designation seeks to promote protection and enhancement of these identified habitats and species, as well as protection of the connectivity between William L. Finley National Wildlife Refuge and the Mary's River corridor.

HFNA provides opportunities to develop partnerships with natural resource agencies, educational institutions and conservation groups. The City of Corvallis and its partners reciprocally benefit from the sharing of habitat lands, management techniques, research and findings.

HFNA is identified primarily as a resource conservation natural area, and it presents an outstanding opportunity for public recreation. The City of Corvallis and Oregon Department of Fish and Wildlife (ODFW) agree the site is suitable for recreation so long as it does not interfere with habitat restoration efforts. Recreation opportunities include walking, botanizing, wildlife viewing and scenic enjoyment.

HFNA is a large, complex, multiple use property. All projects and recreational uses should protect the ecological and cultural integrity of the site. Restoration and management will be phased over many years of work, planning, and adaptive management.

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Partners

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The Herbert Open Space Property Natural Resources Inventory and Assessment

(Bound separately)

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Chapter 1: Introduction

Mission Statement

HFNA provides an outstanding ecological, recreational, educational, and cultural resource for the community of Corvallis. Management strategies for HFNA will emphasize maintaining and restoring the sites ecological attributes. Agricultural practices on HFNA will be managed to be compatible with natural and cultural resources.

Recreation will be encouraged in the form of trails, picnic areas, interpretation, and wildlife viewing. Impacts from recreational use will be monitored and adapted to protect rare species and their habitat needs.

HFNA will be a living classroom to reflect the rich ecological and cultural resource of the property. Educators, students, researchers and volunteers conduct studies and projects that achieve the goals and objectives outlined in this plan, through the stewardship of Parks and Recreation.

Management Plan Goals

This management plan will be implemented over a ten- year period, in collaboration with stakeholders and the public. The next step will be to develop a master plan that will outline the placement of trails and other park amenities. The master plan will essentially be an illustration of the management plan. The intention of this plan is to ensure successful management and maintenance of the site as an ecological, recreational, educational, and cultural resource in perpetuity.

This plan provides a comprehensive policy framework to guide future decisions regarding public access, preferred uses, and management of environmental and agricultural resources. It is recommended that this plan be reviewed and updated, where appropriate, every five to seven years.

The goals of the HFNA Management Plan are to:

1. Develop a management plan specific to HFNA that will help guide and prioritize the management activities on the site.
2. Develop, document, and adapt specific goals and City policy objectives regarding natural area management.
3. Provide for the continuing assessment and measurement of existing natural, cultural, and historic resources.
4. Develop a multiple-use demonstration area.
5. Address the continued assessment and evaluation of community needs and values related to access, preferred use, future opportunities and constraints.

6. Assist in the development of management strategies, restoration initiatives, and best management practices and recommendations for long-term site sustainability.
7. Develop an adaptive management approach for the short and long-term success of specific site management goals.
8. Provide a framework for compliance consistent with the site conservation easement.

Planning Process and Public Involvement

The planning and public involvement process for this project occurred in three distinct phases. Phase One included the data collection, research and analysis resulting in the October 2008 HFNA Natural Resources Inventory and Assessment Report (bound separately due to document size).

Phase Two consisted of an iterative process in which the plan was drafted, and reviewed by a stakeholder and technical group. The HFNA Management Plan was written by a collaborative effort comprised of 1) a technical writer 2) the HFNA Stake Holder Group 3) the HFNA Technical Group and 4) City of Corvallis Parks and Recreation Department Staff.

The draft was then presented to the public in three meetings. Public comments were reviewed by the stakeholder group and incorporated in the plan where applicable to form the final draft. Meeting minutes are included in Appendix G. The final draft was presented to the Parks, Natural Areas, and Recreation Board (PNARB) at their January 20th, 2011 meeting.

Corvallis Parks and Recreation's Natural Area System (Map 1.1, page 11)

Since the 1970's, Corvallis has been acquiring property for its open space and natural area system through land donations and purchases.

The Herbert property was one of five parcels around the Corvallis urban growth boundary identified in the mid -1990's as having unique features, quality habitat, view-shed value, and the potential for successful rare plant and wildlife preservation.

The voter-approved bond measure in 2000 provided \$7.9 million to purchase 471 acres of open space property. The acquisition included HFNA and four other parcels: Caldwell Natural Area, Owens Farm and Natural Area, Witham Oaks Natural Area, and Timberhill Natural Area (Map 1.2, page 12).

The sale, transition, and the conservation easement rights and terms of HFNA are as follows: The Trust for Public Lands (TPL) negotiated the sale of the property from the Herbert family to the City of Corvallis. The City of Corvallis is the Grantor and the sole owner of the property, while ODFW is the Grantee and holds

a conservation easement (Appendix A) on the property. The City of Corvallis agrees to preserve and protect the conservation values of the property in perpetuity as a mitigation site for the Willamette Basin federal hydro-electric dams and reservoirs. Bonneville Power Administration (BPA), as a third party beneficiary, has the right, but not the obligation, to enforce any and all terms of the conservation easement.

As stated in the easement, the property possesses natural, scenic, educational, recreational, agricultural and fish and wildlife values of great importance to ODFW and the citizens of Oregon.

Specific easement values that are to be preserved and protected include:

- Significant natural habitat, in particular riparian and riverine communities, wetlands and savannas
- A natural area which contributes to ecological viability of nearby parks
- A scenic landscape and natural character that would be impaired by development
- A scenic panorama
- Relief from urban closeness
- Preserving the property enables the City to integrate the conservation values with neighboring lands
- Both ODFW and the City of Corvallis recognize the importance of the property as an ecological, recreational and scenic resource

The easement was recorded on June 13, 2002. A Memorandum of Agreement (MOA), between the City of Corvallis and ODFW, was also recorded on June 13, 2002, and is located in (Appendix B).

Site Description and Location

The 221 acre HFNA is located in Benton County, at the southern edge of Corvallis, just west of Highway 99 and a mile north of the Corvallis airport (Map I.3, page 13). HFNA is outside but adjacent to both the Corvallis City limits and the Corvallis Urban Growth Boundary (UGB).

The entire property is currently zoned Exclusive Farm Use, as are all the neighboring properties. Areas in the southwest portion of HFNA have never been cultivated and retain diverse natural features, including upland prairie, oak savanna and forest plant communities (Site Photos, pages 14, 15, 16).

The terrain of the property is generally flat. There are numerous remnant flood channels and swales that cross from southwest to northeast, formed by past floodwaters of the Mary's River and Muddy Creek.

The Mary's River and Muddy Creek converge on the western border of the site providing unique riparian corridor connectivity and enhancement potential. The Mary's River, one of five major coast range tributaries of the Willamette River, flows east and south out of the Coast Range, and forms the northwest boundary of HFNA.

The over flow channel (Matt Creek) crosses the middle of the site. During the wet season, this channel carries a significant volume of water and limits access to the northwest portion of the property. Matt Creek retains standing water pools year-round. Where natural vegetation exists along the riparian corridors along the Mary's River, Muddy Creek and Matt Creek provides important habitat connectivity.

Two miles downstream from HFNA, the Mary's River empties into the Willamette River in Corvallis. HFNA is an important element in an interconnected riparian network of natural areas identified for protection in south Corvallis by many conservation groups such as the Mary's River Watershed Council, Greenbelt Land Trust and Natural Resources Conservation Service.

Site Access

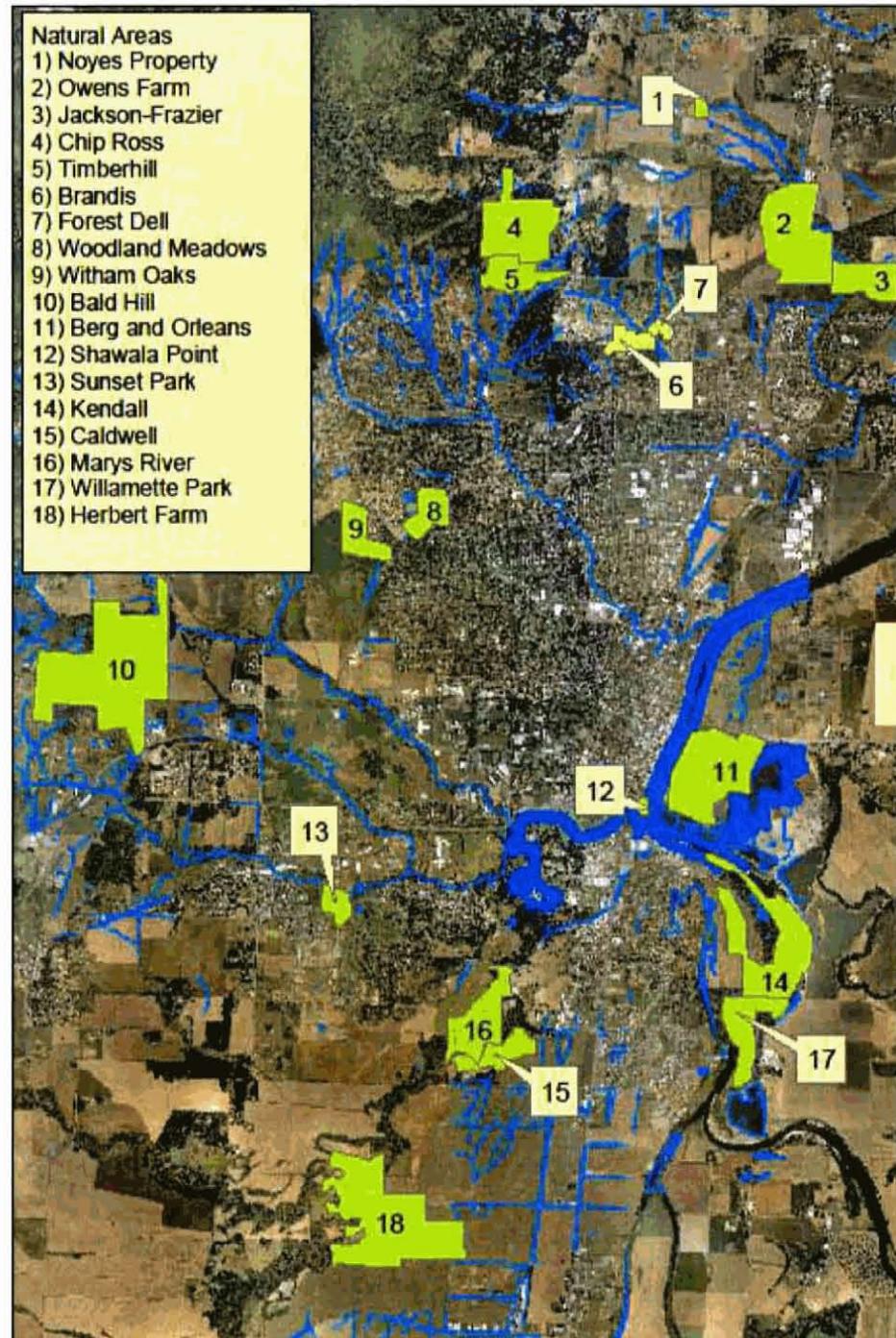
Existing vehicle access to HFNA is on Herbert Avenue, west from Highway 99W. There is a kiosk and small parking area on Herbert Avenue, just past the Herbert family farm house at the northeast corner of the property. The gravel road continues west, north and west, ending with a locked gate east of Matt Creek.



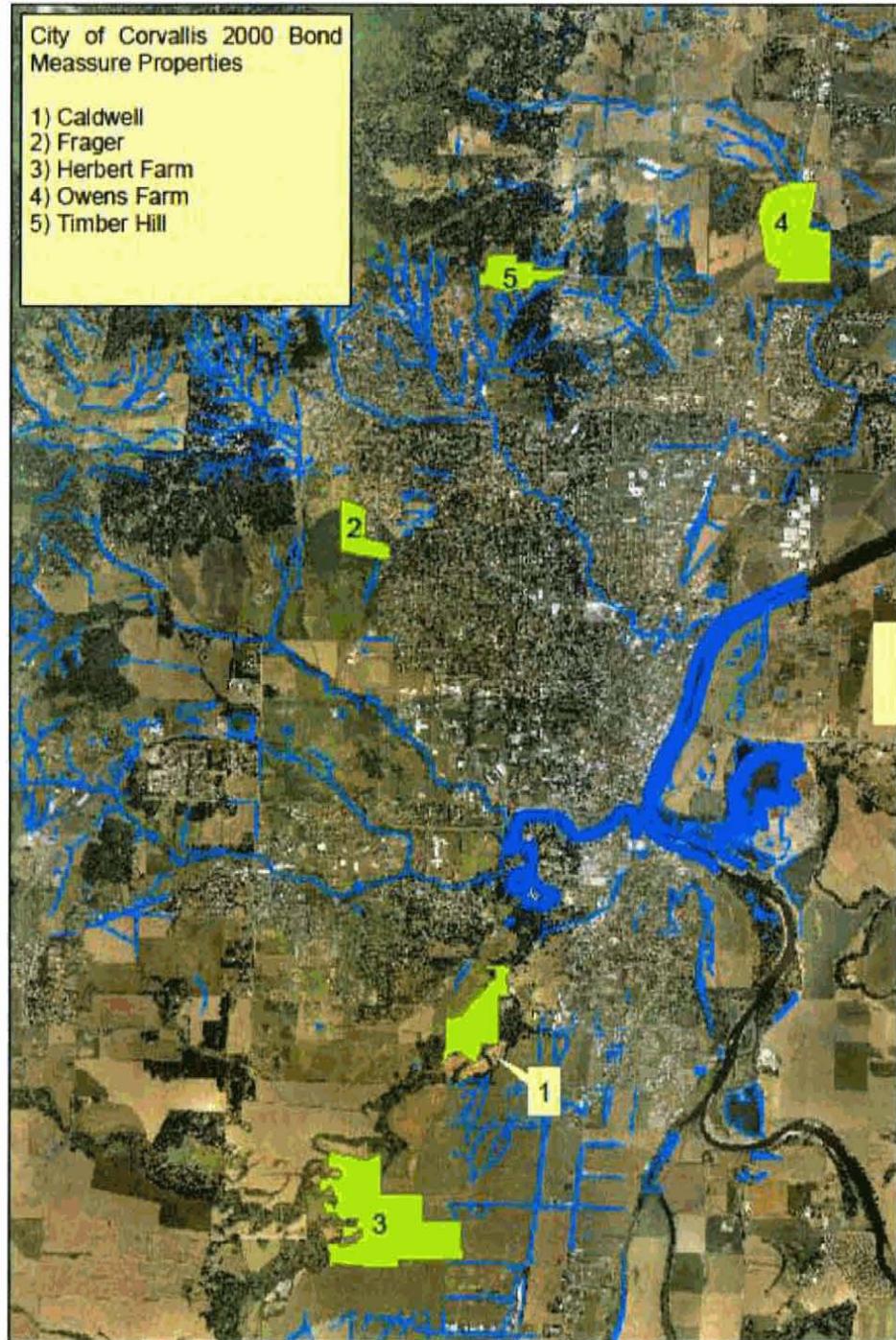
Looking West on Herbert Road

Vehicular access beyond the gate is restricted to Parks and Recreation staff and leased agricultural use. Parks and Recreation controls and monitors walk-in only citizen use of HFNA. There is no public transit service to the vicinity of HFNA, although there is a bicycle lane on Highway 99. Herbert Avenue is an adequate gravel surface for mountain bikes, but difficult for bicycles with road tires. Corvallis Municipal Airport is located less than one mile south of HFNA and provides the citizens of Corvallis and the mid-Willamette Valley with a large, safe, all-weather general aviation airport for fixed and rotary wing aircraft flight training, private aircraft recreation and storage, air ambulance service and heavy lift helicopter firefighting operations.

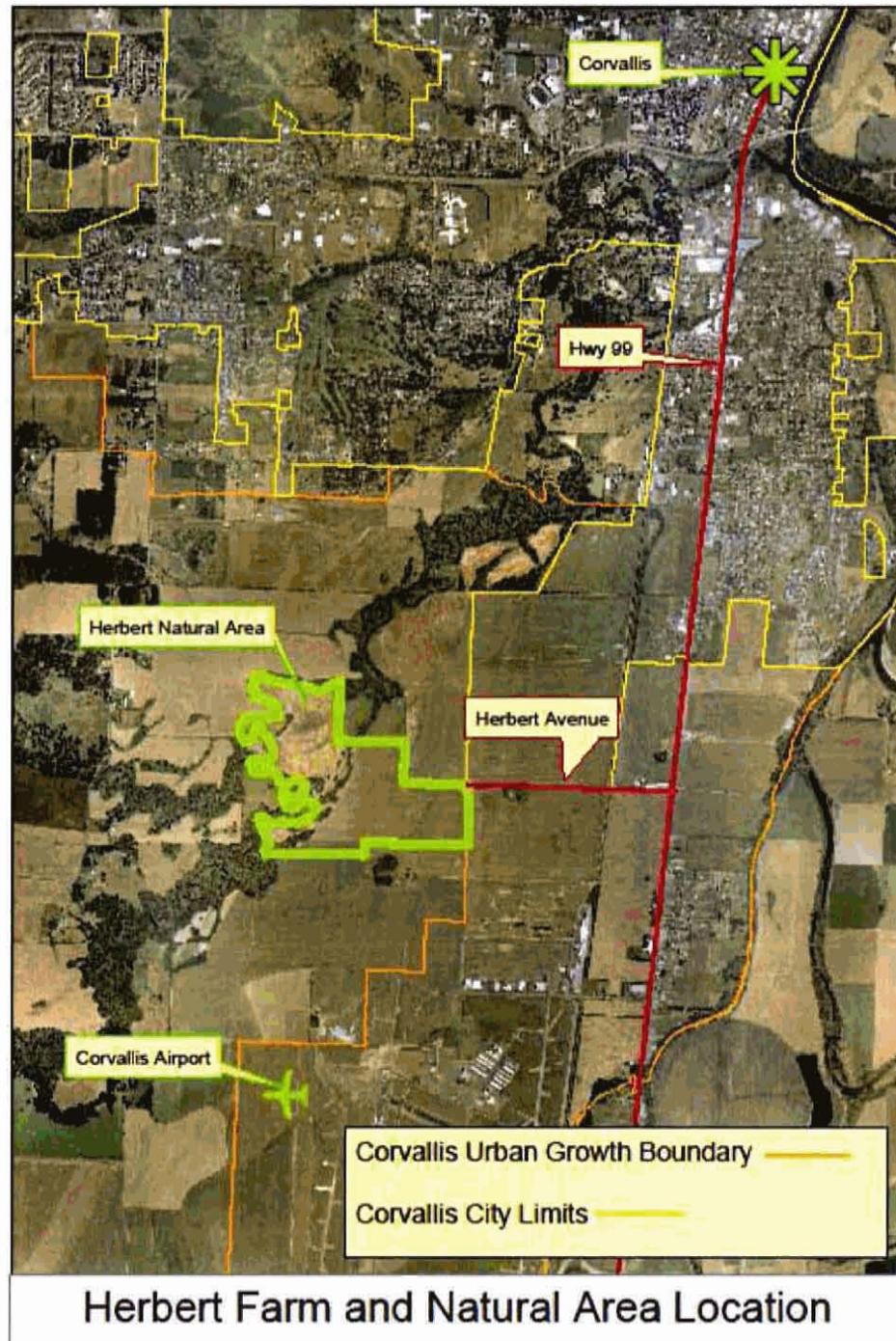
Currently, the human population of the region seems to apply very little immediate pressure to the native habitats of HFNA. The City of Corvallis has a current population of approximately 55,000. However, the population is increasing and could, at some time in the future, exert more immediate threats to the native biology of HFNA.



Map 1.1 Corvallis Parks and Recreation's Natural Area System



Map 1.2 2000 Bond Measure Properties



Map 1.3 HFNA Site Location

Site Photos (Map 3.1, page 53)



Polygon Q view S (Map 3.1, page 52)



Polygon Q view NE



Polygon RS view N



Polygon RST view S



Muddy Creek



Polygon N



Swale at east end in agricultural land



Agricultural land



View west onto site



Swale in agricultural land



Oak woodland fir encroachment





Small pond on Matt Creek



Mary's River



Erosion along Mary's River



Mary's River and Muddy Creek Confluence



Muddy Creek



Muddy Creek

Chapter 2: Natural Resources

Sensitive Species Conservation

HFNA is a significant public natural resource due to the presence of remnant, declining, and historic Willamette Valley habitat (Map 2.1, 2.2, 2.3, aerial photographs, pages 30-32). Despite a century and a half of agricultural use, the property retains some diverse natural features including quality native prairie, savanna, forest and riparian ecosystems. Natural habitat at HFNA hosts eight rare plant species, five that are federally or state listed as threatened, endangered or candidate species and three that are considered locally rare.

Additionally, two of the nine species of amphibians and reptiles observed at HFNA have special conservation status, as well as five of the sixty-one observed avian species

Seven additional wildlife species with special conservation status are believed to inhabit the oak woodland, shrubby riparian areas, and prairie remnants of HFNA. As stated in chapter 1, HFNA presents an outstanding opportunity for the City of Corvallis to protect and expand rare species populations, and to manage and restore rare habitats of the Willamette Valley.

The Herbert Open Space Natural Resources Inventory and Assessment was conducted by Salix and Associates in 2008 to identify important natural features, and to generate information to assist the City of Corvallis in developing a management plan for the site. The assessment includes hydrology, hydrogeomorphic processes, soil type descriptions, historic and current vegetation, rare plant surveys, invasive and encroaching plants, a wetland inventory, and fish and wildlife inventories.

In 2007, Benton County and the City of Corvallis signed a Declaration of Cooperation for the goals and objectives of the Habitat Conservation Plan (HCP). Benton County developed the HCP to address how they intend to manage for rare native species, and their habitats, on County properties and select non-Federal public and private properties within Benton County, while allowing otherwise lawful activities to be performed on those properties. HFNA is outside the Corvallis City limits, but within Benton County. By the fall of 2009, the HCP was in the final draft stage. HCP guidelines will assist in the development of the HFNA Management Plan regarding incidental take coverage and mitigation requirements.

In addition to the HCP, a number of other documents and codes oversee the protection and enhancement of natural resources within Corvallis and surrounding areas (Appendix C) for additional provisions. The following sections in this

chapter are a summary of information gathered from the Natural Resource Assessment conducted by Salix and Associates.

Soils and Hydrology

Soils on the east side of the property are Willamette flood plain soils (Map 2.4, page 33). Contributing to this finely textured clay is glacial outwash from the Cascades, overlain by layers of ancient Missoula Floods material and the more geologically recent Mt. Mazama ash composition, all of which contribute to its very slow permeability. Soils on the west side, carried by the Mary's River and



Consultants conducting soil analysis

Muddy Creek, are coarser and better drained due to their sedimentary origins in the Coast Range. At the confluence of Muddy Creek and the Mary's River, and less than two miles west of the Willamette River, is a mixing zone of materials from different soil source areas and hydrologic conditions.

As Euro Americans settled and began farming the Willamette Valley, they channelized streams and built ditches and dikes in efforts to control flooding and carry water away from areas designated for agriculture and development. As a result, complex stream systems with multiple, shallow channels were greatly simplified and confined to single, deeper channels, accelerating down-cutting and continued lowering of the water table.

On HFNA, berms were built on Muddy Creek to help channel the flow, and Matt Creek was likely enhanced to help channel the flow and reduce flooding.

Additionally, flood control dams built on the Willamette River system have altered the natural flooding regime. The dams trap sand, gravel and other sediments in reservoirs, and reduce high flows in late winter and spring that used to transport and deposit large quantities of these sediments on the Willamette Valley floor. Only rare, large flood events still occur as a result of heavy rain or snow events.

HFNA, except for a small portion at the eastern end, is mapped within the Federal Emergency Management Agency (FEMA) 100 year flood hazard zone (Map 2.5, page 34). In 1996, the Mary's River, Muddy Creek and Matt Creek all overtopped their banks, and reverse flow has been observed in Matt Creek due to the damming effect of high water of the Willamette River at its confluence with the Mary's River (Map 2.6, page 35).

Although significantly altered, this complex pattern of soils provides a foundation for a variety of habitats for plants, animals, and other life forms. Though much has been altered or converted to agriculture, a small amount of these habitats remain in good condition and can accommodate native species.

Wetlands

The Herbert Open Space Natural Resources Inventory and Assessment identifies roughly 75 acres of wetland, 70 of which are in agricultural fields with five acres in uncultivated areas including and surrounding Matt Creek (Map 2.7, page 36).



Vernal Pools in Oak Woodland

The majority of the wetlands at HFNA are located in the agricultural field in the eastern half of the site. Because they are cultivated annually, they have almost no native wetland vegetation. Where the swales are cultivated less frequently, more wetland vegetation is present.

These wetlands have relatively low habitat value, however, they provide nesting opportunities for Streak Horned Lark. Wetlands in the uncultivated areas both east and west of Matt Creek contain wet prairie and vernal pool vegetation dominated by both native and non-native plant species, including Tufted hairgrass, Water foxtail, Reed canarygrass, and a variety of other grasses and forbs.

Although some areas are impacted by invasive species, these wetlands are generally of high value because of the rare native prairie and vernal pool habitats and species they contain, and the potential oviposition sites for Northern red-legged frogs and other amphibians. These wetlands present an opportunity to restore historic habitat and function.

Riparian Setbacks

Benton County and the City of Corvallis have established riparian setbacks, which limit development along stream corridors. Outside the Corvallis City limits and the Urban Growth Boundary (UGB), the county setback of 50 feet from top-of-bank applies to all streams (Map 2.8, page 37). Within the City limits and UGB,



Erosion along Mary's River

the setback varies depending on the size of the stream's drainage basin. For drainage basins over 160 acres, the setback is 100 feet from top-of-bank, except for the Willamette and Mary's River's which have setbacks of 120 feet from top-of-bank (City of Corvallis General Code Section 4.13).

If the City of Corvallis decided to apply the City's setbacks at HFNA, the setbacks would be 120 feet for the Mary's River and 100 feet for Muddy Creek and the Matt Creek.

Habitat Connectivity

HFNA provides critical aquatic and terrestrial linkages between the Muddy Creek drainage, the Mary's River west to the Coast Range, and downstream habitats to the Willamette River. HFNA lies within a "Conservation Opportunity Area" (COA), one of 27 COA's identified in the Willamette Valley by the Oregon Conservation Strategy. The COA designation seeks to promote protection and enhancement of these identified



Looking west across Mary's River

habitats and species, as well as protection of the connectivity between William L. Finley National Wildlife Refuge and the Mary's River corridor.

The Oregon Conservation Strategy identifies native grasslands, oak woodlands, wetlands, riparian areas, and aquatic habitats as Strategy Habitats (Oregon Department of Fish and Wildlife 2006).

In addition to the Oregon Conservation Strategy, Benton County is in the process of drafting the Benton County Prairie Conservation Strategy (BCPCS). The strategy outlines at-risk habitats and species within Benton County, potential management strategies, and potential site locations and priorities for conservation.

These habitats have been determined to be important for conservation of native biodiversity and rare native species. Although the majority of the site is actively farmed, HFNA contains small, but high quality examples of upland and wetland prairie, oak savanna, and riparian forest and shrub habitats.

Muddy Creek and the Mary's River provide aquatic habitats along the western and northern borders of the site.

The following sections summarize historic vegetation, current vegetation, rare plants and invasive and encroaching plants.

Historic Vegetation

Prior to Euro American settlement in the early to mid-1800's, habitats in the Willamette Valley were managed by the native Kalapuya people, particularly through the use of fire to manipulate habitats and enhance resource availability (Map 2.9, page 38).



Oak woodland

The Kalapuya likely burned at low elevations to encourage growth of food plants (camas, tarweed, yampah, etc.), enable easier collection of acorns and (toasted) grasshoppers, facilitate game hunting (during and after burns), make travel easier, and encourage stump sprouts of willows and hazelnuts which were harvested for basketry.

The frequent setting of fires maintained most of the Willamette Valley as prairie and oak savanna with broad, wooded riparian corridors, which is the condition the HFNA site was likely in for thousands of years. Vegetation maps created from surveyor's notes from the 1851 General Land Office (GLO) indicate that most of the site was upland and wet prairie, and that riparian forest bordered Muddy Creek and the Mary's River.

After Euro American settlement, most native habitats were lost through conversion to agriculture and development. Wetland and riparian areas decreased due to drainage and other water control methods such as ditching, diking, directional plowing and dam construction.

Remaining natural habitats declined due to cessation of burning, which allowed for encroachment of native woody vegetation such as Douglas-fir and poison oak into former prairie, savanna and oak woodland habitats. The introduction of invasive exotic species further contributed to historic habitat demise.

The riparian corridors of the Mary's River and Muddy Creek have been substantially narrowed from early aerial photographs due to gradually increasing the areas of cultivation.

Some areas were considered too wet to farm, and grazing and haying in these areas helped maintain somewhat open habitats by keeping in check woody species such as rose, poison oak, Oregon white oak and Douglas-fir. These open areas, adjacent to both the east and west sides of Matt Creek, are denser than they were prior to settlement, with maple and fir growing well in the absence of fire. In

addition to crowded stands of mixed oak and Douglas-fir, these areas retain some open-grown oaks and native habitat elements, and contain some small, but high quality, examples of upland and wetland prairie, oak savanna and riparian forest and shrub habitats. These are the areas that provide immediate restoration opportunities.

Current Vegetation

The current vegetation of HFNA was mapped and described during field inventories in 2006 and 2007 (Map 2.10, page 39). Vegetation maps and detailed polygon descriptions can be reviewed in the Herbert Open Space Natural Resources Inventory and Assessment. The following table summarizes the habitat types, the amount of acreage they comprise, and the polygons in which they occur.



Daucus carota, Wild Carrot

Table 2.1. HFNA Habitat Types with Acreages and Polygon Locators

Habitat Type	Acres	Polygons
Native Prairie, wetland & upland	4	G,J,R,Q
Non-native Grasslands, wetland & upland	11	B,F,I,S,U,V,Y,Z,AC,AE
Savanna	5	T,X
Upland Forest/Oak Woodlands	7.5	A,E,H,M,W,AA
Riparian Forest/Woodlands	10	C,K,N,P,AB,AD
Riparian Scrub-shrub	3.5	D,L,O
Agricultural Lands	173	AG
Total	214	

Remnants of native-dominated habitats are concentrated in two areas. One area is east, west and south of Matt Creek, which runs from southwest to northeast through the center of the site. This area contains significant prairie, savanna and forest habitats and a concentration of populations of several rare prairie and savanna plant species. These non-forested areas are mowed late in the growing season which serves to control woody plant encroachment and maintain open habitat.

Remnant native wet prairie and vernal pool habitats are present in swales and depressions east and west of Matt Creek. Tufted hairgrass, California oatgrass, as well as some native annuals are important native components of these wet prairies. An area of oak savanna is located west of Matt Creek, featuring widely

spaced, large oaks and a large dense population of Common camas. Rare plants including Nelson's checkermallow, Meadow checkermallow, Thin-leaved peavine and Western geranium are present here.

Several small patches of mixed stands of Oregon white oak and Douglas-fir are scattered in the southwest corner of the property on both sides of Matt Creek. Douglas-fir generally overtops Oregon white oak, causing oak decline.

Additionally, native habitat is present in the narrow riparian corridors along the Mary's River, Muddy Creek, and Matt Creek. Within these narrow strips, forests of Oregon white oak, Oregon ash, Bigleaf maple and Douglas-fir alternate with scrub-shrub habitats dominated by Willows, Armenian and/or European blackberry, Common snowberry, Nootka rose and Pacific ninebark.

Where riparian forest is present, large trees shade the streams and help to cool the summer water temperatures. Native scrub-shrub also provides some cooling shade along Matt Creek. The riparian corridors are significantly wider on the neighboring properties on the opposite side of Muddy Creek and portions of the Mary's River. Restoration opportunities exist here to improve the riparian system as a whole.

Rare Plants

Surveys for rare vascular plants were conducted in all habitats that are not actively farmed, including uncultivated, remnant prairie areas, riparian corridors, oak and mixed forests, hedgerows, fence lines and property boundaries. The surveys took place during the spring and summer of 2006 (Maps 2.11, 2.12, pages 40-41).

The Oregon Conservation Strategy (ODFW 2006) identifies strategy vascular plant species that have small or declining populations or are otherwise at risk. The strategy species include all Willamette Valley plant species listed as endangered or threatened under the federal and state Endangered Species Act.



***Fritillaria biflora*,
Checker Lilly**

Rare plant surveys targeted these strategy species as well as Candidate Species and Species of Concern that have been documented in the central Willamette Valley or have potential to occur at HFNA. Plant species on the Oregon Natural Heritage Information Center (ONHIC) Lists 1 through 4 and rare species of Benton County listed by the Corvallis Chapter of the Native Plant Society were also searched for.

Eight rare plant species were found during site surveys, all of which are associated with prairie, oak savanna and/or riparian forest habitats. Populations of two federally listed threatened plant species were found: Kincaid's lupine and Nelson's checkermallow. Kincaid's lupine grows in upland prairie on the west side of Matt Creek, and is the preferred host plant of the federally listed Endangered Fender's blue butterfly. No Fender's blue butterflies were found during site surveys.

A small population of Nelson's checkermallow was found in moist areas of oak savanna habitat west of Matt Creek. Additionally, two federal Species of Concern, Peacock larkspur and Thin-leaved peavine, and one state Candidate species, Meadow checkermallow, as well as three locally rare species, Western geranium, Large-fruited lomatium, and nineleaf lomatium were found in prairie and/or in forest patches that are former oak savanna. See Table 2.2.

Table 2.2 HFNA Rare Plants with Status, Habitat and Polygon Locators

Species Name	Federal Status	State Status	Locally Rare	HFNA Habitat	Polygons
Kincaid's Lupine*	Threatened			Upland prairie	Q
Nelson's Checkermallow*	Threatened			Wetland prairie, Savanna	R,T
Peacock Larkspur*	Species of Concern			Upland prairie	Q
Thin-leaved Peavine*	Species of Concern			Upland prairie, Savanna, Forest, Riparian forest	A,F,H,K, M,N,Q,T, W,X
Meadow Checkermallow*		Candidate		Upland and wetland prairie, Savanna, Riparian forest	J,N,Q,R,T
Western Geranium			Rare in Benton County	Upland prairie, Savanna, Forest	H,Q,T
Large-fruited Lomatium			Rare on Willamette Valley Floor	Upland grassland	I
Nine-leaved Lomatium			Rare on Willamette Valley Floor	Upland prairie	Q

*Oregon Conservation Strategy Species

This combination of strategy species and habitats gives HFNA a high value for conservation of rare species and rare native habitats. Few habitats of this quality remain on the Willamette Valley floor.

Invasive and Encroaching Plants

Prairie and savanna habitats and the rare plant species that grow in them are among the most valuable Willamette Valley habitats. Major threats to these habitats include invasive, exotic species and encroachment by native woody plants such as Douglas-fir. Exotic and native woody species can transform open habitats into shrublands and forest, eliminating suitable habitat for native species.



Arrhenatherum elatius
Tall oat grass

Exotic invasive grasses and forbs compete with and displace native grasses and forbs. Agriculture herbicide overspray and drift is an additional threat to rare plant populations. Many herbicides used in wheat and grass production selectively kill broad-leaved plants, retaining grasses, thus increasing the potential for non-native grass species to thrive and compete with sensitive plant species.

Armenian and European blackberry and Reed canarygrass can dominate habitats to the exclusion of most all native species, often forming near-monocultures (Map 2.13, page 42).

Infestations of these are common in the riparian corridors, as well as in the prairie, oak savanna and forest areas of HFNA. Additional invasive exotic species include English holly, Spurge laurel, Tall oatgrass, Sweet cherry, Domestic plum, English hawthorn, Canada thistle, Ox-eye daisy, and Meadow foxtail. For a complete listing of invasive species, please refer to the plant list in (Attachment E) and the vegetation polygon descriptions in (Attachment D) of the Herbert Open Space Natural Resources Inventory and Assessment.

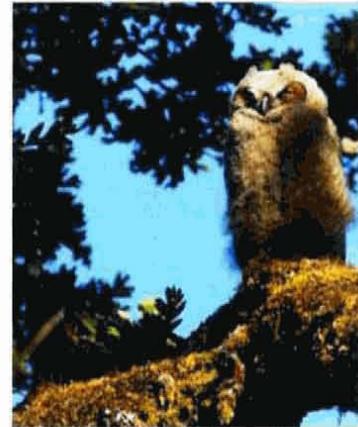
Notably absent on the property are two invasive exotics, False brome and Shining geranium, two species that have severely impacted habitats elsewhere in the Corvallis area. Both of these species invade and dominate forest under stories, and False brome degrades prairies, savannas, and riparian habitats.

Prairie and savanna habitats at HFNA are also impacted by encroachment of native woody species. Without fire, Douglas-fir, Oregon white oak, Poison oak, Nootka rose and Douglas spirea colonize open habitats and suppress shade intolerant species and the wildlife and invertebrates that depend on them.

Eventually, Douglas-fir will overtop and kill the oaks, and this process is well advanced in some HFNA forest patches. Mowing at HFNA has helped maintain many of these open areas and can be an effective supplement to burning.

Fish and Wildlife Habitat and Species

The inventory and assessment team surveyed specifically for butterflies, breeding birds, amphibians and reptiles, and recorded other wildlife sightings during their surveys and other field work (Map 2.14, page 43). Specific surveys were not conducted for fish, mammals or aquatic or terrestrial invertebrates, aside from the butterflies. To supplement, the team contacted agency biologists, reviewed pertinent websites and consulted both published and unpublished reports to assess potential presence and absence of species.



Juvenile Great Horned Owl

A full report of their findings can be reviewed in the Herbert Open Space Natural Resources Inventory and Assessment.

The aquatic habitats along the Mary's River and Muddy Creek provide connectivity for fish and some terrestrial and avian wildlife movement, particularly as part of a regional network between Finley National Wildlife Refuge and the Coast Range. These habitats have declined substantially in quality and quantity from historic conditions, due to simplification of channel morphology and continued down-cutting. The Mary's River and Muddy Creek are subject to impacts from adjacent and upstream agricultural, forestry, urban and rural residential uses.

Fish surveys were not conducted; however the Assessment lists 20 native and 14 exotic fish that may be present in the Mary's River Basin. Both the Mary's River and Muddy Creek are used for migration and rearing of spring run Chinook salmon and Steelhead, and the Mary's River by Coho salmon. Both streams are used by resident Cutthroat trout. It is unlikely that any rare aquatic species are benefiting from the narrow deep channel habitats and loss of aquatic refuges.

Terrestrial uplands, including riparian forest and shrubland along the Mary's River and Muddy Creek, and some nearby mixed forest, provide habitat to native wildlife. The encroachment of conifers and other woody plants has decreased the value of this habitat; however, restoration and ongoing management to maintain a more open habitat could greatly increase the value of these areas to wildlife.

Nine species of amphibians and reptiles were observed, including two with special conservation status, the Western pond turtle and Northern red-legged frog (See Table 2.3). Sixty-one avian species were observed in the surveys and

incidental sightings. Of those species observed during surveys, six species were confirmed to be breeding, twenty-nine were determined to be probably breeding and seventeen were possibly breeding.

Five of the observed species were provided special conservation status including the Band-tailed pigeon, Little Willow flycatcher, Streaked horned lark, Slender-billed nuthatch and Chipping sparrow (See Table 2.3). Further details and management recommendation for these species can be found in the Herbert Open Space Natural Resources Inventory and Assessment.

Table 2.3. HFNA Observed Wildlife Species with Special Conservation Status

Species Name	Federal Status	State Status	Oregon Conservation Strategy	Habitat Needs
Western Pond Turtle	Species of Concern	Sensitive	Strategy Species	Marshes, streams, rivers, ponds, lakes, basking logs, sparse ground for digging nests
Northern Red-legged Frog	Species of Concern	Sensitive	Strategy Species	Wetlands, Ponds
Streaked Horned Lark	Candidate	Sensitive		Open, treeless grasslands
Band-tailed Pigeon	Species of Concern			Mineral sites, Large conifer forests
Little Willow Flycatcher		Sensitive		Brushy vegetation adjacent to water
Chipping Sparrow			Strategy Species	Oak woodlands
Slender-billed Nuthatch			Strategy Species	Mature oaks

Many more aquatic and terrestrial wildlife species are believed by the assessment team to inhabit the oak woodland, shrubby riparian areas and prairie remnants of HFNA.

Seven species of concern to conservationists because of their vulnerability or declining populations that were not detected during surveys, but potentially could occur there presently, or in the future are: Sharptail snake, Dusky Canada goose, Western bluebird, Western meadowlark, Oregon vesper sparrow, Yellow-breasted chat, and Western gray squirrel.

(See Table 2.4). Further details and management recommendations for these species can also be found in the Herbert Open Space Natural Resources Inventory and Assessment.

Table 2.4 . HFNA Potential Wildlife Species with Special Conservation Status

Species Name	Federal Status	State Status	Oregon Conservation Strategy	Habitat Needs
Sharptail Snake		Sensitive-Vulnerable		Savanna, mixed forest, riparian
Dusky Canada Goose			Strategy Species	Adequate herbaceous food resources
Western Bluebird		Sensitive-Vulnerable	Strategy Species	Grasslands, savannas, scattered shrubs or trees
Western Meadowlark		Sensitive-Critical	Strategy Species	Grasslands, scattered shrubs or trees
Oregon Vesper Sparrow		Sensitive-Critical	Strategy Species	Grasslands
Yellow-breasted Chat		Sensitive-Critical		Dense, brushy riparian thickets
Western Gray Squirrel		Sensitive-Undetermined	Strategy Species	Oak woodland, savanna, mixed forest

The high quality remnant native prairie patches near Matt Creek currently do not host either the Fender's blue or the Taylor's checkerspot butterflies, but may harbor relict populations of other native invertebrates which closely associate with some native plant species.

Agricultural habitats may have some value, but whether they are beneficial or considered population "sinks" is not currently known. Two active nests of Streaked horned larks were observed along the entrance road in an agricultural area, however, the nests failed.

Some areas may also provide winter forage for waterfowl (including the Dusky Canada goose) and Western Pond Turtles may attempt to lay eggs there. There may, however, be negative impacts to wildlife due to plowing or other machinery, application of pesticides, or other management practices.

**Herbert Open Space Property
1948 Aerial photograph**

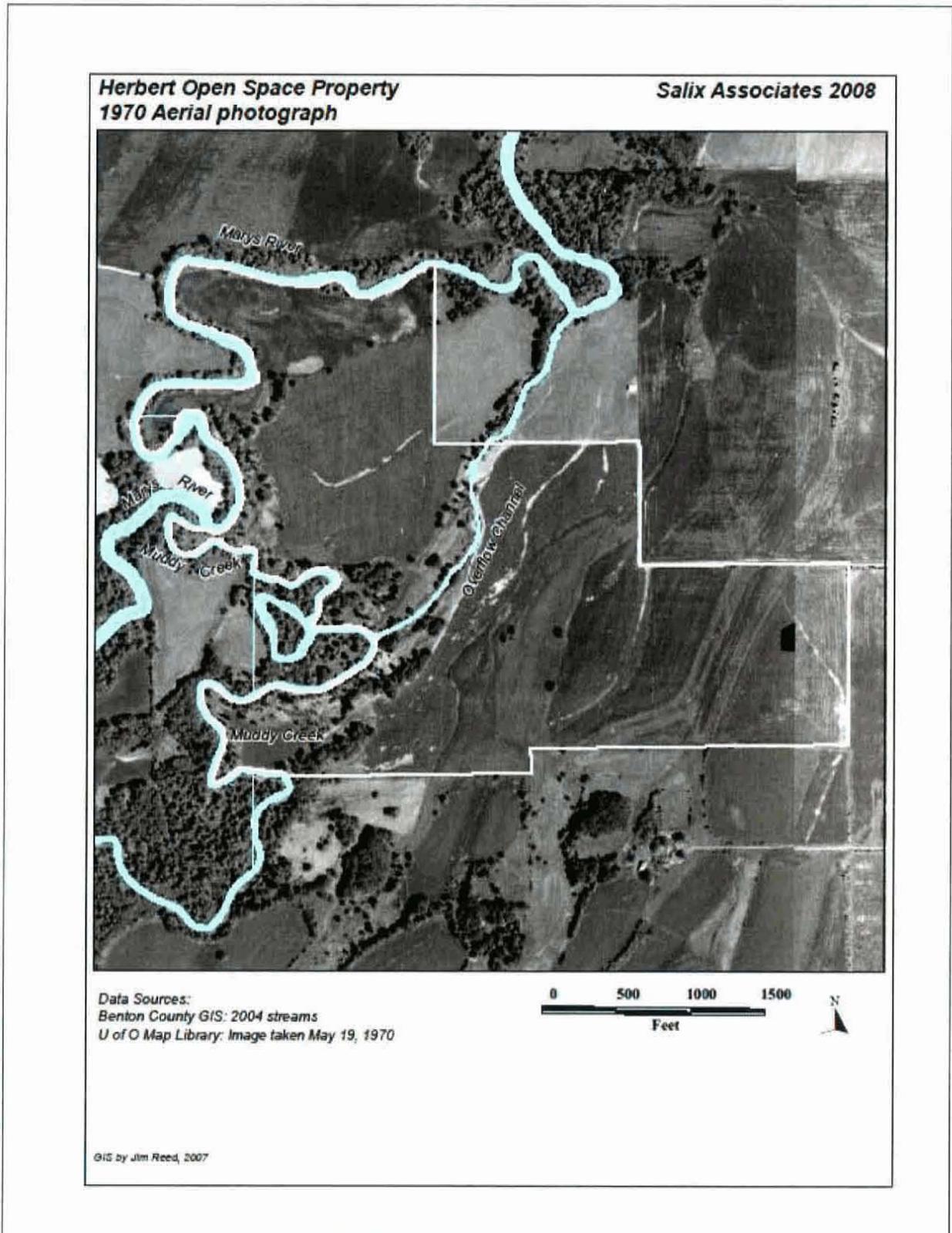
Salix Associates 2008



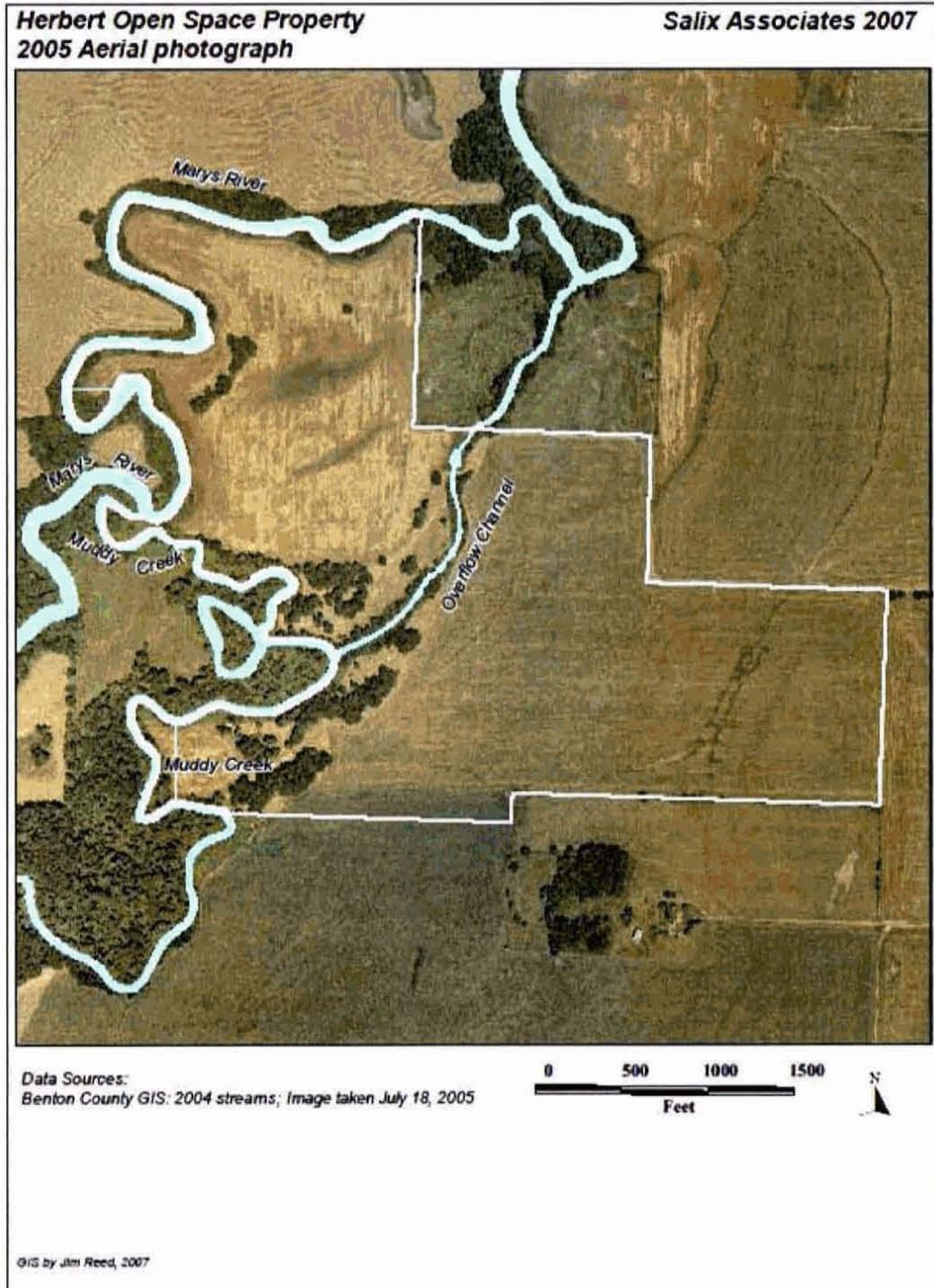
Data Sources:
Benton County GIS: 2004 streams
U of O Map Library: Image taken July 1, 1948

GIS by Jim Reed, 2007

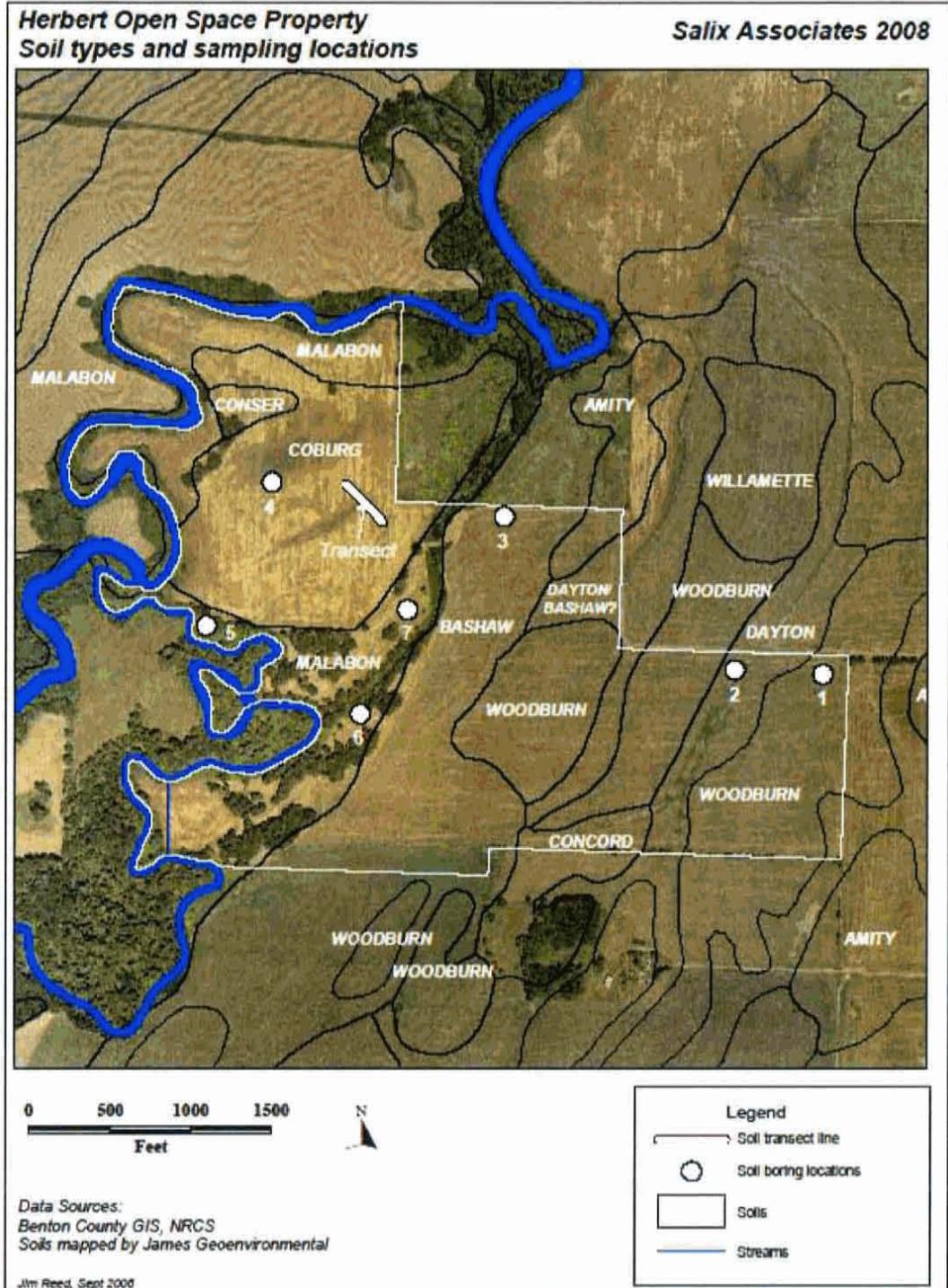
Map 2.1 - 1948 Air photo



Map 2.2 - 1970 Air photo



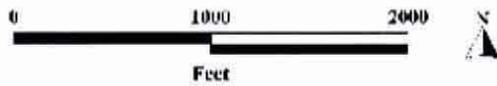
Map 2.3 - 2005 Air photo



Map 2.4 – Soils

**Herbert Open Space Property
FEMA 100 year flood zone**

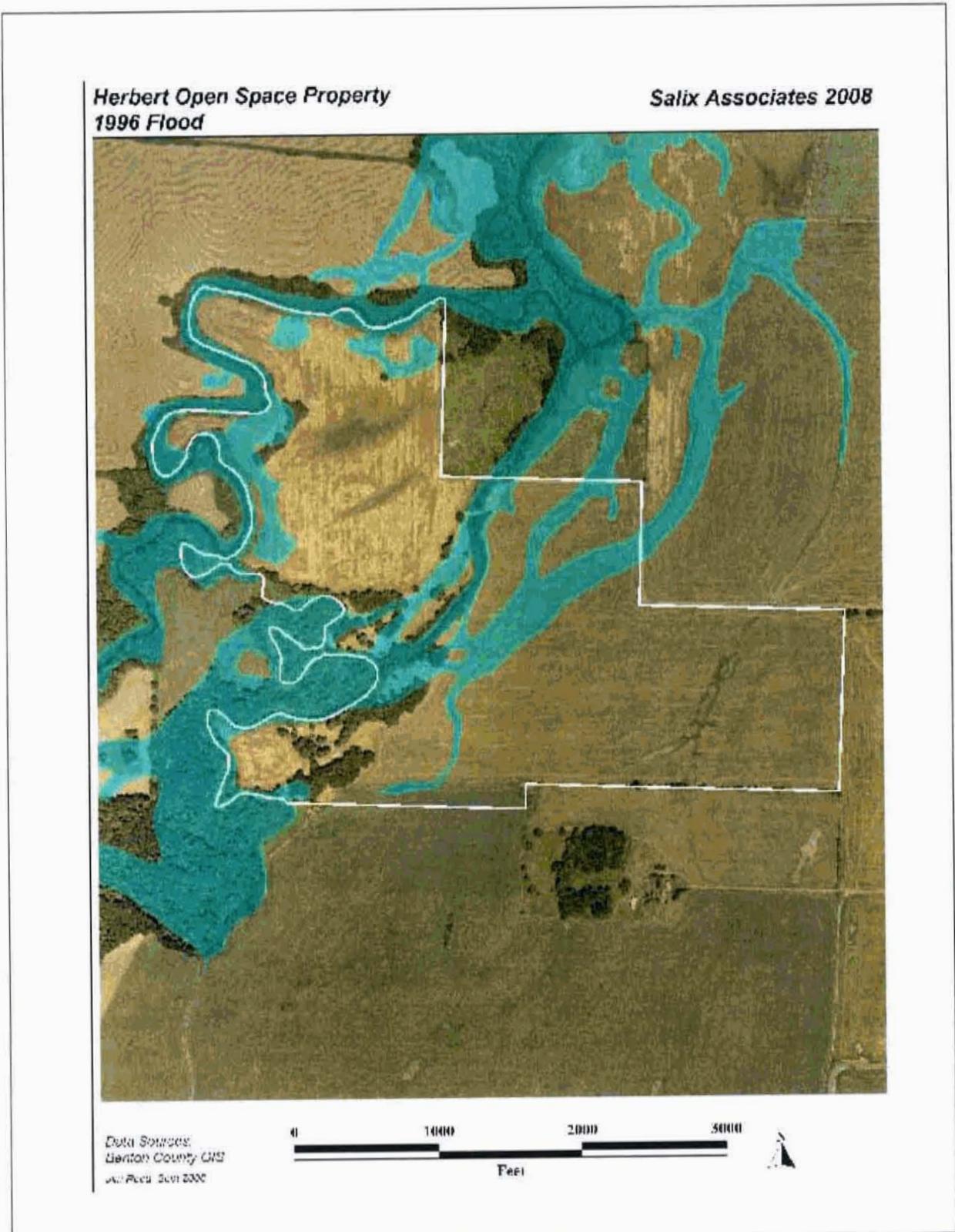
Salix Associates 2008



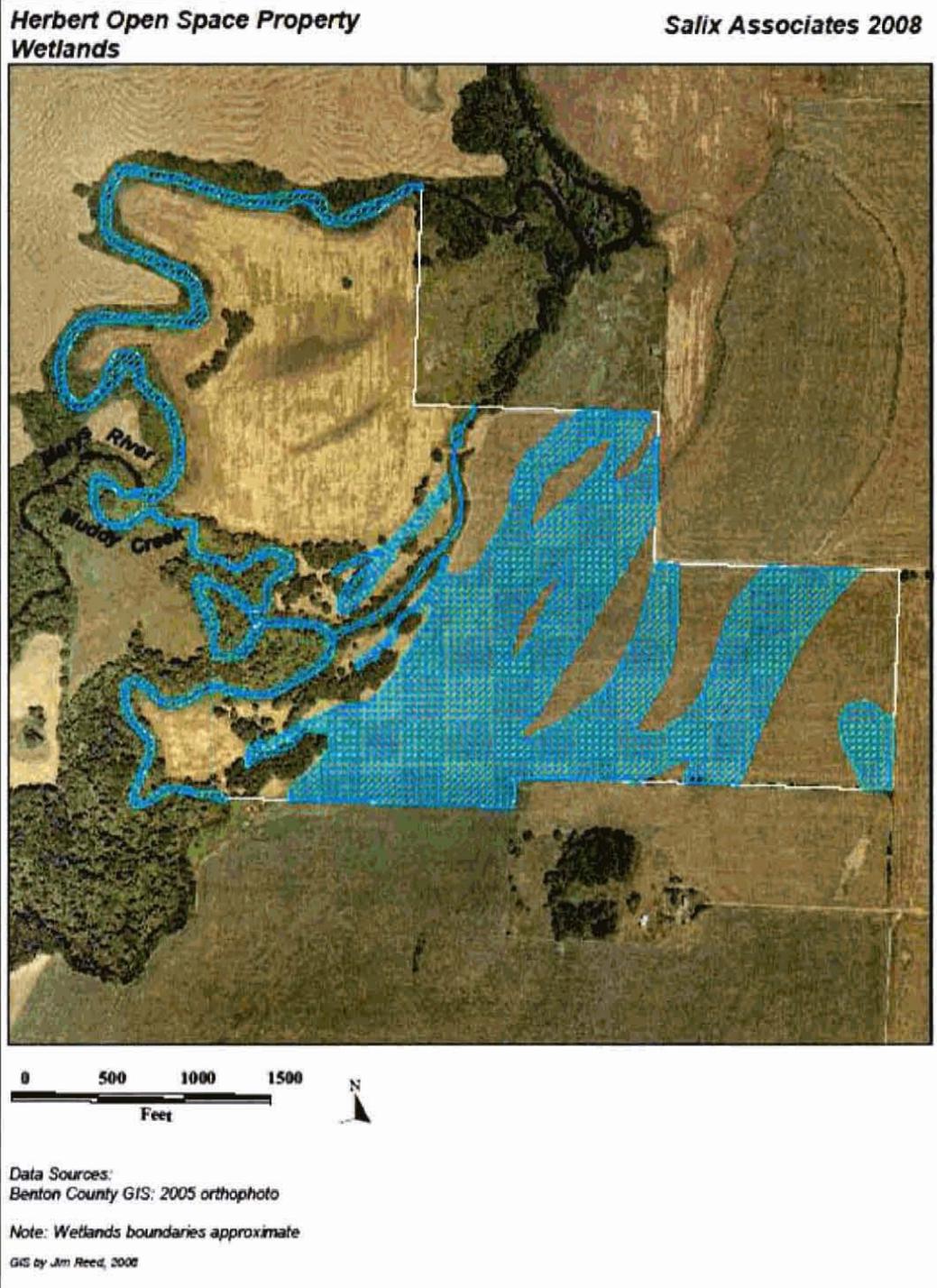
Date Sources:
Berneka County GIS FEMA flood zone: 2005/2006/2007

GIS by Jim Reed, 2008

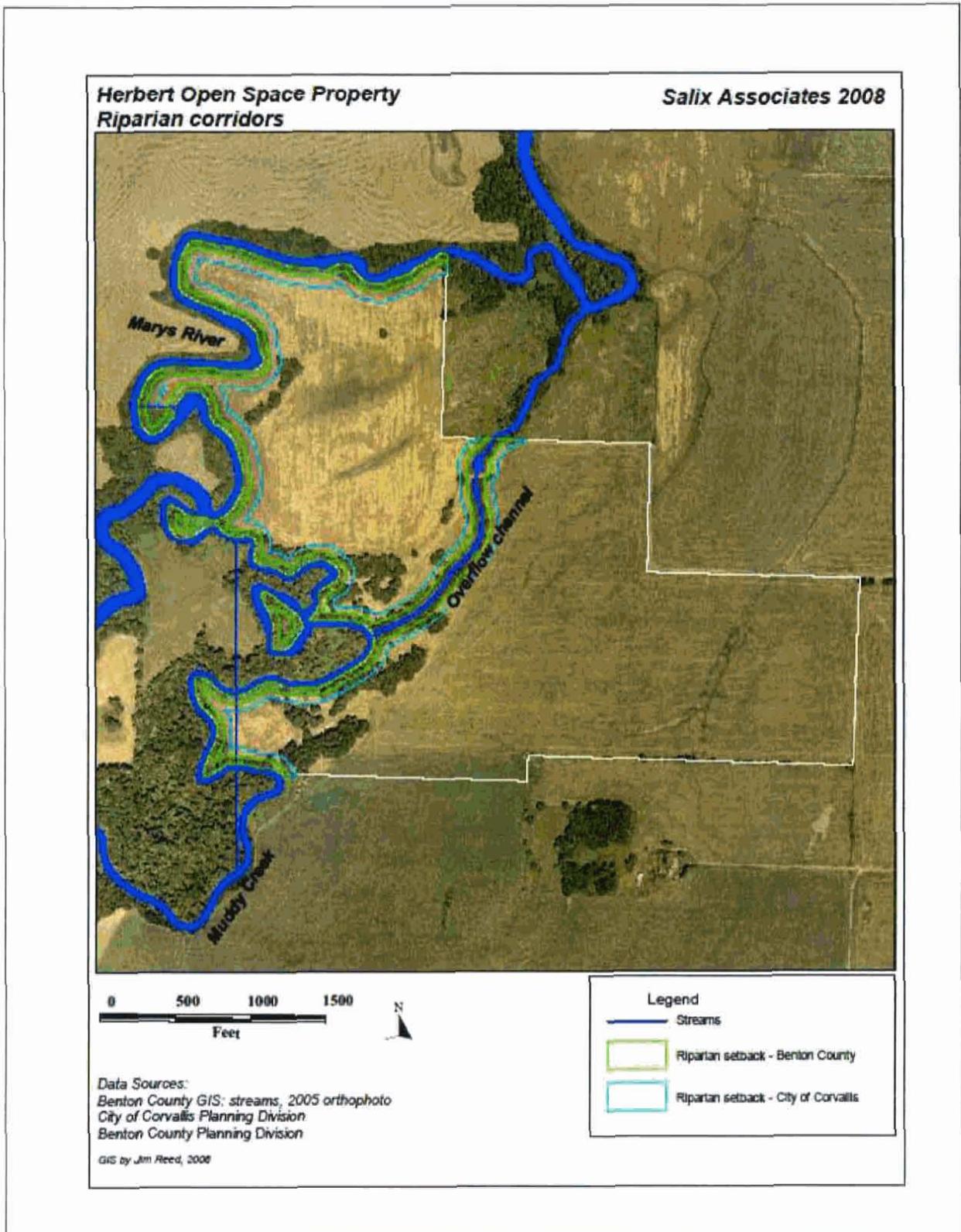
Map 2.5 – FEMA 100 Year Flood



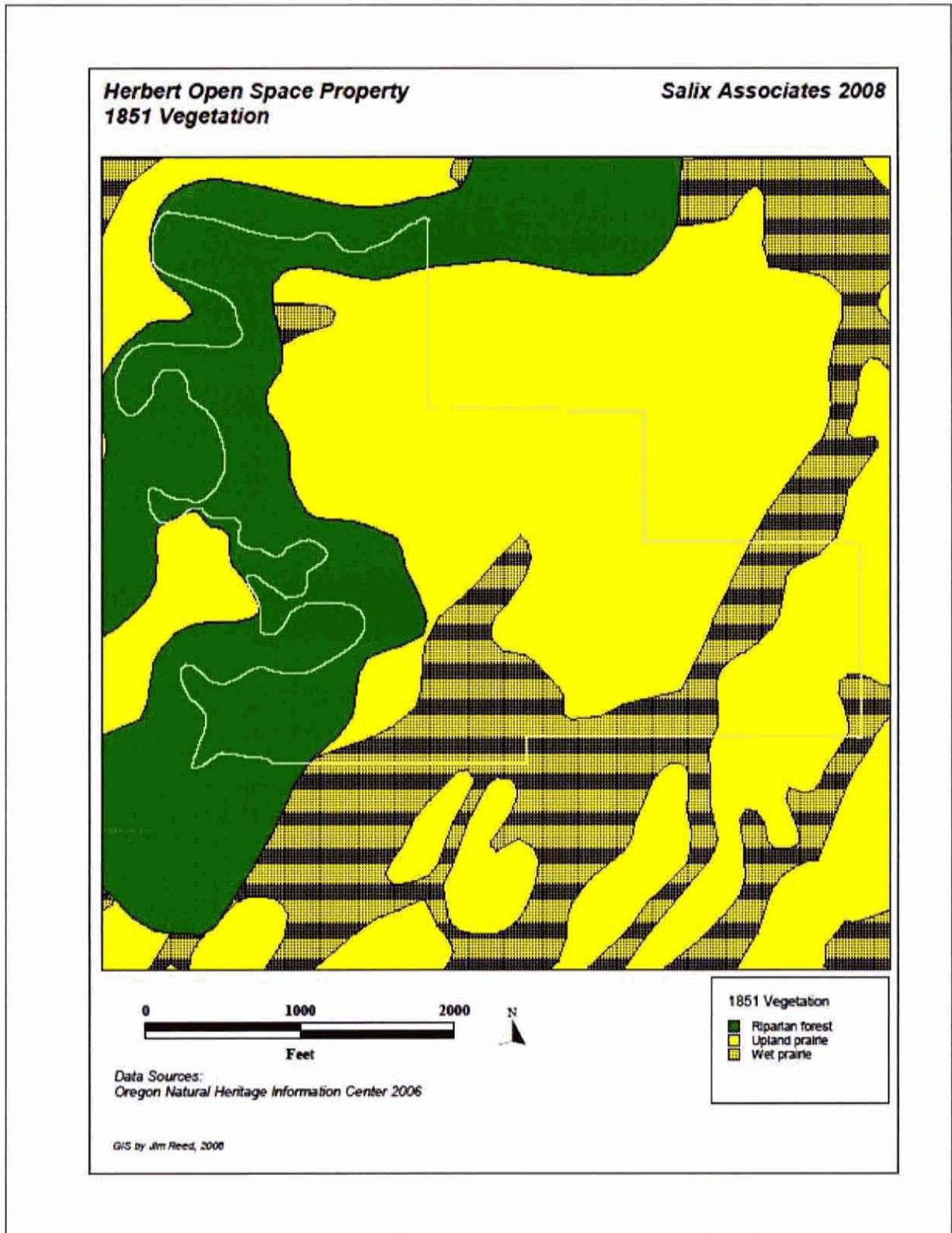
Map 2.6 - 1996 Flood



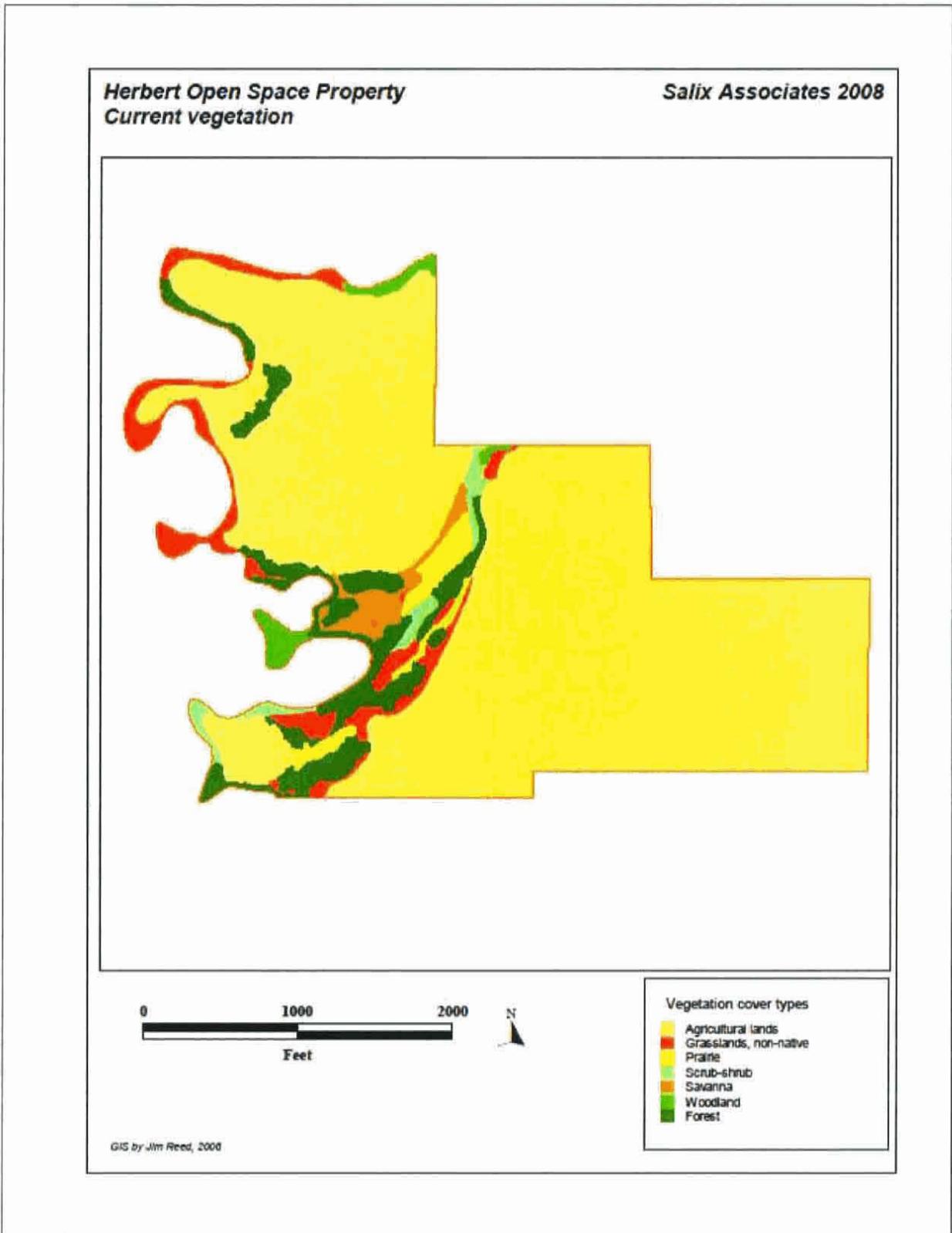
Map 2.7 – Wetlands



Map 2.8 - Riparian Corridors



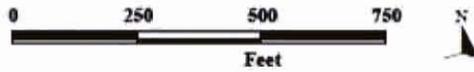
Map 2.9 - Historic Vegetation



Map 2.10 - Current Vegetation

**Herbert Open Space Property
Rare Plants with Federal or State Status**

Salix Associates 2008



- Rare Plants with Federal or State Status
- Peacock larkspur
 - Thin-leaved peavine
 - Kincaid's lupine
 - Meadow checkermallow
 - Nelson's checkermallow

GIS by Jim Reed, 2008

Map 2.11 - Rare Plants Federally Recognized

**Herbert Open Space Property
Locally Rare Plants**

Salix Associates 2008



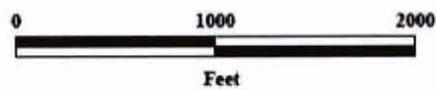
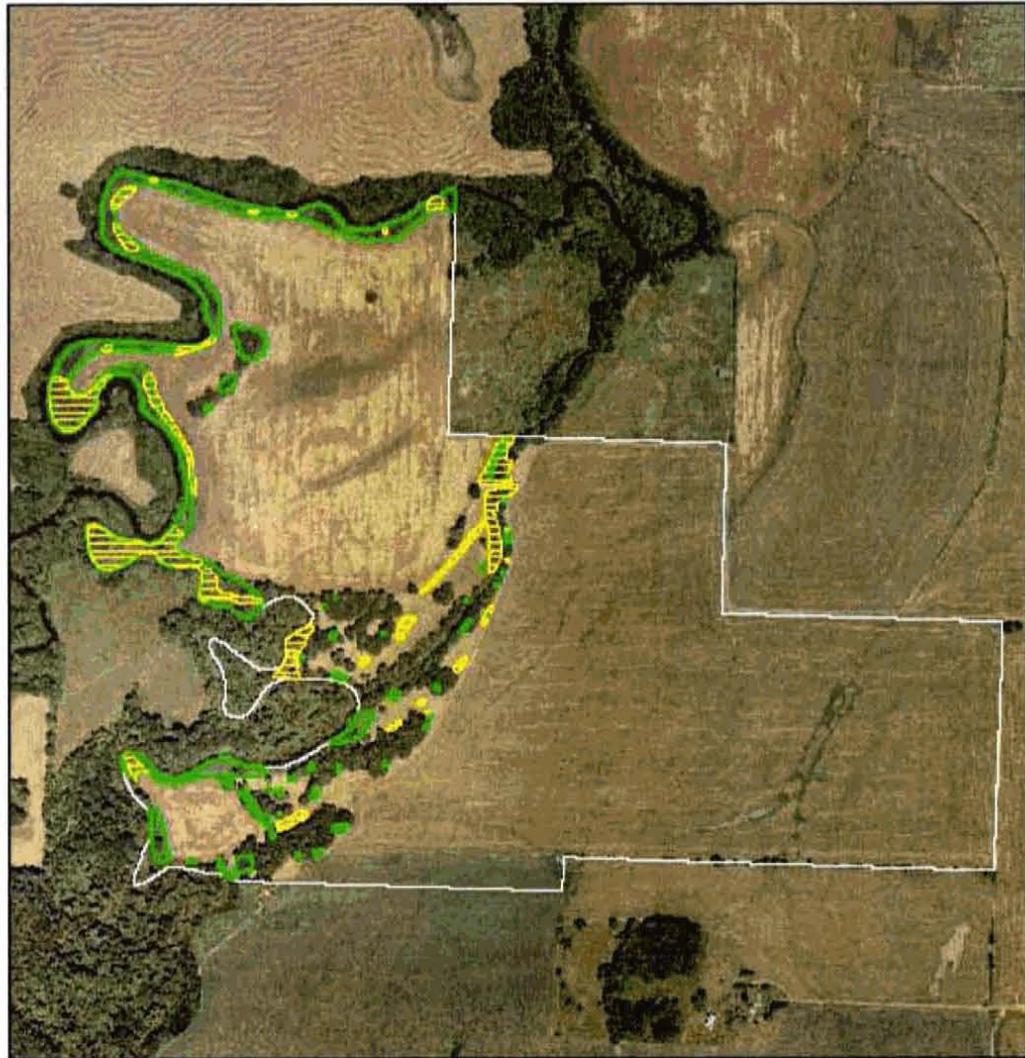
- Locally rare plants
-  Western geranium
 -  Large-fruited lomatum
 -  Nine-leaved lomatum

GIS by Jim Reed, 2008

Map 2.12 - Rare Plants State and Locally Recognized

Herbert Open Space Property
Significant invasive weed locations

Salix Associates 2008



Data Sources:
Benton County GIS: Lot lines, 2005 orthophoto

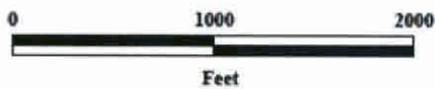
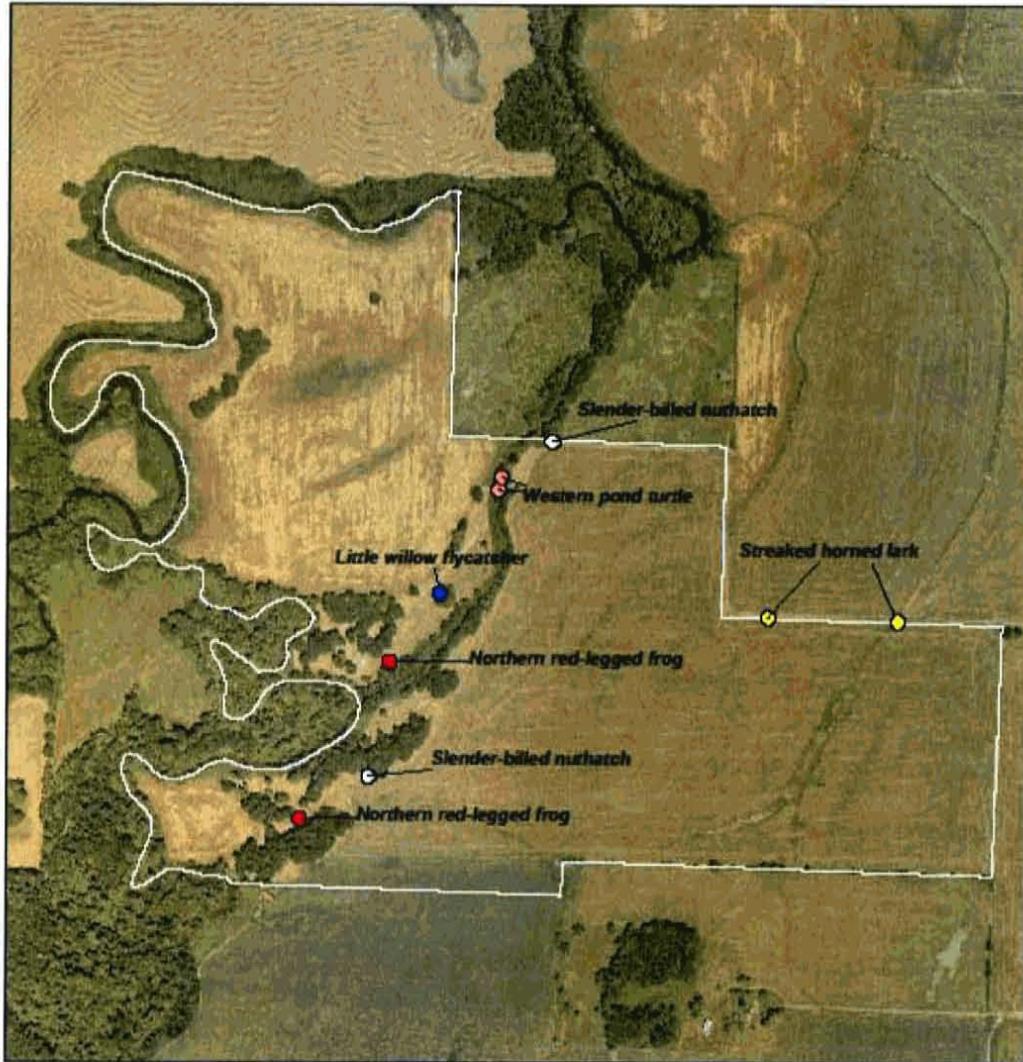
GIS by Jim Reed, 2008



Map 2.13 - Invasive Plants

Herbert Open Space Property
Rare wildlife locations

Salix Associates 2008



Data Sources:
 Pacific Wildlife Research
 Benton County GIS: Lot lines, 2005 orthophoto

GIS by Jim Reed, 2008

Special Status Wildlife Species

- Northern red-legged frog
- Western pond turtle
- Little willow flycatcher
- Slender-billed nuthatch
- Streaked horned lark

Map 2.14 - Rare Wildlife

Chapter 3: Site Goals

HFNA will be managed as a multiple-use property, with the purpose of restoring and enhancing the natural habitats on the property, and encouraging increased connectivity of native habits. Due to the abundance of rare and sensitive species on site, the following goals all fit within an ecological framework.

Through the restoration and conversion of agricultural land to native habitat, the property has the potential to substantially increase both the quality and the abundance of rare habitats on site.

Equally important is the preservation of cultural resources, educational opportunities, and public access to recreation.

Herbert Farm and Natural Area Four Primary Site Goals:

Goal 1: Conserve, protect, and enhance natural functioning habitats of HFNA, in particular the prairie, savanna, oak woodland, and riparian corridors.

Goal 2: Manage HFNA agricultural lands in a sustainable manner that affords protection and restoration of natural habitat functions.

Goal 3: Provide research and educational opportunities that serve to increase public understanding and appreciation of native habitats and their relationship to cultural resources.

Goal 4: Provide recreational opportunities that are compatible with the interpretation, restoration, and protection of native habitat.

Goal 1: Conserve, protect, and enhance natural functioning habitats of HFNA, in particular the prairie, savanna, oak woodland, and riparian corridors (Polygon Map 3.1, page 53).

Native Prairie (Polygons G, J, R, Q)

The desired future condition of the native prairie at HFNA provides habitat for prairie plants and animals that depend on wetland and upland prairies, including threatened and endangered species. With the exception of small patches of native shrubs and trees, only minimal woody vegetation should be present in the native prairie.

The vegetation should be dominated by native plants and forbs with high species diversity. There are four acres of intact native wetland and upland prairie habitat at HFNA. Currently, the native wet prairie, with vernal pools and moist swales, is dominated by Tufted hairgrass and a variety of native herb species. Some Meadow

and Nelson's checkermallow is present which supports the northern red-legged frog, but there is also substantial Reed canarygrass, English hawthorn, and other woody encroachment (Map 3.2, page 54). The upland prairie is a good quality remnant with Colonial bentgrass, California oatgrass, Tall fescue and many threatened and rare plants. Exotic grasses and woody encroachment threaten the prairie remnant.

The desired future condition of HFNA non-native grasslands (Polygons B, F, I, S, U, V, Y, Z, AC, AE) is native prairie. This provides habitat for prairie plants, animals and other organisms that depend on wetland and upland prairies, including threatened and endangered species.

The dominant vegetation should be native plants and forbs with high species diversity, and with minimal encroaching woody vegetation. There are 11 acres of non-native wetland and upland grassland habitat at HFNA. Currently, the upland non-native grasslands are dominated by non-native grasses such as Tall fescue, Kentucky bluegrass and Tall oatgrass with a few native and rare species. Woody invasive plants are kept low with annual late-season mowing. All restoration efforts will undergo annual monitoring (Chapter 4).

Objectives and Action Items

Objective 1-1: Restore prairie structure, diversity and plant community composition by reducing the encroachment of woody vegetation.

Action Item 1.1.1- Assess the extent of invasive woody vegetation occurring in project area. Create snags as necessary.

Action Item 1.1.2 - Develop late season mechanical and rough mowing programs to suppress woody vegetation encroachment, and reduce competition from non-native plant species.

Action Item 1.1.3 - Consider controlled burning techniques to reduce woody vegetation, affect nutrient cycling, expose potential native seed bank species to favorable conditions, and provide an appropriate rooting substrate for reintroduced vegetative material.

Objective 1-2: Restore prairie habitat by controlling non-native invasive plant species, such as Armenian blackberry, Reed Canary Grass, and Tall Oatgrass.

Action Item 1.2.1 - Consider control options outlined in the City of Corvallis Integrated Vegetation Pest Management Program (IVPM) to help control the spread of non-native invasive plant species.

Action Item 1.2.2 - Initiate early detection and rapid response protocol to prevent any new invasive species from becoming widespread.

Action Item 1.2.3 - Create a list of prioritized eradication efforts based on species, population size, location and potential impact to sensitive species.

Action Item 1.2.4 - Coordinate with volunteer groups and other agencies to remove invasive species.

Action Item 1.2.5 - Monitor invasive species populations to track their progression over time, as well as the effectiveness of control methods.

Native Prairie Objective 1-3: Restore prairie function and diversity by increasing native plant and animal species abundance.

Action Item 1.3.1 - Develop a list of native prairie plants best suited to colonize project areas. (Attachments E, F, & G in the Inventory and Assessment).

Action Item 1.3.2 - Expand existing partnerships and utilize on-going restoration projects as models to help facilitate the collection or purchase of native prairie seed to be used in restoration efforts.

Action Item 1.3.3 - Identify areas of non-native grass land and agricultural land that are suitable for restoration. Evaluate and prioritize the prairie restoration of polygons B, F, I, S, U, V, Y, Z, AC, AE.

Action Item 1.3.4 - Create appropriate habitat composition, connectivity, and patch size for sensitive animal species listed in Chapter 2. Consult with federal and state agencies that regulate threatened and endangered species to determine a strategy for reintroduction.

Action Item 1.3.5 - Maintain restoration sites by supplemental watering, weed control, and browse protection for an establishment period of at least three years.

Action Item 1.3.6 - Consider controlled burning techniques to affect nutrient cycling, expose potential, rare seed bank species to favorable colonization conditions, and to provide an appropriate substrate for the application of native seed.

Action Item 1.3.7 - Monitor the success of planted species through annual vegetation counts.

Action Item 1.3.8 - Replant appropriate species based on monitoring results, habitat needs, and fluctuating conditions.

Action item 1.3.9 - Conduct wetland delineations on a project by project basis and as funding is available.

Oak Savanna (Polygon T, X)

The desired future condition of the oak savanna is one with large scattered, open-grown white oaks, generally one to two per acre (5% to 50% tree cover), with well-developed limbs and canopies. The savanna will be free of overtopping Douglas-fir trees and able to support the vast array of plant and animal communities that rely on this endangered ecosystem. The understory vegetation will consist of native prairie and savanna plant species.

Preserving quality oak habitat is a high priority for conservation and restoration in the Willamette Valley. There are approximately 5 acres of savanna habitat at HFNA. Currently, polygon T has good savanna structure with large oaks and remnant native herbaceous and rare prairie species, but is also invaded with Tall fescue and Reed canary grass. Polygon X contains large, widely spaced Oregon white oaks, smaller oaks and some Douglas-fir, and provides additional opportunity to increase savanna habitat (Map 3.3, page 55).

Oak savannah projects are widespread in Oregon, and there are substantial on-line resources relative to desirable stand characteristics. The primary value of existing work and research is the comparison of known, desirable savannah characteristics to conditions developing under the adaptive approach of this management plan.

Objectives and Action Items

Savanna Objective 1-4: Enhance oak savanna habitat by improving the composition and structure of the stand.

Action Item 1.4.1 - Examine polygon tree structure: Record species and DBH data for all trees to be removed. Mark trees for removal.

Action Item 1.4.2 - Remove undesirable trees, leaving some as snags if they have potential as wildlife trees. Protect advance oak regeneration.

Action Item 1.4.3 - Identify and prioritize polygon areas requiring future mature oak canopy. Consider direct planting and existing advance regeneration.

Action Item 1.4.3 - Thin oaks to 5% to 30% cover as savanna develops, retaining well formed oaks while leaving young well formed individuals for future regeneration.

Action Item 1.4.5 - Prohibit tilling and excessive soil disturbance around all “leave” oaks at a rate of one foot per inch of trunk diameter beyond the drip line.

Action Item 1.4.6 - Maintain current hydrologic conditions around all “leave” oaks (no increased irrigation or standing anaerobic water) at a rate of one foot per inch of trunk diameter beyond the drip line.

Action Item 1.4.7 - Revisit Action Items 1.4.1 - 1.4.3 and repeat as necessary to achieve desired savannah stand structure.

Savanna Objective 1-5: Restore savanna habitat and diversity by expanding the presence of rare and native plant and animal species.

Action Item 1.5.1 - Utilize control options outlined in the City of Corvallis IVPM Program to help control the spread of invasive plant species.

Action Item 1.5.2 - Develop late season mechanical and rough mowing programs to suppress woody vegetation encroachment, and reduce competition from non-native plant species.

Action Item 1.5.3 - Consider controlled burning techniques to affect nutrient cycling and expose potential, rare seed bank species to favorable colonization conditions.

Action Item 1.5.4 - Develop a list of native understory plants best suited to colonize project areas. Expand existing partnerships and utilize on-going restoration projects as models to help facilitate the collection or purchase of native understory plant species to be used in future restoration efforts.

Action Item 1.5.5 - Develop a list of native rare plants best suited to colonize the project areas, (Rare Plants section in Chapter 2 and Attachments E, F & G in Inventory and Assessment). Collect or purchase rare plant seed to be used for reintroduction efforts.

Action Item 1.5.6 - Create appropriate habitat composition, connectivity, and patch size for sensitive animal species listed in Chapter 2. Consult with federal and state agencies that regulate threatened and endangered species to determine a strategy for reintroduction.

Upland Forest and Oak Woodland (Polygons A, E, H, M, W, AA)

The desired future conditions of the upland forest /oak woodland habitat are mature hardwood (Oregon White Oak, White Alder, Black Cottonwood and Big Leaf Maple) dominated systems with a target canopy cover of 70% or greater and a healthy native understory of mid-canopy trees, shrubs, and forbs. There are approximately 7.5 acres of intact upland forest and woodland habitat at HFNA.

Currently, most of the mixed forest polygon areas contain well-spaced large Oregon white oak, some Big leaf maple with overtopping Douglas-fir, and a variety of understory shrubs including invasive species such as Armenian blackberry, Sweet cherry, domestic plum, and others. Polygon E is dominated with conifers, contains a few patches of Pacific yew (all Pacific yew will remain on site) and contains the only Pacific madrone tree present at HFNA. Isolated, large conifers may remain on site as habitat trees as long as they pose no threat to upland forest and oak woodland habitat.

Upland Forest and Oak Woodland projects are widespread in Oregon, and there are substantial on-line resources relative to desirable stand characteristics. The primary value of existing work and research is the comparison of known, desirable Upland Forest characteristics to conditions developing under the adaptive approach of this management plan.

Objectives and Action Items

Upland Forest and Oak Woodland Objective 1-6: Improve health and vigor of hardwood dominated systems (polygons A, E, H, M, W, and AA).

Action Item 1.6.1 - Examine polygon tree structure: Record species and DBH data for overtopping conifer trees. Convert overtopping conifer trees into snags, if they have wildlife value. Remove unhealthy hardwood species.

Action Item 1.6.2 - Quantify hardwood tree canopy coverage. If existing canopy coverage is less than 70%, consider direct planting and existing advance regeneration required to attain 70% canopy coverage.

Action Item 1.6.3 - Retain a minimum of 70% canopy coverage as upland forest and woodland develops, favoring the best formed hardwoods while leaving advance regeneration for future stand elements.

Action Item 1.6.6 - Develop a list of native over-story, mid-canopy, and understory vegetation best suited to colonize polygons. (Refer to Attachments E and F in the Inventory and Assessment). Expand existing partnerships and utilize on-going restoration projects as models to help facilitate the collection or purchase of native understory plant species to be used in future restoration efforts.

Riparian Corridors and Buffers (Polygons C, D, K, L, N, O, P, AB, AD, AF)

The desired future condition of the riparian woodland and forest along the Mary's River, Muddy Creek and Matt Creek is a healthy riparian area, free of invasive species, with a diversity of plants in the understory providing a quality habitat for birds and other wildlife. The forest should support a dynamic mosaic of conditions which provide shade over creeks, reduce erosion, contribute to lower summer water temperatures, and benefit water quality for fish populations.

The wooded riparian zone should provide connectivity with upstream, downstream and adjacent upland and wetland habitats, and migration opportunities for wildlife and plant species within the Mary's River and Muddy Creek drainages. As trees age and die, their limbs and trunks will fall into the creeks and provide habitat structure for fish and other aquatic organisms as well as edge habitat for some birds, amphibians and reptiles.

Management activities in these polygons should attempt to improve floodplain functions such as floodwater retention, filtering of sediments and pollutants, and nutrient cycling. There are 10 acres of intact riparian forest and woodland habitat at HFNA.

Currently the riparian forest polygons contain an over-story dominated by Oregon white oak, Bigleaf maple, white alder, Oregon ash and some cottonwood. The understory is generally a dense shrub layer dominated by California hazel, Common snowberry, Vine Maple. The herb layer tends to be sparse and all the riparian corridors are thin and could benefit from expanding into the adjacent agricultural fields.

The desired future condition of the riparian scrub-shrub is a healthy riparian area, mostly free of invasive species, with a diversity of plants and a quality habitat for birds and other wildlife. Native scrub-shrub vegetation will provide shade over portions of Muddy Creek and the Matt Creek to lower summer water temperatures and benefit water quality for fish populations. It will provide connectivity and travel corridors for native plants and wildlife to upstream, downstream and adjacent upland habitats. There are 3.5 acres of riparian scrub-shrub habitat at HFNA.

Currently the woody riparian corridors are narrow corridors of dense shrubs dominated by Hooker's willow, Armenian blackberry and American stinging nettle with some widely scattered Oregon white oak, Oregon ash, Douglas-fir and a few large Black cottonwoods. Polygon O along the Matt Creek contains a Western pond turtle basking pond.

Reed canarygrass dominates the wet non-native grasslands. Polygons AC and Z contain several heavily disturbed, upper stream bank portions of the Mary's River. These stretches would be ideal sites for riparian tree reintroduction projects, which would serve dual functions of riparian reforestation and stream bank restoration (Map 3.4, page 56).

Objectives and Action Items

Riparian Corridors and Buffers Objective 1-7: Increase native plant abundance, vigor, and diversity.

Action Item 1.7.1 - Utilize control options for invasive non-native plants, in particular Armenian Blackberry and Reed Canary Grass, outlined in the City of Corvallis IVP Program to help control the spread of non-native invasive plant species.

Action Item 1.7.2 - Initiate early detection and rapid response protocol to prevent any new invasive species from becoming widespread. Prioritize those populations which directly threaten rare and sensitive plants and habitats.

Action Item 1.7.3 - Develop a list of native over-story, mid-canopy, and understory riparian vegetation best suited to colonize project areas. (Refer to Attachments E and F in the Inventory and Assessment). Expand existing partnerships and utilize on-going restoration projects as models to help facilitate the collection or purchase of native understory plant species to be used in future restoration efforts.

Action Item 1.7.4 - Prioritize areas that could benefit most from increased plantings.

Riparian Forest and Woodland Objective 1-8: Increase the stream bank shading potential over the Mary's River and Muddy Creek.

Action Item 1.8.1 - Develop a list of native upper and mid canopy trees best suited to colonize project areas. (Refer to Attachment E in the Inventory and Assessment). Increase vegetation directly along the stream and river bank

Action Item 1.8.2 - Examine and identify areas with the greatest opportunities for widening riparian corridors along the Mary's River and Muddy Creek.

Action Item 1.8.3 - Consult with Willamette Valley riparian experts and researchers to determine optimal wooded riparian zone width.

Action Item 1.8.4 - Determine appropriate spacing of pools for fish.

Action Item 1.8.5 - Increase opportunities for down wood in Mary's River

Action Item 1.8.6 - Coordinate restoration efforts with adjacent property owners to maximize their impact and potentially include both banks of the river.

Riparian Forest and Woodland Objective 1-9: Reduce erosion along the riparian zone

Action item 1.9.1 - Conduct appropriate hydrologic studies along the Mary's River, Muddy Creek, and Matt Creek to determine appropriate restoration techniques to restore the river bank, flood plain, and vegetation.

Action item 1.9.2 - Identify areas of excessive bank erosion, undercutting, and creek incision.

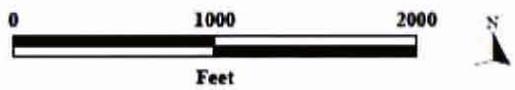
Action item 1.9.3 - Prioritize areas for restoration, regarding, flood plain interaction and creation.

Action item 1.9.4 - Plan appropriate restoration activities to increase the quality of the riparian corridor in targeted areas along the Mary's River, Muddy Creek, and Matt Creek.

Action item 1.9.5 - Identify funding sources for riparian restoration and coordinate restoration efforts with partners

**Herbert Open Space Property
Current vegetation polygons**

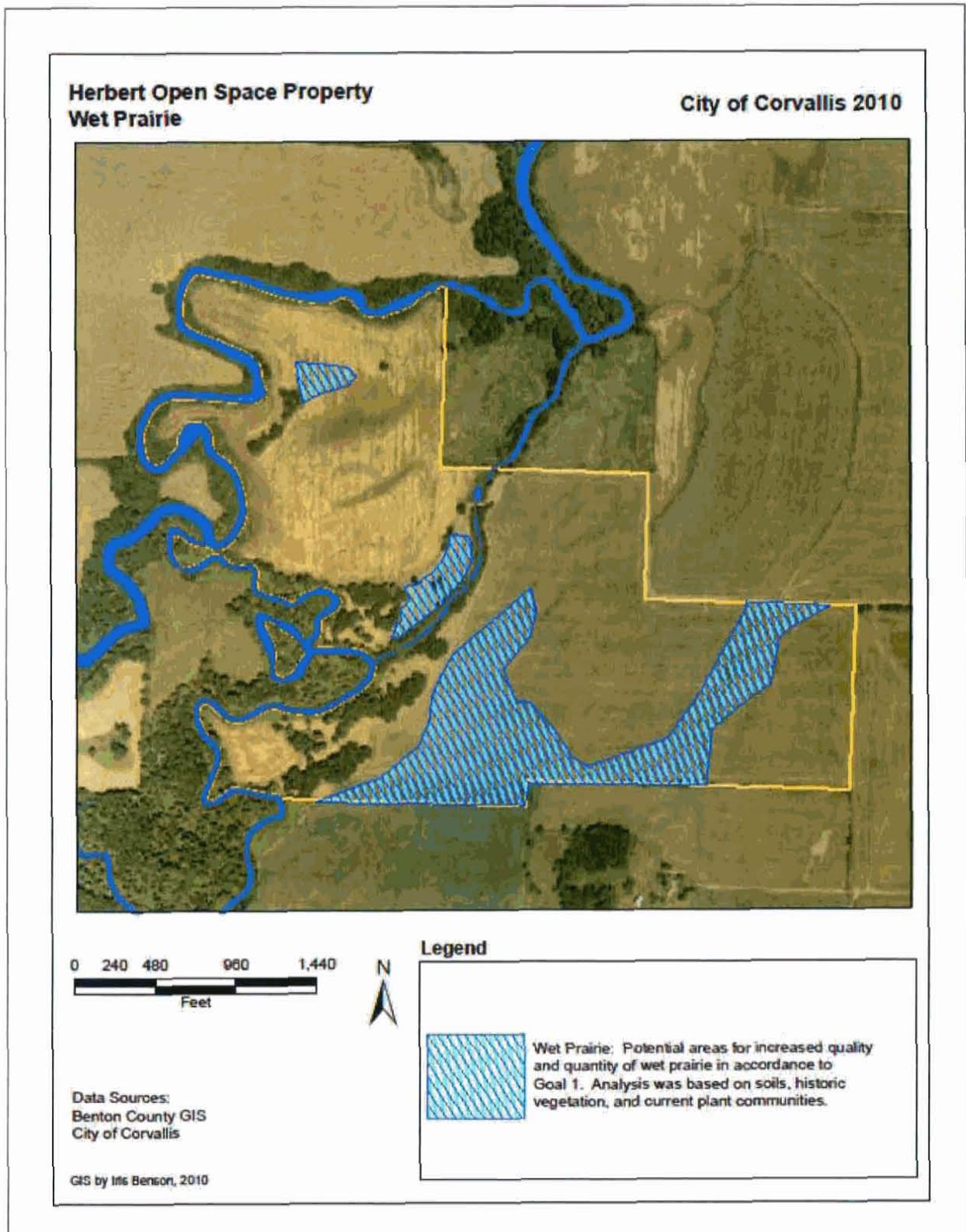
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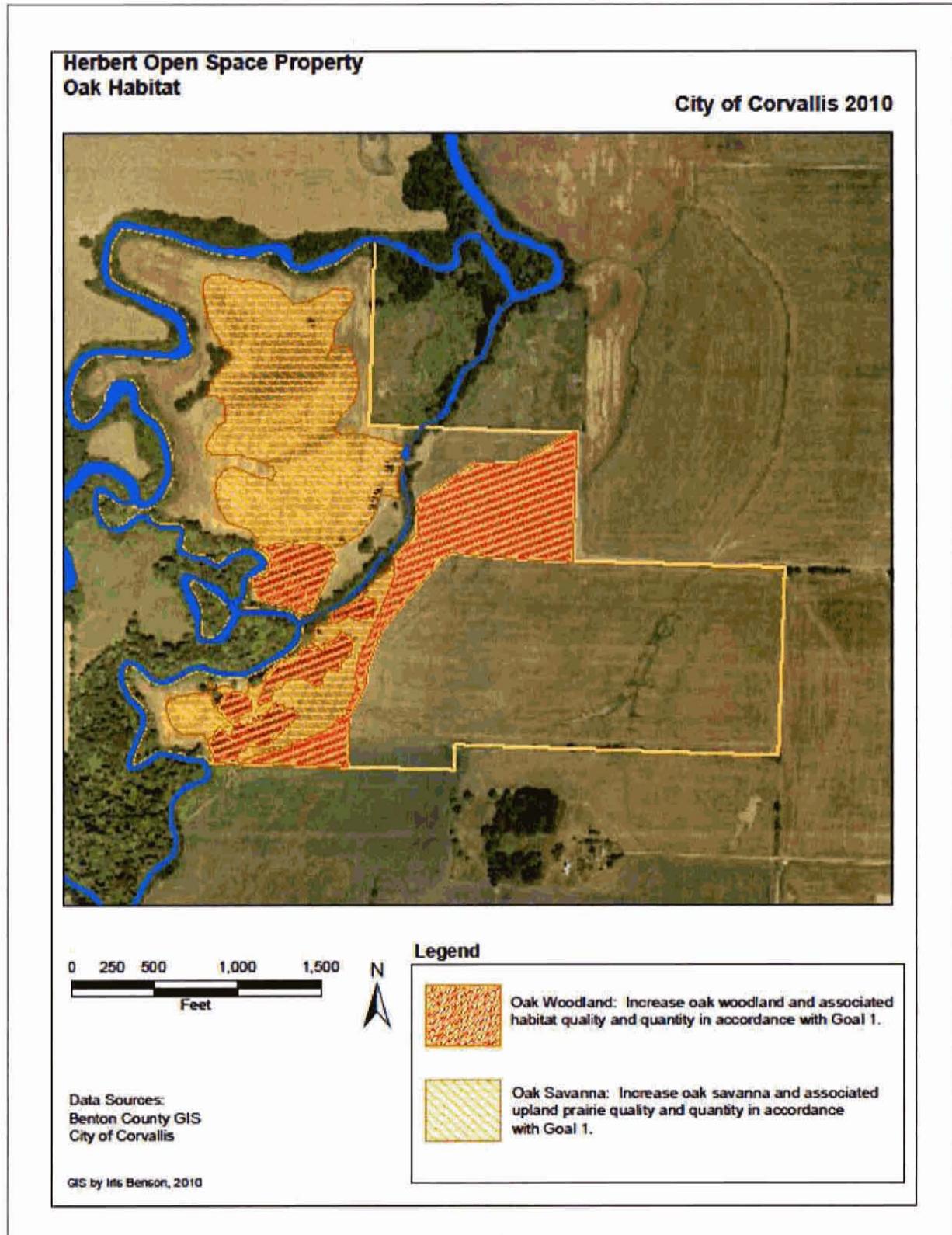
Data Sources:
Benton County GIS: 2005 orthophoto

Note: See attachment for polygon descriptions
GIS by Jim Reed, 2008

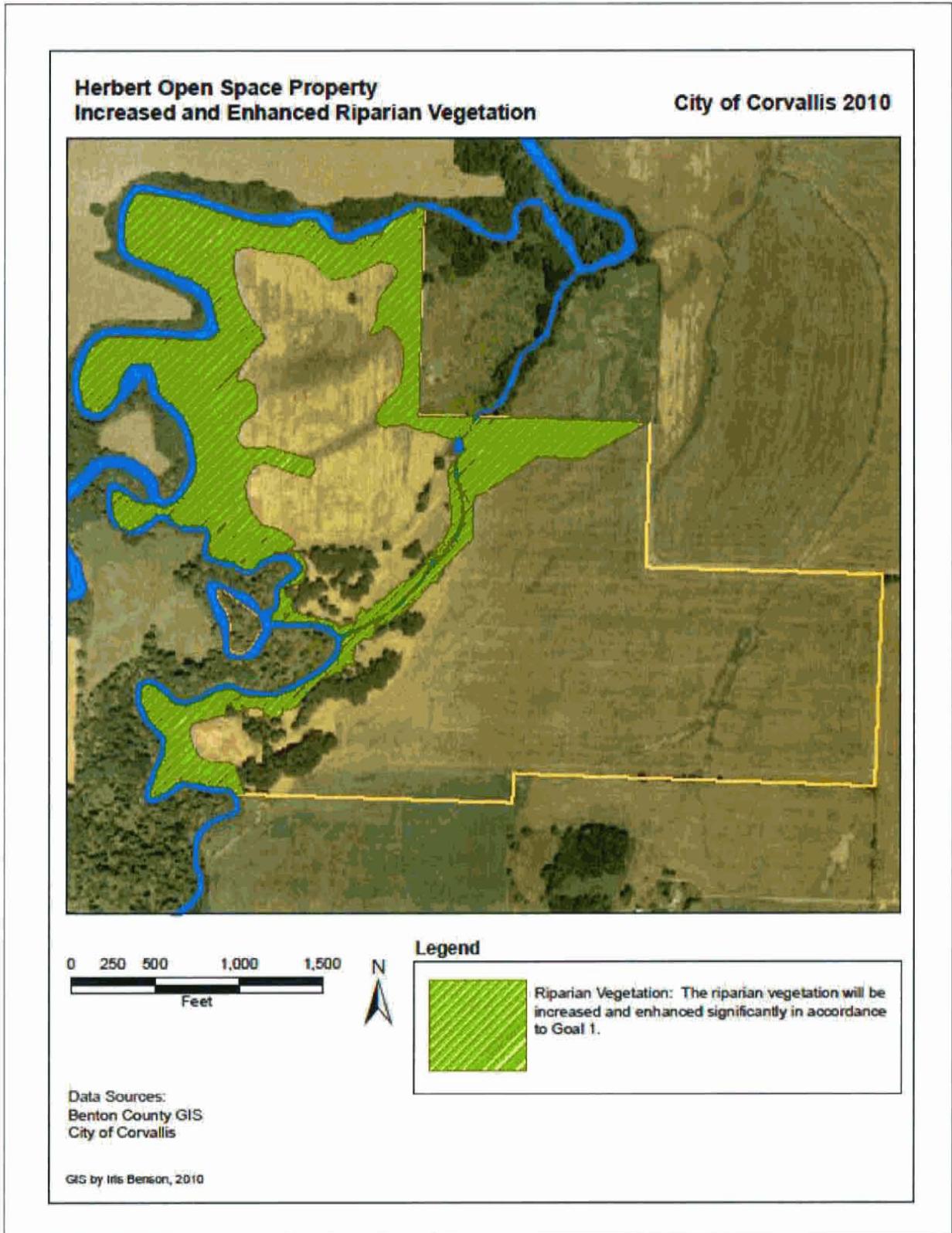
Map 3.1 Vegetation Polygons



Map 3.2 Proposed Wet Prairie Enhancement Areas



Map 3.3 Proposed Oak Savanna and Oak Woodland Enhancement Areas



Map 3.4 Proposed Riparian Buffer Enhancement Areas

Goal 2: Manage HFNA agricultural lands in a sustainable manner that affords protection and restoration of natural habitat functions.



Soft Winter Wheat

Agricultural production is an important component of HFNA and the Willamette Valley. Currently, 173 acres are in agricultural use at HFNA. Portions of agriculture production will remain on site to help continue the delivery of important agricultural commodities and to help preserve and interpret the site's history. Other portions, currently in production, may be converted over time to conditions that have a greater ecological benefit to native wildlife and plant species (Map 3.5, page 59).

Agricultural lands at HFNA will demonstrate and interpret agricultural practices consistent with the long-term preservation and restoration of natural habitat. All agricultural practices will be compatible with the ecological values of the site and afford maximum protection to adjacent natural habitats.

Criteria for identifying these areas will be based in part on hydrology, soils, ecological context, topography, and vegetation. Restoration of the area will enhance the ecological functions of the surrounding habitat by increasing connectivity, reducing edge effects, restoring hydrologic function, and increased biological diversity.

Objectives and Action Items

Agricultural Lands Objective 2.1: Demonstrate sustainable agricultural practices which support the habitat needs of native species.

Action Item 2.1.1- Identify current agricultural management practices that adversely impact native species and the ecological functions of native habitats that support these species.

Action Item 2.1.2 - Cease agricultural management practices that adversely impact native species and the ecological functions of native habitats that support these species.

Action Item 2.1.3 - Maintain adequate transition and buffer zones between native habitats, pesticide applications, fertilizer runoff, and soil erosion zones.

Action Item 2.1.4 - Monitor agricultural activities to ensure their continued compatibility with the protection and restoration of native habitats.

Action Item 2.1.5 - Adapt agricultural practices as needed to ensure their continued compatibility with the protection and restoration of native habitats.

Agricultural Lands Objective 2-2: Increase habitat quality and quantity by incrementally restoring selected agricultural land to native habitat to support ecosystem health.

Action Item 2.2.1 - Identify and prioritize agricultural lands that will best serve larger ecosystem functions if converted to native habitat.

Action Item 2.2.2 - Develop short and long-term goals for the conversion of agricultural lands to natural habitat.

Action Item 2.2.3 - Develop a funding strategy to convert agricultural lands to habitat (Appendix D).

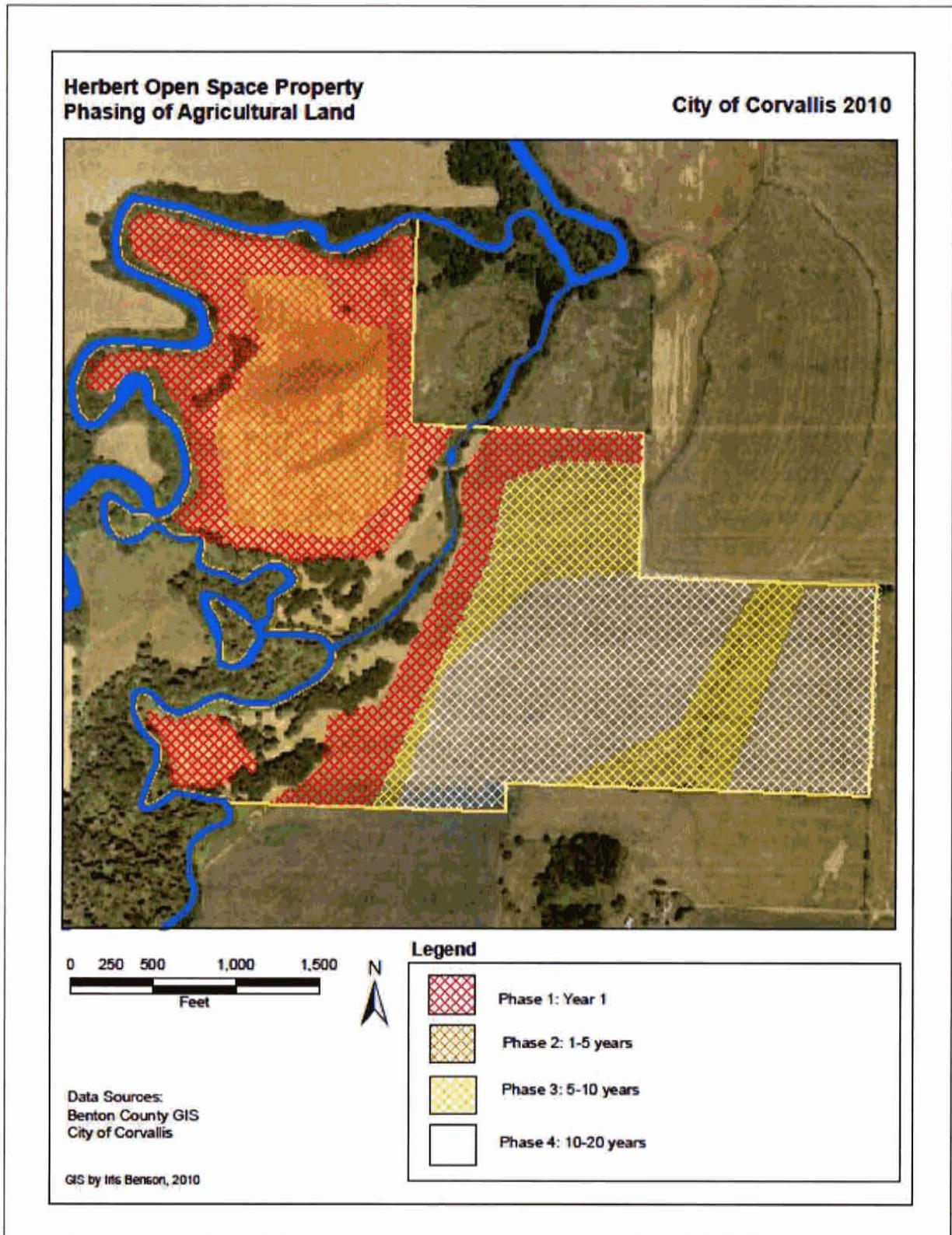
Action Item 2.2.4 - Evaluate a variety of crop types and determine which types could potentially provide habitat functions for native wildlife such as: western pond turtle, streak horned lark, meadow lark, red-legged frog, and wood peckers.

Action Item 2.2.5 - Develop and implement monitoring protocols for areas that are restored to native conditions to measure and evaluate success, and use results to guide and implement adaptive management.

Agricultural Lands Objective 2-3: The Farm lease will outline best management practices that protect and restore the ecological functions of native habitats and associated native species.

Action Item 2.3.1 - The farm lease will contain provisions that minimize the impact related to agriculture production on native species and the ecological functions of native habitats that support these species.

Action Item 2.3.2 - The farm lessee will be selected based on the agricultural practices that best fit with the overall goal of habitat protection and enhancement.



Map 3.5 Proposed Transitions of Agricultural Land

Goal 3: Provide research and educational opportunities to increase public understanding and appreciation of native habitats and their relationship to cultural resources.

HFNA is a valuable cultural resource. The property contains wildlife and habitat features that are intricately connected to the cultural practices of the Kalapuya. In addition, the site has resources from post Euro American settlement that have historic value.



Environmental Education

Many native vegetation communities and species evolved under regular disturbance regimes such as human induced fire and natural flooding. Educational activities on HFNA will include the recognition that Native American practices such as prescribed fire shaped many of the ecological attributes on the property. Post-settlement practices such as farming and grazing were also important historic activities on the property and have cultural significance.

The history of human interaction with the native landscapes on site will be celebrated by using HFNA as a living classroom. HFNA will provide an outstanding resource for educational activities related to exploring the relationship between the ecological and cultural history of the site.

Objectives and Action Items:

Educational Opportunities Objective 3-1: Collaborate with natural resource agencies, non-profits and educational institutions to implement research and citizen-science programs to assist in the inventory, monitoring, restoration and adaptive management needs of the site (potential groups Appendix E).

Action Item 3.1.1- Seek research opportunities with professional educators and graduate students at Oregon State University, University of Oregon and other regional institutions to develop research projects relevant to habitat conservation at HFNA.

Action Item 3.1.2 - Encourage research-oriented relationships by providing reasonable access to project resources, field tours and management activities.

Action Item 3.1.3 - Seek funding partnerships that would support restoration and educational activities and research opportunities on HFNA.

Action Item 3.1.4 - Develop a communication strategy to promote partnerships and restoration projects on site.

Educational Opportunities Objective 3-2: Provide educational opportunities for conservation groups, schools, and members of the public (potential groups Appendix E).

Action Item 3.2.1 - Develop interpretive materials that describe the cultural resources on HFNA and their connection to native species and habitats.

Action Item 3.2.2 - Encourage k-12 fieldtrips, volunteer opportunities, and educational opportunities to help instill a sense of stewardship in future generations.

Action Item 3.2.3 - Provide volunteer and citizen-science opportunities for community members. Activities could include: planting of native species, removal of invasive plants, trail maintenance, monitoring, and educational tours.

Action 3.2.4 - Include appropriate site elements in the master plan to accommodate educational opportunities.

Educational Opportunities Objective 3-3: Work with archeological, historical and cultural interests to better understand and interpret the historic-prehistoric qualities of the natural area (Appendix D).

Action Item 3.3.1 - Collaborate with local Native American Tribal representatives, the State Historic Preservation Office (SHPO) and the Corvallis Historic Resources Commission to identify qualified groups to assist with the evaluation of cultural resources on HFNA.

Action Item 3.3.2 - Ensure that all projects are in accordance to Section 106 of the National Historic Preservation Act (1966) to address any potential culturally relevant locations prior to the start of any natural area projects.

Action Item 3.3.3 - Provide appropriate interpretation material in regard to the cultural significance of the site.

Action Item 3.3.4 - Use results from cultural resource work to inform site selection for restoration activities. Note: cultural resource assessments will be conducted on a project by project basis and as funding is available.

Goal 4: Provide recreational opportunities that are compatible with the interpretation, restoration, and protection of native habitat.

Emphasis will be placed on recreation activities that support the ecological and cultural attributes on the property. HFNA provides considerable recreational opportunities that would have minimal impact on the natural and cultural resources.



Children Watching a Talk on Owls

Public access to HFNA will include recreational uses such as: walking, botanizing, wildlife viewing, scenic enjoyment, nature tours, and interpretation. Designated areas will have little to no public access because they contain sensitive or rare species, or they are undergoing restoration work. HFNA will be managed primarily to protect and restore the outstanding ecological features on the property.

Objectives and Action Items

Recreational Opportunities Objective 4 -1: Define which recreation activities HFNA can accommodate, beyond those identified in Goal 3, with minimal impact to the natural habitats on site.

Action Item 4.1.1 - Establish a protocol to solicit, consider, process and evaluate requests for compatible public access.

Action Item 4.1.2 - Establish a protocol to evaluate the impacts of permitted and unauthorized public access.

Action Item 4.1.3 - Establish sensitive habitat areas which are off-limits to visitors (Map 3.6, page 61), other than those persons identified in Goal 3.

Action Item 4.1.4 - Establish a protocol to evaluate compliance with HFNA Conservation Easement restrictions regarding the presence of domestic animals. (Appendix A). Evaluate site impacts from dog use.

Action Item 4.1.5 - Seasonally monitor visitor use patterns and apply adaptive management where necessary.

Action 4.1.6 - Include appropriate site elements in the master plan to accommodate recreation opportunities such as trails, picnic areas, and wildlife viewing areas.

Recreational Opportunities Objective 4-2: Provide recreational activities that are compatible within the ecological framework of Goal 1.

Action Item 4.2.1 - Corvallis Parks and Recreation staff and ODFW will collaborate to identify compatible recreation activities that may occur without compromising habitat integrity, conservation values, or restoration processes.

Action Item 4.2.2 - Provide interpretive materials to enhance visitor's experiences and describe potential impacts resulting from visitation

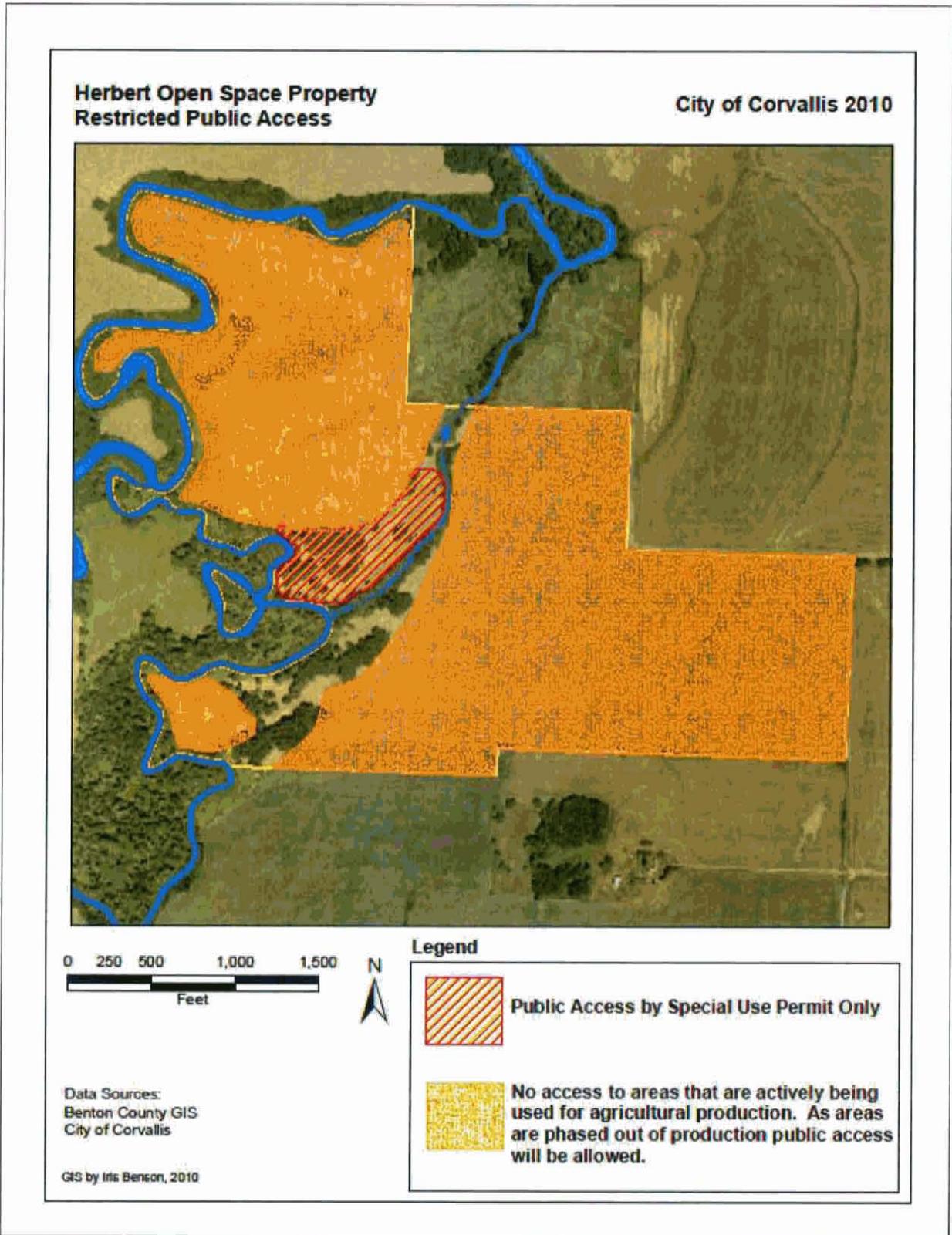
Action Item 4.2.3 - Develop kiosk signage which clearly describes the HFNA mission and the City's expectations of visitors

Action Item 4.2.4 - Create brochures to further educate visitors about the multiple uses of the property, i.e. habitat protection, enhancement and research, sustainable agriculture, and cultural resource protection and interpretation

Action Item 4.2.5 - Coordinate with other agencies and non-profits to provide interactive recreation, educational, and restoration opportunities for visitors

Action Item 4.2.6 - Engage visitors with the restoration of the site in an effort to instill a sense of stewardship for the natural environment

Action Item 4.2.7 - Integrate educational and interpretive opportunities into recreation programs and the HFNA master plan



Map 3.6 Public Access

Chapter 4: Phasing and Priorities

The majority of native habitat and associated species have been lost from HFNA due to altered hydrology, cessation of burning, conversion to agriculture, introduction of invasive and exotic plant and wildlife species, and encroachment of conifers and other plants. However, the suite of fish and wildlife habitats and species, the overall high native biodiversity, the cluster of high quality habitats along the Mary's River, Muddy Creek and Matt Creek, and the connecting position on the landscape all contribute to make HFNA very important from a conservation perspective.

HFNA presents an outstanding opportunity for the City of Corvallis to protect, restore and enhance native habitats of the Willamette Valley.

Intact habitats dominated by native vegetation will be the primary focus for protection and enhancement. Improvements include: replanting, encouraging the appropriate hydrology, prescribed fire, invasive plant removal, limited human impact, buffer creation, and education opportunities. Locations shown to have rare, endangered, or sensitive species will take priority.

Once adequate and stable resources are identified to restore and maintain existing, intact habitats on site, efforts will be focused on the expansion of habitats described in Goal 1.

The replanting of woody vegetation along Mary's River, Muddy Creek, and Matt Creek will be conducted after invasive plant populations are adequately controlled along the river and stream bank.

In addition to the replanting of vegetation, the site's hydrological processes need greater understanding before bank restoration can be effectively implemented. However, all immediate threats to the Mary's River, Muddy Creek, and Matt Creek through farming will be minimized by increasing the buffer widths.

It is understood that riparian protection and enhancement is essential to water quality, landscape connectivity, and landscape function.

Coordination with the current farm lessee is necessary to accomplish this. In addition, annual review of the farm contract will be necessary to ensure ecologically responsible farming methods.

While there are many potential projects on site that could greatly benefit the natural environment, it is understood that the maintenance and protection of existing natural resources is critical. In conjunction with this plan, the best management practices outlined in the Corvallis Parks and Natural Areas Sustainable Operations Plan will be applied to help maintain HFNA.

Although priorities and phasing have been listed in this plan, this is not a static plan. In the event that funding sources and partnership opportunities arise for a specific restoration activity, the project will be explored at that time.

Phase 1 (0-5 years)

- The primary focus should be on invasive weed control in intact prairie and oak habitats, especially where rare and sensitive species are present.
- This includes continued maintenance through mowing and the potential introduction of fire.
- Guidelines will be established in regard to dogs, if impacts are observed.
- Sections will be removed from agriculture that limit the impact to waterways in the form of erosion and decrease chemical runoff.
- Small habitat areas will be enhanced where they could have a direct benefit to wildlife populations of Streak horned lark and Western pond turtle.
- Further natural resource assessment of the property will continue to take place in the form of hydrologic studies and plant surveys.
- In addition to on-the-ground activities, the first five years will be critical to build partnerships and secure funding sources.

Phase 2 (5-10 years)

- By the second phase, funding and partnerships should be formed. Also, data collection in regard to plant communities and hydrological process should be sufficient to move forward with increased habitat restoration, especially along the Mary's River.
- The regular maintenance of intact habitats will be well understood and implemented on regular intervals.
- Low impact improvements in regard to public use will begin to take place. Parking and trails will be further developed in the next update of the Parks and Recreation Facilities Plan.
- The installation of interpretive material may begin, and educational opportunities will increase. Volunteers and interested parties will be permitted to assist with restoration activities.

- Trails will be provided for those who wish to walk, bird, and botanize at HFNA.
- A master plan outlining a conceptual plan will be created.

Phase 3 (10 years and beyond)

- Restoration efforts will continue in addition to the maintenance of intact habitats. Intact habitats will provide greater ecological benefit as they become established.
- Funding should be identified for larger park improvements. Examples include: bridges, a boardwalk, permanent trails, and major bank improvements along the Mary's River, Muddy Creek and Matt Creek.
- Major park improvements could potentially be developed through Corvallis Parks and Recreation's Capital Improvement Plan.
- Partnerships will be developed and functioning. Most, if not all, agricultural lands will be converted to native habitat or sustainable agricultural practices that provide habitat to native species.

Monitoring

All restoration efforts conducted on site will undergo appropriate monitoring protocols. The monitoring duration and methods will be dependent on the specific goals of each restoration project. Before restoration can occur on site, the partner must provide the City with a monitoring plan.

The plan should outline what the project will entail, a site plan, copies of appropriate permits, success criteria, baseline data, data collection methods, and the project duration. Annual reporting in regard to each project's success will be required. All monitoring data from each project will be compiled by the City to evaluate the overall ecological progression of the site. City staff will create a comprehensive report summarizing all restoration efforts on site for the partners and public. The monitoring data and reports will also be used to inform future revisions of the management plan.

Monitoring at HFNA is critical to determine the success of individual restoration projects and the ecological progression of the site as a whole, within its context. Success will be measured at several scales.

Primary monitoring will focus on the habitat scale; this directly reflects the focus of Goal 1 in chapter 3. The habitat types to be monitored are: Riparian areas, buffers, creeks and streams, wet prairie and wetlands, mixed woodland, oak

woodland, oak savanna, upland prairie, and agricultural land. Impact from recreation will be evaluated equally across all habitat types.

A score chart has been created to evaluate the ecological function of the site. In addition to the information obtained from habitat monitoring, the chart includes evaluation criteria on: patch size, diversity, the presence of threatened and endangered species, connectivity, and landscape process. Some overlap exists in evaluation criteria. The purpose is to create easily applicable and representative criteria that can be directly applied to site management practices.

Monitoring will take place on an annual basis, unless otherwise specified, and a report will be created based on the findings and distributed to interested parties and partners.

The following monitoring protocols were developed from 1) on-line resources, such as government and private agency web pages outlining similar efforts and 2) research methodologies extracted from journal articles cited in appendix F.

Habitat Monitoring

Riparian Corridor and Associated Buffer

Native Species

- Native plant cover should be 80% or more
- Vegetation should be dominated by tree and shrub species and provide significant shade
- Transects, vegetation plots, and photo points will be established and mapped
- Monitoring of plant cover will take place annually

Invasive Species

- Invasive plants should be less than 20%
- Monitoring will use the same transects, vegetation plots, and photo points as indicated for measuring of native species
- Monitoring will take place annually

Erosion

- Establish photo points along bank areas in question to establish baseline conditions

- Establish permanent markers (erosion pins) along transects or other stream bank sampling regime, measure annual soil movement relative to established gradations
- Measure annual gullies or rills, calculate area eroded, and estimate amount of soil displaced
- Analysis of air photos can be useful for large scale erosion issues
- Analysis by boat should be conducted annually to photo document both banks of the Mary's River.

River and Creeks

Erosion

- Establish photo points along bank areas in question to establish baseline conditions
- Establish permanent markers (erosion pins) along transects or other stream bank sampling regime, measure annual soil movement relative to established gradations
- Measure annual gullies or rills, calculate area eroded, and estimate amount of soil displaced
- Analysis of air photos can be useful for large scale erosion issues
- Analysis by boat should be conducted annually to photo document both banks of Mary's River
- Evaluate vegetative competition (from introduced exotics and aggressive natives)
- Evaluate invasive species along trail edges and map populations along the trail head and corridor every year
- Invasive plants that spread easily by hikers, pets, and cyclists should be maintained at levels less than 5%

Complexity

- Measure and photograph areas of down wood
- Measure area and photograph canopy cover from adjacent vegetation
- Measure area and photograph pools and ripples

- Measure and photograph areas where stream or river has interaction with adjacent flood plain.

Wet prairie and Wetlands

Native Plants

- Native plant cover should be 80% or more
- Vegetation should be dominated by herbaceous forb and grass species
- Transects, vegetation plots, and photo points will be established and mapped
- Monitoring of plant cover will take place annually

Invasive plants

- Invasive plants should be less than 20%
- All shrubs and trees will be considered invasive plants
- Monitoring will use the same transects, vegetation plots, and photo points as indicated for measuring of native species
- Monitoring of invasive plants will take place annually

Hydrology

- Piezometers will be placed and mapped to measure ground water
- Seasonal flooding will be recorded and mapped as access allows

Mixed Woodland

Native Plants

- Native plant cover should be 80% or more
- Vegetation should be diverse with an intact under, middle, and upper story
- Transects, vegetation plots, and photo points will be established and mapped
- Monitoring of plant cover will take place annually

Invasive Species

- Invasive plants should be less than 20%
- Douglas-fir will be tolerated in mixed woodland conditions but should not be the dominant tree

- Young Douglas-fir will be counted and measured annually
- Monitoring will use the same transects, vegetation plots, and photo points as indicated for measuring of native species
- Monitoring of invasive plants will take place annually
- Evaluate vegetative competition (from introduced exotics and aggressive natives)
- Evaluate invasive species along trail edges and map populations along the trail head and corridor every year
- Invasive plants that spread easily by hikers, pets, and cyclists should be maintained at levels less than 5%

Oak Woodland

Native Species

- Native plant cover should be 80% or more
- Canopy cover should be 30%-70%
- Develop baseline conditions inventory for woodland polygons
- Record DBH, height, crown width, and canopy cover
- Conduct core analysis to help assess release effect
- Transects, vegetation plots, and photo points will be established and mapped
- Monitoring of plant herbaceous plant cover will take place annually
- Monitoring of trees will take place every three to five years

Invasive Species

- Invasive plants should be less than 20%
- Map mature Douglas-fir and seedlings
- Monitoring will use the same transects, vegetation plots, and photo points as indicated for measuring of native species
- Monitoring of invasive plants will take place annually

- Map all trails using a GPS unit annually to ensure the trail is remaining in desired location
- All trails must not come within 30 feet of all streams and rivers, except where designated access points are provided

Oak Savanna

Native Species

- Native plant cover should be 80% or more and vegetation should be dominated by grass and forb species
- Record DBH, height, crown width, and canopy cover of oak trees
- Canopy cover should be 5%-30%
- Conduct core analysis to help assess release effect
- Transects, vegetation plots, and photo points will be established and mapped
- Monitoring of herbaceous plant cover will take place annually
- Monitoring of oak trees will take place every five years

Invasive Species

- Invasive plants should be less than 20%
- Monitoring will use the same transects, vegetation plots, and photo points as indicated for measuring of native species
- Monitoring of invasive plants will take place annually
- Douglas-fir will be considered an invasive plant

Upland Prairie

Native Species

- Native plant cover should be 80% or more
- Vegetation should be dominated by grass and forb species
- Transects, vegetation plots, and photo points will be established and mapped
- Monitoring of plant cover will take place annually

Invasive Species

- Invasive plants should be less than 20%

- Monitoring will use the same transects, vegetation plots, and photo points as indicated for measuring of native species
- All woody trees (with the exception of oak trees) and shrubs will be considered invasive
- Monitoring of invasive plants will take place annually

Agricultural Land

Considering HFNA is a multiple use property, it is essential to manage the entire site as a working ecological system. Farming can have a negative impact to surrounding habitats through chemical runoff, erosion, and spray drift. Proper management of HFNA includes minimizing the impact of agriculture on site, while also recognizing that certain agricultural practices may benefit select species. Following are a list of criteria outlining how to determine impact to adjacent habitats from farming.

Native Species

- Native plant cover is not required

Invasive Species

- Invasive plants should be less than 20%
- Monitoring will use the same transects, vegetation plots, and photo points
- Monitoring of invasive plants will take place annually

Erosion

- Annually evaluate edges and drainage ways for soil loss
- Assess the edge between all agricultural production and established buffers will be evaluated for soil erosion, chemical runoff, and spray drift
- No erosion, runoff, and drift will be tolerated past 10 feet along the buffer edge

Recreation Impact

Recreation can impact sensitive animals and plants. Some impacts include: trampling, habitat disturbance through human activity, increased invasive species, fragmentation, and nutrient enrichment. The following criteria will be used to evaluate impact from recreation.

- Evaluate trail width and depth at 100 foot intervals along all trails and create photo points at intervals of 500 feet

- Evaluate unwanted vegetative competition along trail edges and map populations along the trail head and corridor every year
- Maintain unwanted plants that spread easily by hikers, pets, and cyclists at levels less than 20%
- Monitor for increased nutrient loads (use the same intervals listed under trail width and depth). Signs may include: visible piles of feces or dark green vegetation patches.
- Annually map all trails using GPS to ensure trails are remaining in desired locations. All trails must not come within 30 feet of all streams and rivers; except where designated access points are provided.

Site Function

The following tables represent baseline monitoring criteria. Individual projects may have additional or modified criteria based on the project’s goals. Points are assigned based on optimum conditions, table 4.2; table 4.1 outlines the habitat types and an example score sheet.

A high score equates to desirable conditions where a low score highlights areas that need improvement. Criteria can be evaluated together, representing the site function, or individually representing specific management goal.

Example Score Sheet Table 4.1

Habitats	Acres	Native Species	Invasive species	Diversity	T&E Plant Species	Farming Impact	Recreation Impact	T&E Wildlife Species	Connectivity	Habitat Structure	Habitat* Total
Riparian Corridor / Associated Buffer											
River and Creeks											
Wet prairie / wetlands											
Mixed woodland											
Oak Woodland											
Oak Savanna											
Upland Prairie											
Agricultural Land											
											Site Total
Criteria Total											

(See table 4.2 for scoring guidelines)

Evaluation Criteria Table 4.2

Criteria Points	Acres of habitat type	Percentage of native species	Percentage of invasive species	Diversity of native species	Presence of T&E, rare, and sensitive plants
5 points	Acreage large enough to support a wide variety of wildlife in addition to key species listed in Chapter 3	More than 80%	Less than 90%	High diversity	Population present and increasing in numbers
4 points	Acreage large enough to support a variety of wildlife and one or two key species listed in Chapter 3	More than 70%	Less than 80%	Medium/high diversity	Population present and stable
3 points	Acreage large enough to support existing species but not large enough for expanding populations	More than 60%	less than 70%	Medium diversity	Population present but it is unknown if they are increasing or declining
2 points	Acreage not large enough for expanding populations and not sufficient to support existing populations	More than 51%	less than 60%	Medium/low diversity	Population Present but is declining
1 point	Acreage to small for existing species and is creating stress on the population	Less than 50%	Less than 50%	Low diversity	Population isn't present
Criteria Points	Impact from farming	Impact from recreation	Presence of T&E, rare, and sensitive wildlife species	Connectivity with adjacent habitat types	Habitat structure and natural processes
5 points	The crop and/or type of farming practices increase habitat value	Patrons engaged in restoration activities and volunteering at HFNA	Population present, breeding, and increasing	Connected to high quality habitat on all edges where appropriate	Habitat structure and natural processes intact and functioning close to historic regimes
4 points	Farming is providing needed habitat structure	Occasional off trail use but impact is not observed	Population present and remaining stable	Connected to high quality habitat on most edges where appropriate	Habitat structure and natural processes intact but functioning differently then historic regimes
3 points	Farming not affecting desired conditions based on management guideline for that phase	Occasional off trail use minor side trails formed	Population present but it is unknown if they are increasing or declining	Connected to medium quality habitat on some edges, reconnection is possible over a short period of time	Habitat structure and natural processes somewhat intact but need restoration work to function like historic regimes
2 points	Farming is affecting desired conditions based on management guideline for that phase	Off trail use, side trails formed, and main trail degrading	Population present but is declining	Connected to low quality habitat on some edges, reconnection is possible over a long period of time	Habitat structure and natural processes not intact. Intense restoration could reverse to historic regimes

1 point	Signs of erosion, chemical runoff, and drift to adjacent habitats, especially those adjacent to riparian areas	Off trail use, side trails formed and main trail degrading where T&E rare, and sensitive species are present	Population isn't present	None or degraded existing habitat connections. Reconnection is difficult and would take a long period of time	Habitat structure and natural processes are not intact but and even with serious restoration work they would not functioning like historic regimes
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Outreach and Partnerships

The City is partnering with, the Institute of Applied Ecology, Oregon Department of Fish and Wildlife, US Fish and Wildlife, Oregon State University, and the Greenbelt Land Trust. It is the City's intention to continue these partnerships.

Partnerships could be expanded to the following groups shown in (Appendix D).

A communication strategy will be created in an effort to provide and receive seamless information between partners conducting work on site. Because of limited funding, creative partnerships will be essential to the implementation of the management plan.

Partnerships could include any combination of labor, materials, equipment, technical assistance, and funding.

Funding Strategy

The implementation of the HFNA management plan is scheduled to be phased over a successive number of five year intervals, which will allow the development of adaptive management strategies. Funding for plan Action Items will converge from several key areas.

Corvallis Parks and Recreation Operational Support

The Parks Division will have some capacity to support plan action item implementation through the Natural Resource and Turf Management Program sub-areas of the IVPM and Rough Mowing Program. The IVPM program enables staff to implement small-scale control measures for unwanted vegetation and other pest species using various chemical, cultural, biological, and mechanical methods. In addition, the rough mowing program can contribute small acreage mowing for the purposes of vegetation management and fire abatement.

Corvallis Parks and Recreation Levy or Bond Measures

The Parks and Recreation Departmental budget will continue to tighten over the next several years. As a result, bonds and levies will likely be explored as a means to continue to provide financial support for departmental service delivery.

As alternative funding measures are developed, language may be incorporated which will detail one-time support for HFNA plan projects.

Grants

Potential grant funding presents an attractive alternative to traditional funding for several reasons. First, new grant opportunities become available regularly. Most grant opportunities are time sensitive, and those that follow are more or less applicable, but the following list has informational value. Secondly, grant funding tends to be fairly specific in scope, and is therefore easier to deal with in terms of connecting monies to particular projects. And, from a municipal budgeting point of view, grant funding is more easily “earmarked” to specific program areas. Third, grant writing, both as a potential funding mechanism and career skill, will become more important as government budgets continue to constrict. Grant funding, in excess of \$45,000, was secured from the Bonneville Power Administration to conduct the Natural Resources Assessment at HFNA, which forms the background of the HFNA Management Plan.

Some recent examples of particular grants and potential granting agencies are provided:

<http://www.lindberghfoundation.org/docs/index.php/our-grants>

<http://www.scc.wa.gov/index.php/Grant-News/Listing-of-Potential-Grants/Private-Foundation-Grants.html>

[http://yosemite.epa.gov/R10/ECOCOMM.NSF/cf58c61bb5ef33ca88256c4000775ada/6b9031abd87fed8a88256c3f0073f278/\\$FILE/wpdg_2010rfp.pdf](http://yosemite.epa.gov/R10/ECOCOMM.NSF/cf58c61bb5ef33ca88256c4000775ada/6b9031abd87fed8a88256c3f0073f278/$FILE/wpdg_2010rfp.pdf)

<http://yosemite.epa.gov/r10/homepage.nsf/d7b03c22cbc0843588256464006a2ff4/d7b3b0464224c1e88825661a0074635e?OpenDocument>

<http://oregon.gov/ODA/PLANT/WEEDS/grantindex.shtml>

http://ecfd.oregon.gov/OWEB/GRANTS/grant_applications_main.shtml

<http://www07.grants.gov/search/synopsis.do;jsessionid=zJh6MJWQLTsdYfH1B32vBQ1Ymbqk2PGXkSQ1fRpzN05vDv89wJ4L!2035919305>

<http://www07.grants.gov/search/synopsis.do;jsessionid=zJh6MJWQLTsdYfH1B32vBQ1Ymbqk2PGXkSQ1fRpzN05vDv89wJ4L!2035919305>

<http://www07.grants.gov/search/synopsis.do;jsessionid=zJh6MJWQLTsdYfH1B32vBQ1Ymbqk2PGXkSQ1fRpzN05vDv89wJ4L!2035919305>

<http://www.wripmc.org/>

<http://attra.ncat.org/calendar/funding.php>

http://ric.nal.usda.gov/nal_web/ric/ffd.php?rec_id=181&mode=show_reference

http://ric.nal.usda.gov/nal_web/ric/ffd.php

http://ric.nal.usda.gov/nal_web/ric/ffd.php?rec_id=553&mode=show_reference

Conclusion

Herbert Farm and Natural Area is a large, complex, multiple-use property. The success of the site is dependent on strong partnerships. All projects and recreational uses should protect the ecological and cultural integrity of the site. It is understood that restoration and management will be a phased process and will require many years of work, planning, and adaptive management.



Sunset at Herbert Farm and Natural Area

Appendix A: Conservation Easement

M320435-02

After recording please return document to:
Realty Section
Oregon Department of Fish and Wildlife
P.O. Box 59
Portland, Oregon 97207

**HERBERT OPEN SPACE
CONSERVATION EASEMENT**

Key Title Co. 10-34954

DATE: June 24, 2002

PARTIES: **City of Corvallis,** Grantor
Parks and Recreation Department
1310 S.W. Avery Park Dr.
Corvallis, OR 97333

State of Oregon Grantee
Department of Fish and Wildlife
Realty Section
2501 SW 1st Avenue
Portland, OR 97207

THIS CONSERVATION EASEMENT is entered into this 24 day of June, 2002, by and between the City of Corvallis, hereinafter called Grantor, and the State of Oregon, by and through its Department of Fish and Wildlife, hereinafter called Grantee.

WITNESSETH:

WHEREAS, the Grantor is an Oregon municipal corporation, and

Final Conservation Easement
City of Corvallis - ODFW
June 2002

1 of 13

WHEREAS Grantor is the sole owner in fee simple of certain real property described in Exhibit "A" (hereinafter referred to as "the Property"), and

WHEREAS the Property possesses natural, scenic, educational, recreational, agricultural, and fish and wildlife values (collectively called "conservation values") of great importance to Grantee and to the citizens of the State of Oregon; and

WHEREAS, Grantee has publicized and held public meetings in compliance with ORS 271.735 and has thereafter determined that the acquiring a conservation easement is in the public interest; and

WHEREAS, Grantee desires to acquire this conservation easement pursuant to a Memorandum of Agreement and Intergovernmental Contract with the Bonneville Power Administration (BPA) which the parties hereto agree constitute a clearly delineated federal and state conservation policy that will yield significant public benefit; and,

WHEREAS, Grantor intends to convey to Grantee the right to preserve and protect the conservation values of the Property in perpetuity as a mitigation site for the Willamette Basin federal hydro-electric dams and reservoirs; and,

WHEREAS, Grantee agrees by accepting this grant to honor the intentions of Grantors stated herein and to preserve and protect in perpetuity the conservation values of the Property; and

NOW, THEREFORE, in consideration of the mutual promises, terms, conditions, restrictions and undertakings herein set forth, Grantors hereby voluntarily grant and convey to the Grantee a conservation easement in perpetuity over the Property of the nature and character and to the extent hereinafter set forth.

1. Management Plan: Grantee and Grantor agree to collaborate in drafting and executing a management plan, including the formulary for the phased implementation of the mitigation strategies. The management plan shall take effect upon its approval by Grantee, Grantor, and BPA. The management plan shall highlight the restoration, recreation goals, management objectives, tasks and probable time lines. The management plan shall be substantially completed within eighteen months of the acquisition of the Property.

2. Obligations of Grantor: Grantor, its successors and assigns, will perpetually preserve the conservation values of the Property, protecting its predominantly natural, scenic, forested, agricultural, and open space condition. Specifically, Grantor shall protect the existing wetlands, woodlands, savannahs, riparian and riverine communities and open spaces. Any use of the Property (identified within the mitigation zones) which may impair or interfere with the conservation values, unless expressly permitted in this conservation easement, the management plan, or approved in writing by Grantee, is expressly prohibited.

3. Specific Conservation Values: The Grantor and Grantee have identified the following specific conservation values that are to be preserved and protected under this easement, including, but not limited to:

- a) Significant natural habitat in which fish, wildlife, plants or a similar ecosystem thrive in a natural state. In particular, riparian and riverine communities, wetlands, woodlands and savannahs.
- b) A natural area which contributes to the ecological viability of nearby local parks and open spaces.
- c) A scenic landscape and natural character which would be impaired by development of the Property.
- d) A scenic panorama visible to the public from publicly accessible sites which would be adversely affected by modifications of the natural habitat.
- e) Relief from urban closeness.

- f) Preserving the Property enables Grantor to integrate the conservation values with other neighboring lands.
- g) Both the Department of Fish and Wildlife and the City of Corvallis recognize the importance of the Property as an ecological, recreational and scenic resource.

4. Permitted Uses: Grantor retains all ownership rights which are not expressly restricted by this conservation easement. Grantor may utilize the Property for educational and natural resources purposes and programs and sustainable agriculture consistent with the management plan and preservation of the conservation values. For the purpose of this conservation easement, "sustainable agriculture" means agricultural practices consistent with long-term preservation of a) the fish and wildlife habitats, b) other natural values, and c) agricultural production capacity of the site. The practices shall be done in a manner allowing optimization of the site benefiting wildlife and fish habitat restoration. These practices may include; but not be limited to, cropping regimes for grass seed production, crop rotation or other appropriate agricultural production opportunities. Public access for non-motorized, recreation consistent with the conservation values is allowed and shall be regulated by Grantor in accordance with the management plan. Grantor retains the right to convey, sell, mortgage, bequeath or donate the Property with prior written approval of Grantee, which approval shall not be unreasonably withheld. Any conveyance will remain subject to the terms and conditions of this conservation easement and the subsequent interest holder will be bound by terms and conditions of this conservation easement.

5. Prohibited Actions: Any use of the Property which may impair or interfere with the conservation values, unless expressly permitted in this conservation easement, the management plan, or approved in writing by Grantee is expressly prohibited. By way of example, but not by way of limitation, the following activities and uses are explicitly prohibited:

- a) Division. Any division, partition or subdivision of the Property is prohibited.
- b) Commercial Activities. Commercial or industrial activity is prohibited.
- c) Construction. Except for construction needed to facilitate implementing the

approved management plan, all construction, improvements and/or other human engineered modifications such as buildings, structures, fences, and roads are prohibited.

- d) Vegetation Management. Any cutting or planting of trees or vegetation is prohibited, except as part of the approved management plan.
- e) Land Surface Alteration. Any mining, quarry, gravel extraction or alteration of the land surface is prohibited, unless it is part of the management plan approved by Grantee.
- f) Dumping. Waste and unsightly or offensive materials are not allowed and may not be accumulated on the Property.
- g) Water Courses. Natural watercourses, lakeshore, wetlands or other water bodies may not be altered unless such alteration has been approved in advance by Grantee.
- h) Off-Road Vehicles. Except for emergency vehicles and any vehicles needed to facilitate implementing any approved management plan, motorized off-road vehicles such as snowmobiles, dune buggies, all-terrain vehicles and motorcycles may not be operated on the Property, except on roads open to the public.
- i) Hazardous Materials. Except as part of an approved management plan, no application of herbicides, pesticides, or fertilizer will be allowed.
- j) Billboards. Billboards and signs are prohibited. A sign may, however, be displayed to state:
 - The name and address of the Property;
 - The owner's name;
 - The area protected by this conservation easement;
 - Prohibition of any unauthorized entry or use;
 - Applicable local regulatory ordinance information;
 - Interpretive or educational information.

- k) Introduction of animals. No domestic or exotic animals of any kind may be released on the Property with the exception of grazing or other animals that may be used as a habitat management tool under the management plan. Dogs under control of their owners or handler participating in lawful recreational activities are allowed, as defined in the applicable local ordinances.

6. Notice of Intention to Undertake Certain Permitted Actions: Grantors shall notify Grantee prior to undertaking the permitted activities, as provided in paragraph 4 above, to ensure that the activities in question are designed and carried out in a manner consistent with the purpose of this easement. Whenever notice is required it shall be provided in writing not less than 30 days prior to the date the party intends to undertake the activity in question. The notice shall describe the nature, scope, design, location, timetable and any other material aspect of the proposed activity. Notice shall be given to the Grantee as set forth in Section 12 below.

7. Grantee's Right of Entry and Inspection: Grantee shall have the right to enter, remain on, and with prior written authorization agreed to by the Grantor, alter and manage the Property for the purposes of:

- a) Restoring wetland, woodland, savannah, riparian and riverine communities;
- b) Sustainable agricultural practices; and
- c) Conducting research or educational programs; and
- d) Inspecting the Property to determine compliance with this conservation easement.

However, Grantee shall have no obligation or liability for the payment of any real estate taxes or assessments levied on the Property.

8. Force Majeure and Other Limitations of Liability: Grantor shall not be responsible for, nor in violation of this easement because of, modifications to the Property resulting from causes beyond Grantor's control. Examples are: unintentional fires, storms, natural earth movement, and

trespassers (Grantor shall take reasonably prudent actions to prevent trespasser access to the Property. Gating road and regulatory signage are considered reasonably prudent actions). In addition, Grantor shall not be responsible for the adverse results of any good faith, well-intentioned action taken by Grantor in response to an emergency; provided, Grantor notifies Grantor of the emergency and Grantor's response within 96 hours.

9. Remedies: Grantee shall have the following remedies in the event of violation of the conservation easement by Grantor, or its successors in interest and subsequent owners of the Property.

- a. Notice and Demand. If Grantee determines that Grantor is in violation of this conservation easement, or that a violation is threatened, Grantee shall provide written notice to Grantor unless the violation constitutes potential immediate and irreparable harm to the Property and/or the conservation values and prior notice is not possible or practicable. The written notice will identify the violation and request corrective action, with a mutually agreed upon date of expected remedy, to cure the violation or to restore the Property.
- b. Commencement of Action. Grantee may bring an action in law or in equity to enforce the terms of the conservation easement as follows:
 1. Immediately where Grantee in its good faith discretion believes the violation may result in immediate and material injury or damage to the Property or the conservation values.
 2. In all other cases, 28 days after the earlier of i) the mailing or ii) the receipt of the notice described in Section 8 (a) above.
- c. Specific Remedies. Without limitation, Grantee may enjoin the violation through injunctive relief, seek specific performance, declaratory relief, restitution, reimbursement of expenses or an order compelling restoration of the Property. If the court determines that Grantor has failed to comply with this conservation easement, then Grantor also

agrees to reimburse all reasonable costs and attorney fees incurred by Grantee in seeking to enforce this Agreement.

d. Cumulative Remedies. The preceding remedies of Grantee are cumulative and in addition to any other remedies available at law. Any, or all, of the remedies may be invoked by Grantee if there is an actual or threatened violation of this conservation easement.

e. Delay in Enforcement. A delay in enforcement shall not be construed as a waiver of Grantee's right to enforce the terms of this conservation easement.

f. BPA Enforcement. Grantor and Grantee agree that BPA, its successors and assigns, shall have the right, but not the obligation, to enforce any and all terms of this conservation easement as a third party beneficiary with all the rights accorded such beneficiaries under ORS 271.715 to 271.795, Conservation and Highway Scenic Preservation Easements and any other applicable law. The parties recognize BPA may have its own contact with Grantor if and when the need arises to protect its rights as a third party beneficiary to this easement.

10. Rights of Action Against Third Parties: Grantee may bring any action it deems necessary or prudent against third parties if, in its good faith judgment, it believes such third parties actions may impair the conservation values identified above.

11. Indemnification: Subject to the limits of the Oregon Tort Claims Act, each party agrees to defend and hold harmless the other, its officers, divisions, agents, and employees from all claims, suits or actions of any nature arising out of the activities of the party, its agents, employees, or invitees, under this agreement. No party shall be responsible for the negligence of the other party, its officers, agents or employees.

12. Notices: For purposes of this agreement, notices may be provided to either party, by personal delivery or by mailing by First Class Mail a written notice to that party at the address shown at

the top of this agreement, or at such other address as a party may instruct by notice given the other pursuant to this paragraph. Service will be complete upon the earlier of delivery or 2 business days after depositing the properly addressed notice with the U.S. Postal Service with sufficient postage.

13. Assignment: Grantee may assign its rights under this conservation easement to any person or entity that now or in the future may be entitled to hold such rights under ORS 271.715. Right of assignment is subject to Grantor's approval and shall not be withheld unreasonably by Grantor.

14. Severability: If any portion of this conservation easement is determined to be invalid, the remaining provisions will remain in force.

15. Successors: This conservation easement is perpetual and is binding upon, and inures to the benefit of the parties to this agreement and their successors in interest. All subsequent owners of the Property are bound to all provisions of this conservation easement to the same extent as the current Property owner.

16. Modification: This conservation easement may not be modified, changed, amended, deleted, or eliminated without the express written consent of both parties their heirs, successors or assigns.

17. Oregon Law: This conservation easement will be construed in accordance with Oregon Law.

18. Liberal Construction: This conservation easement shall be liberally construed in favor of maintaining the conservation values of the Property.

<p>For City of Corvallis, an Oregon municipal corporation:</p> <p><u>Jon S. Nelson</u> Jon S. Nelson Jon S. Nelson, City Manager</p> <p>Dated: <u>6/13/02</u></p> <p>ATTEST: <u>[Signature]</u> City Recorder</p> <p>APPROVED AS TO FORM: <u>[Signature]</u> City Attorney</p>	<p>For ODFW:</p> <p><u>Pam Rawlins</u> Wayne Rawlins, Business Services/Realty Manager</p> <p>Dated: <u>6-6-02</u></p> <p>APPROVED FOR LEGAL SUFFICIENCY: <u>William T. Cook</u> Assistant Attorney General, Oregon Department of Justice</p> <p>Dated: <u>6/3/02</u></p>
---	--

STATE OF OREGON)
County of Benton)

Personally, appeared before me this 24 day of June, 2002,
authorized to act on behalf of the City of Corvallis, OR, and acknowledged the foregoing
instrument to be his her voluntary act and deed.



[Signature]
Notary Public for Oregon
My Commission Expires: 8-24-03

Final Conservation Easement
City of Corvallis - ODFW
June 2002

STATE OF OREGON)

County of _____)

On this ____ day of _____, 2002, before me personally appeared _____, who being duly sworn stated that he/she is the _____ of the Department of Fish and Wildlife, and acknowledged the foregoing instrument to be the voluntary act of the Department of Fish and Wildlife, and that he/she executed the foregoing instrument on behalf of said state agency, acting on behalf of the State of Oregon.

NOTARY PUBLIC FOR OREGON

My Commission Expires: _____

EXHIBIT A
LEGAL DESCRIPTION

Parcel 2, Partition Plat No. 96-31, Benton County, Oregon, more specifically described as follows:

Beginning at a brass capped monument at the southwest corner of the Thomas P. Adams Donation Land Claim No. 48, Township 12 South, Range 5 West, Willamette Meridian; thence along the west line of said Claim N 0°25'00"W 828.49 feet to a 1" iron pipe; thence leaving said line S 89°59'28"W 1425.88 feet to a 3/4" iron pipe; thence N 0°00'32"W 1250 feet, more or less, to the center of the Mary's River; thence upstream along the centerline of said Mary's River to it's confluence with the centerline of Muddy Creek; thence upstream along the centerline of said Muddy Creek to the north line of the A. Rhinehart Donation Land Claim No. 73 in said Township and Range; thence along the north line of said Rhinehart Claim N 89°55'31"E 2137 feet, more or less, to a 5/8" iron rod at the southeast corner of the Hiram Allen Donation Land Claim No. 55 in said Township and Range; thence N 0°01'00"E 171.60 feet to a 3/4" iron pipe; thence N 89°57'40"E 2165.77 feet to a 5/8" iron rod on the east line of said Rhinehart Claim, also being the west line of Parcel 1 of said Partition Plat 96-31; thence along the line common to said Rhinehart Claim and said Parcel 1, N 0°12'07"E 1207.80 feet to a 5/8" iron rod at the northeast corner thereof; thence continuing along the west line of said Parcel 1, N 0°12'07"E 45.43 feet to a 5/8" iron rod on the southerly right-of-way line of County Road No. 25133 (SW Herbert Avenue); thence along said right-of-way line S 89°48'19"W 1418.08 feet to a 5/8" iron rod at the southwest corner thereof; thence N 0°11'41"W 30.00 feet to a 5/8" iron rod at the northwest corner of said right-of-way; thence along the north line thereof N 89°48' 19"E 30.00 feet to the point of beginning.

Final Conservation Easement
City of Corvallis - ODFW
June 2002

2
17 of 143

STATE OF OREGON } SS.
County of Benton }
320164
PM 3:54 102JUN24

I hereby certify that the within
instrument was received for record

M320435 20 02
In the microfilm records of said county

Witness My Hand and Seal of
James V. Morales, County Clerk

By *[Signature]* Deputy
15 62 12



222 High Street SE
Salem, OR 97301
Phone: (503) 585-1881
Fax: (503) 370-7915

Consumer Information Report

Date: 05/18/2006
Prepared for: Fish & Wildlife Dept.
Attn: Karen
Fax: (503) 947-6202
Property Address:
Property Owner:
Prepared by: Alicia Venegas

DEED

We have faxed 0 pages including this cover page.
If all pages are not received please contact us immediately.

Thank you for the confidence you have placed in us. We appreciate the opportunity to serve you. Please call us with any questions.

This title information has been furnished, without charge, in conformance with guidelines approved by the State of Oregon Insurance Commissioner. The Insurance Division cautions that indiscriminate use only benefiting intermediaries will not be permitted. No liability is assumed for any errors in this record.

Ticor Title
~ Proudly Serving Oregon Since 1908~

The following information contains restricted, confidential, and/or personal private information intended only for the designated recipient. If you are not the designated recipient please ensure direct delivery. If you have received this communication in error, please notify us immediately at the number listed above.

M320185-02

After Recording Return To:
The Trust For Public Land
Robert B. Betcone, Jr.
1211 SW Sixth Avenue
Portland OR 97204

Send Tax Statements To:
The Trust For Public Land
Robert B. Betcone, Jr.
1211 SW Sixth Avenue
Portland OR 97204



Title Order No. 10-32387
Escrow No. 10-32387

Tax Account No. 12518-00-01000
A#165914, 12521-00-00700
A#166516, 12521-00-00700
A#296214, 12522-00-01200
A#373724

WARRANTY DEED
(ORS 93.850)

Key Title Co. 10-32387

Loren Herbert and Irene Herbert, Trustees of The Loren & Irene Herbert Charitable Remainder Trust, and Susan Fyle, Special Trustee of The Loren & Irene Herbert Charitable Remainder Trust all as to an undivided 19% interest, and Loren E. Herbert and Irene Herbert, Trustee(s) of the Herbert Living Trust dated September 14, 1995, as to the remainder, Grantor, conveys and warrants to The Trust For Public Land, a California non-profit corporation, Grantee, the following described real property free of encumbrances except as specifically set forth herein:

See Exhibit 'A' attached hereto and by reference made a part hereof.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

The true consideration for this conveyance is \$775,000.00.

Dated this 7 day of June, 2002.

HERBERT LIVING TRUST

Loren E. Herbert
By: Loren E. Herbert, Trustee

HERBERT LIVING TRUST

Irene Herbert
By: Irene Herbert, Trustee

LOREN & IRENE HERBERT CHARITABLE REMAINDER TRUST

Loren E. Herbert
By: Loren Herbert, Trustee

LOREN & IRENE HERBERT CHARITABLE REMAINDER TRUST

Irene Herbert
By: Irene Herbert, Trustee

LOREN & IRENE HERBERT CHARITABLE REMAINDER TRUST

Susan Fyfe
By: Susan Fyfe, Special Trustee



State of Oregon, County of Benton)ss.

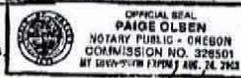
This instrument was acknowledged before me on 6-7, 2002
by Loren E. Herbert, as Trustee, of Herbert Living Trust and Trustee of the Loren & Irene
Herbert Charitable Remainder Trust.

Paige Olsen My commission expires: 8-24-03
Notary Public

State of OR, County of Benton)ss.

This instrument was acknowledged before me on 6-7, 2002
by Irene Herbert, as Trustee, of Herbert Living Trust and Trustee of the Loren & Irene Herbert
Charitable Remainder Trust.

Paige Olsen My commission expires: 8-24-03
Notary Public



State of OR, County of Benton)ss.

This instrument was acknowledged before me on 6-10, 2002
by Susan Fyfe, as Special Trustee, of The Loren & Irene Herbert Charitable Remainder Trust.

Paige Olsen My commission expires: 8-24-03
Notary Public



Title No. 10-32387

Escrow No. 10-32387

EXHIBIT 'A'Legal Description:

Parcel 2, Partition Plat No. 96-31, Banton County, Oregon, more specifically described as follows:

Beginning at a brass capped monument at the southwest corner of the Thomas P. Adams Donation Land Claim No. 48, Township 12 South, Range 5 West, Willamette Meridian; thence along the west line of said Claim N 0°25'00"W 828.48 feet to a 1" iron pipe; thence leaving said line S 89°59'28"W 1425.88 feet to a 3/4" iron pipe; thence N 0°00'32"W 1250 feet, more or less, to the center of the Mary's River; thence upstream along the centerline of said Mary's River to its confluence with the centerline of Muddy Creek; thence upstream along the centerline of said Muddy Creek to the north line of the A. Rhinehart Donation Land Claim No. 73 in said Township and Range; thence along the north line of said Rhinehart Claim N 89°55'31"E 2137 feet, more or less, to a 5/8" iron rod at the southeast corner of the Hiram Allen Donation Land Claim No. 55 in said Township and Range; thence N 0°01'00"E 171.80 feet to a 3/4" iron pipe; thence N 89°57'40"E 2165.77 feet to a 5/8" iron rod on the east line of said Rhinehart Claim, also being the west line of Parcel 1 of said Partition Plat 96-31; thence along the line common to said Rhinehart Claim and said Parcel 1, N 0°12'07"E 1207.80 feet to a 5/8" iron rod at the northeast corner thereof; thence continuing along the west line of said Parcel 1, N 0°12'07"E 45.43 feet to a 5/8" iron rod on the southerly right-of-way line of County Road No. 26133 (SW Herbert Avenue); thence along said right-of-way line S 89°48'19"W 1418.08 feet to a 5/8" iron rod at the southwest corner thereof; thence N 0°11'41"W 30.00 feet to a 5/8" iron rod at the northwest corner of said right-of-way; thence along the north line thereof N 89°48' 10"E 30.00 feet to the point of beginning.

Subject to:

The assessment and tax rolls disclose that the premises herein described have been specifically assessed as Farm Use Land. If the land becomes disqualified for the special assessment under the statute, an additional tax may be levied for previous years in which the farm use assessment was in effect for the land and in addition thereof a penalty may be levied if notice of disqualification is not timely given.

The following matters are excluded from the coverage of the policy based on the proximity of the property to Muddy Creek.

- a. Rights of the public and governmental bodies (including claims of ownership) to that portion of the premises lying below the high water mark of Muddy Creek.
- b. Any adverse claim based on the assertion that:
 - i. Some portion of said land has been created by artificial means, or has accreted to such portion so created.
 - ii. Some portion of said land has been brought within the boundaries thereof by an avulsive movement of Muddy Creek or has been formed by accretion to such portion.

The following matters are excluded from the coverage of the policy based on the proximity of the property to Mary's River.

- a. Rights of the public and governmental bodies (including claims of ownership) to that portion of the premises lying below the high water mark of Mary's River.
- b. Any adverse claim based on the assertion that:
 - i. Some portion of said land has been created by artificial means, or has accreted to such portion so created.
 - ii. Some portion of said land has been brought within the boundaries thereof by an avulsive movement of Mary's River or has been formed by accretion to such portion.

The rights of the public in and to that portion of the premises herein described lying within the limits of public roads, streets and highways.

Page 3

Appendix B: Memorandum of Agreement

MEMORANDUM OF AGREEMENT
BETWEEN
THE CITY OF CORVALLIS
AND
STATE OF OREGON
DEPARTMENT OF FISH AND WILDLIFE

This Memorandum of Agreement (MOA) is entered this 13th day of June 2002, by and between the City of Corvallis Parks & Recreation Department, an Oregon municipal corporation, hereinafter called "the City" and the State of Oregon, by and through its Department of Fish and Wildlife, hereinafter called "ODFW".

Recitals

1. This MOA operates in conjunction with a recorded conservation easement restricting use of the property. The promises of each being given in consideration of the promises of the other.
2. The City, acting through its Parks & Recreation Department and ODFW will cooperate in the acquisition, restoration, conservation and management of natural resources at the Herbert Property, located at the confluence of Muddy Creek and the Mary's River, hereinafter called the "Herbert Property". A legal description of the Herbert Property is attached as Exhibit A.
3. ODFW and the City agree that the purpose of the Herbert Property acquisition and management is for preservation and restoration of habitat and nonconsumptive recreation; uses may include environmental education, volunteer opportunities, trail systems and site amenities that support these purposes. All uses shall be compatible with restoration efforts. These uses shall be based upon a collaborative management plan.
4. The City and ODFW will be cooperating in the development of a management plan that will restore and enhance riverine, woodland savannas and wetland habitats with the understanding that this plan will serve as a guideline for the implementation of resource recovery and enhancement programs.

Term

The Memorandum of Agreement shall be effective on June 13th, 2002.

The Memorandum of Agreement may be terminated on the mutual, written agreement of both parties. The decision to terminate the agreement must be unanimous.

Termination of the Memorandum of Agreement shall in no way alter the requirements of the conservation easement.

Amendments

This MOA may be amended by mutual agreement of the parties, upon such terms and for such consideration as the parties may agree. Amendments must be in writing and signed by each party to be valid.

Considerations

1. ODFW and the City will evenly share the acquisition cost of the Herbert Property. City acquisition funds originate from a November 2000 bond measure for open space. ODFW funds originate at Bonneville Power Administration (BPA) through the Northwest Power Planning Council's Fish and Wildlife Program. BPA and ODFW's agreement is referenced in the Willamette Basin Wildlife Mitigation Memorandum of Agreement dated November 2000.
2. In exchange for receiving ODFW grant funds to augment the purchase of the Herbert Property, the City agrees to establish a conservation easement that protects the BPA/ODFW interest in the property; nothing in this MOA should be interpreted as allowing activity prohibited by the conservation easement.
3. The City and ODFW will work together to plan and coordinate restoration activities, including working with volunteers.
4. ODFW will coordinate most of the research and monitoring activities, with input from the City. The City will be given a copy of all studies, or conclusionary reports that are completed by ODFW. ODFW will be given a copy of all studies, or conclusionary reports that are completed by the City.
5. The City and ODFW agree to collaborate in the drafting and execution of a management plan. The management plan shall address the goals and objectives for management of the Herbert Property, including: restoration, recreation, environmental education, alternative funding sources, tasks and a proposed phasing schedule. The management plan document shall be substantially completed within eighteen months of the acquisition of the Herbert Property. ODFW will supply a copy of the management plan to BPA, if BPA mitigation funds are to be used for the restoration, enhancement and management of the property.
6. ODFW and the City agree that uses such as sustainable agriculture and limited recreation may occur on the property so long as these uses are compatible with restoration efforts and fish and wildlife protection. For the purpose of this Memorandum of Agreement, "sustainable agriculture" means agricultural practices consistent with long-term preservation of the agricultural production capacity of the site. The practices shall be done in a manner allowing

optimization of the site benefiting wildlife and fishery habitat restoration. These practices may include; but not be limited to, cropping regimes for grass seed production, crop rotation or other appropriate agricultural production opportunities. To the extent there is agriculture on the property, the City agrees to provide transition and buffer zones between the agricultural and habitat restoration areas.

7. The City and ODFW agree public recreation use areas (including necessary and appropriate signage) and parking are suitable on this site so long as they do not interfere with restoration efforts and fish and wildlife protection. Parking will be limited to the eastern portion of the property and will be explicitly defined in the management plan.
8. In the event ODFW provides contractual services to the City of Corvallis as a result of this agreement, ODFW agrees to comply with Corvallis Municipal Code Chapter 1.25 establishing and implementing the Living Wage.

Notice

Any notices permitted or required by this agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, and addressed to the designated MOA representative. All parties may change their designated representative or address by giving written notice to the other.

The parties designate the following as representatives for purposes of administering this MOA:

The City: Julee M. Conway
 Director
 Corvallis Parks & Recreation Department
 P.O. Box 1083
 Corvallis, OR 97339-1083
 Phone: (541) 754-1702
 Fax: (541) 754-1701

ODFW: Greg Sieglitz
 Staff Biologist
 Manager, Willamette Basin Mitigation Program
 Oregon Department of Fish and Wildlife
 7118 NE Vandenberg Ave.
 Corvallis, OR 97330
 Phone: (541) 747-4186
 Fax: (541) 747-4252

Indemnification

Subject to the limits of the Oregon Tort Claims Act, each party agrees to defend, indemnify, and hold harmless the others, their officers, agents and employees, from and against all suits, actions or claims of any character, and all liabilities or cost, including attorneys' fees and other costs resulting from any negligent act, error, or omission of the party or its officers, agents, or other employees. No party will be responsible for the negligence of the other parties, their officers, agents, or employees.

Assignment

No party shall assign this agreement, in whole or in part, or any right or obligation hereunder without the other parties' prior written approval.

Integration

This MOA, and conservation easement attached in Exhibit B embodies the entire agreement of the parties with respect to the subject matter hereof. There are no promises, terms, conditions, or obligations other than those contained in the MOA and recorded conservation easement.

This MOA shall supersede all prior communication, representations, or agreements either oral or written, between the parties. This MOA shall not be amended except in writing, signed by all parties.

Interpretation

This MOA will form the basis for:

- Conservation easements; and
- A management plan.

This MOA shall be governed by and interpreted in accordance with the laws of the state of Oregon. The parties to this agreement do not intend to confer on any outside party any rights under this contract.

Compliance with State Law

All parties are subject employers under ORS 656.017, and will comply with the provisions of that statute. The provisions of ORS 279.312 to ORS 279.320 and ORS 279.334 shall apply to this agreement and are hereby incorporated by reference as if fully set forth herein.

Non-Discrimination

The parties agree not to discriminate on the basis of race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, sexual orientation or source of income in the performance of this contract.

In WITNESS WHEREOF, the parties have executed this Agreement as of the date and year written above.

<p>For City of Corvallis, an Oregon municipal corporation:</p> <p><u>Jon S. Nelson</u> by Jon S. Nelson, City Manager</p> <p>Dated: <u>6/13/02</u></p> <p>ATTEST: <u>Stacy Linn</u> 6/13/02 City Recorder</p> <p>APPROVED AS TO FORM: <u>Jan K. B.</u> City Attorney</p>	<p>For ODFW:</p> <p><u>Wayne Rawlins</u> Wayne Rawlins, Business Services/Realty Manager</p> <p>Dated: <u>6-6-02</u></p> <p>APPROVED FOR LEGAL SUFFICIENCY: <u>William R. Cook</u> Assistant Attorney General, Oregon Department of Justice</p> <p>Dated: <u>6/6/02</u></p>
--	--

Appendix C: Summary of Documents Relevant to HFNA

Corvallis 2020 Vision Statement (1997)

The HFNA Management Plan responds to the Open Space and Habitat section of the *Corvallis 2020 Vision Statement*:

“Our natural features, hillsides, floodplains, streams, wetlands, and other natural areas are protected and treasured. Wildlife habitat areas, scenic areas, and other natural areas help shape the development patterns as we grow. Our natural open space helps buffer flood events, purify our air and water, provide recreational and educational opportunities, and reinforce the community’s distinctive character. Corvallis has identified its open space resources, and has established criteria and priorities for open space protection.”

“We value our rivers, our streams and our watersheds, carefully managing them to protect the purity of our water, their aesthetic and biological qualities, and their value as recreational areas. The City’s streams and wetlands act as the backbone for a system of “green fingers” which weave through and connect the City’s open space resources. These “green fingers” provide trail corridors and habitat areas where native plants and wildlife grow and flourish in their natural state. These “green fingers” widen out at community-scale parks and open space preserves and are easily accessible to neighborhoods.”

Corvallis Park and Recreation Facilities Plan (2000)

The 2000 City of Corvallis Park and Recreation Facilities Plan was developed as a long-range strategy for meeting park and recreation needs for Corvallis. An open space needs assessment revealed an overall shortage of designated open space and a lack of connectivity between existing lands. The responding document outlines the public involvement process that determined the criteria for potential site selection for the 2000 Open Space Bond Measure. Additionally, general design and development standards and general management plan policies were reviewed. As referenced in the Park and Recreation Facilities Plan, the document titled *Criteria and Process to Acquire and/or Protect Open Space* (adopted 1998), the Open Space Advisory Commission established a set of criteria to acquire or protect open space defined in seven categories. HFNA satisfies all of those categories including: 1) Agriculture resource lands, 2) Greenway land adjacent to arterial highway, 3) Waterway corridor that provides for aquatic life, 4) Aquatic ecosystem, including streams, wetland, floodplains, ponds and riparian corridors that enhance and protect the quality and quantity of ground and surface water, 5) Land containing endangered, threatened or rare species and natural communities characteristic of our region, 6) Land containing resources of significant archeological value and ecosystems of educational and/or scientific value, and 7) Lands possessing outstanding scenic qualities visible from public roads.

Corvallis Natural Features Inventory (2003)

The Corvallis Natural Features Inventory (NFI) provides comprehensive information about the location and condition of natural resources and hazards within the City of Corvallis’ Urban Growth Boundary (UGB). The information is used by the City, Benton County, private property owners, and the general public to make decisions regarding land use planning. The NFI is helpful in implementing the Corvallis 2020 Vision Statement

and the City of Corvallis Comprehensive Plan (1998). Both statewide planning goals and the Corvallis Comprehensive Plan direct the City to gather information about natural features and use it, along with other data, to achieve a balance between providing a sufficient supply of buildable lands to meet the City's needs for housing and economic development, while protecting significant natural features and reducing risks from natural hazards. NFI datasheets and maps provide insights for the HFNA management plan, in particular, regarding tree groves and associated understory plant species.

Owens Farm Open Space Management Plan (2004)

The Owens Farm Open Space Management Plan was developed to specifically manage the resources on the City-owned portion of Owens Farm (renamed Owens Farm and Natural Area in 2008.) The Owens Farm Plan was the first completed plan for the 2000 Open Space bond measure-acquired properties and is designed to serve as a template for the ensuing management plans.

City of Corvallis ESA 4(d) Salmon Response Plan (2005)

The City of Corvallis Endangered Species Act (ESA) 4(d) Salmon Response Plan identifies public education and involvement as essential to the success of protection and recovery of Chinook salmon within the City limits and urban growth boundary (UGB). Discussions were held with business, environmental, and land use stakeholders, Oregon State University, and other affected agencies. The HFNA Management Plan will incorporate a similar civic approach regarding public outreach and involvement.

City of Corvallis Land Development Code, Chapter 4.12, Significant Vegetation Protection Provisions (2006)

The Natural Resources Overlays, which were generated by the Natural Features Inventory (NFI), include properties within the Corvallis Urban Growth Boundary (UGB) that contain significant vegetation in areas inventoried as either wildlife habitat areas, or isolated tree groves. These vegetation areas were determined by the community to be significant and are shown on the City's Significant Vegetation Map (Community Development website). Chapter 4.12 implements standards for development and vegetation management on such properties. While HFNA lies outside the UGB, and therefore, beyond the realm of the NFI, Chapter 4.12 requirements for the design of Sensitive Vegetation Management Plans (SVMP's) provides a useful resource for restoration plans at HFNA.

Greenbelt Land Trust Conservation Plan (2007)

The 2007 Greenbelt Land Trust (GLT) Conservation Plan was developed to update the previous 1998 Open Space Plan and to guide the organization over a five to ten year time period. For nearly two decades, the GLT has worked to protect the natural green backdrop that surrounds the cities of Corvallis and Philomath. In recent years, they have broadened their range to include the greater mid-Willamette Valley in their conservation project area. The two main GLT strategies for projects are: 1) conservation of properties of ecological significance in the mid-Willamette Valley and 2) the protection of properties of community-wide value, particularly scenic properties in and near Corvallis and Philomath. The GLT is currently working with landowners and funding agencies on

conservation projects in the Muddy Creek corridor, from its confluence with the Mary's River south to Finley National Wildlife refuge. Muddy Creek forms a portion of the western boundary of HFNA, making these projects particularly relevant.

Benton County Development Code, Chapter 88, Natural Features Overlays in the Corvallis Urban Fringe (2007)

“The provisions of Chapter 88, in conjunction with the land development division provisions of Chapter 100, were intended to minimize natural hazards and protect significant natural resources identified in the Corvallis Natural Features Inventory pursuant to Statewide Planning Goals 5, 6, and 7. In doing so, the provisions should help protect human life and property, public infrastructure, water quality, natural water quantities, habitat for fish, other aquatic life, and terrestrial wildlife, and aesthetic and other values derived from natural features”. Benton County did not identify significant vegetation or natural hazards at HFNA. Procedures in Chapter 88, however, provides guidelines and suggestions for the protection of important vegetation.

Corvallis Parks and Natural Areas Sustainable Operations Plan (2008)

The City of Corvallis has more than two dozen parks and natural areas with significant and diverse natural habitats, requiring stewardship and active resource management. The Sustainable Operations Plan identifies the habitats present at each of Corvallis' natural areas, provides an historical perspective on those habitats particular to the Willamette Valley, and a description of the ecology and generally suggested Best Management Practices (BMP's) for taking care of those ecosystems. The Plan describes generalized current and future management activities at each site. The Plan also describes a “Levels of Attention” rating (scale 1 through 3, one being the highest) for resource management on City-owned properties. Based on the results of the HFNA Inventory and Assessment Report identifying high-quality habitat and restoration potential, HFNA could qualify as a Level 1 management site. The Sustainable Operations Plan does not recommend specific management activities for any particular site, but serves as sound justification for general maintenance activities, and crucial or urgent activities in the interim as more site-specific management plans are completed.

Corvallis Sustainability Coalition (2008)

The HFNA Management Plan responds to the Corvallis Sustainability Coalition Goals and Strategies for Natural Areas and Wildlife. These include:

Goal 2, Strategy 1- Adopt a restoration and management practices plan for all public natural areas. Goal 2, Strategy 2- Promote habitat management and restoration on private land. Goal 2, Strategy 3- Promote community volunteer-supported restoration projects on public and accessible private natural areas.

Benton County Prairie Conservation Strategy (2009)

The Benton County Prairie Conservation Strategy, an appendix of the Benton County Habitat Conservation Plan (HCP) as well as a stand-alone document, describes voluntary conservation actions on public and private lands designed to maintain and increase prairie and oak habitats. It also identifies non-regulatory programs that provide incentives and assistance to land owners for habitat conservation. The strategy identifies prairie habitat

and habitat attributes important to Benton County's at-risk prairie species and identifies areas in the County where habitat enhancement and reintroductions would provide the most benefit to these species. In addition, the strategy outlines how to apply the *Draft Oregon Natural Heritage Information Center (ONHIC) Recovery Plan for Prairie Species* to threatened and endangered prairie species in Benton County and addresses habitat needs for local prairie species identified in the *Oregon Conservation Strategy*. HFNA's upland prairie is identified as a site managed for permanent habitat conservation.

Benton County Habitat Conservation Plan (2010)

The Benton County Habitat conservation Plan (HCP) allows the County to expand current conservation efforts by increasing restoration opportunities and providing long-term protection of sensitive prairie species and habitats. Benton County is developing the HCP to address how the County intends to manage for rare native species and their habitats on County property and other select non-Federal public and private property within Benton County, while allowing otherwise lawful activities to be performed on those properties. In 2007, Benton County and the City of Corvallis signed a Declaration of Cooperation for the goals and objectives of the HCP. HFNA is out of the Corvallis City limits, but well within Benton County. By the fall of 2009, the HCP was in the final draft stage. HCP guidelines will assist in the development of the HFNA Management Plan regarding incidental take coverage and mitigation requirements.

Appendix D: Potential Partners and Funding Sources

Benton County Parks and Natural Areas
Bonneville Power Administration
Cascade Pacific Resource Conservation and Development
City of Corvallis Fire Department
City of Corvallis Public Works
City of Corvallis School District
Greenbelt Land Trust
Institute for Applied Ecology
Natural Resource Conservation Service
Native Seed Network
Oregon Department of Agriculture
Oregon Department of Fish and Wildlife
Oregon Department of Forestry
Oregon Department of Parks and Recreation
Oregon State University
Oregon Water Enhancement Board
University of Oregon Venell Farms

Appendix E: Glossary

Adaptive Management- A management style that acknowledges the need for flexibility based on interim results.

Habitat Polygon- An area delineated by the presence of specific habitat characteristics or species.

Invasive/Exotic Species- A plant species that may or may not native to an area and whose presence is deleterious to native species.

Long-term Objectives- Overarching principals that guide present and future management decisions.

Native Habitat- The ecological conditions that were present prior to settlement by Euro-Americans.

Open Space/Natural Area- Parcels of land set aside from development and left in a natural state. The terms are sometimes used interchangeably. “Natural Areas” in Corvallis are lands that are, or have plans to be, managed in such a way as to improve the ecological integrity and historic condition.

Population Sinks- A breeding group that does not produce enough offspring to maintain its numbers.

Restoration/Enhancement- On-the-ground practices undertaken on parcels of land to encourage habitat conditions more like those present prior to Euro-American settlement.

Sustainable Agriculture- Agricultural practices that afford protection of adjacent habitat, are consistent with long-term preservation and restoration of natural habitat, and utilize agricultural lands to their best potential.

Unstructured Recreation- Recreational activities that do not require an organized format, such as: walking, botanizing, wildlife viewing, scenic enjoyment, and utilizing materials that interpret the place.

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Appendix G: Meeting Minutes

**CITY OF CORVALLIS
PARKS AND RECREATION DEPARTMENT
HERBERT TECHNICAL GROUP MEETING #5 MINUTES
OCTOBER 2, 2009**

Attending

Iris Benson
Karen Fleck-Harding
Betty Griffiths
Margie Powell
Paul Hohenlohe
Michael Pope
Jim Noyes
Steve Smith

Absent

Dave Phillips, Parks Operations Supervisor
Larry Venell
Dan Mason, Airport Manager
Jeff Powers

Staff

Iris Benson, Park Ops. Spc, Natural Areas
Jacqueline Rochefort, Parks Planner
Mark Lindgren, Recorder

Public

CONTENT OF DISCUSSION

Betty Griffiths started the meeting at 5:03 p.m. in the Avery Park Administrative Building Conference Room.

- I. VISITOR PROPOSITIONS. NONE.**
- II. INTRODUCTIONS.**
- III. APPROVAL OF MINUTES FROM AUGUST 17, 2009 MEETING.** Paul Hohenlohe moved and Michael Pope seconded to approve the August 17, 2009 minutes as presented; motion passed.
- IV. CONTINUED DISCUSSION OF MANAGEMENT PLAN CHAPTER 4, GOAL 2 FORWARD.**

Margie Powell related that she'd responded to comments at the previous meeting and then extensively reworked Goal I. She said that eleven general objectives have been restated in more specific objectives throughout, so she asked for input as to whether they were still needed. Iris Benson added the goals and objectives were organized by habitat type; she suggested organizing them by short or long-term goals, instead, since the objectives tend to repeat themselves by

habitat types. Griffiths responded there was previously a long discussion about separating out habitat types, since management practices were different for each.

Powell said that Chapter 5 prioritizes the objectives. Pope said the scope is five years, so the long-term objectives would still be in a five-year time frame. Benson said there's a lot crammed into a five-year period, though there's nothing wrong in listing the long-term goals in a short-term plan.

Noyes asked if this was a general format that the City typically uses for management plans; Powell replied that the Owens Farm and Natural Area plan had been used as a template; she said it had significantly departed from that, which she said improved it. Noyes said he found the format unwieldy and difficult to navigate; a table of contents could help. Pope said the format used for the Green Island management plan was easier to follow.

Benson added that there was a lot of redundancy in the objectives. Griffiths asked if Benson were suggesting that if there are objectives that apply to all habitat types, that they be condensed; Benson concurred. Hohenlohe noted the format depends how the document would be used, especially if there is prioritization of management by habitat type. If the plan users address a specific habitat type, then they'll have a complete section of all the things that apply to that area; repetition for other habitat types isn't so bad; Griffiths concurred. Fleck-Harding agreed there was repetition, but the plan is a skeleton and we need to get more specific on how an objective applies to a habitat type; at that point, some of the repetition will be lost. She said that action items are also pretty repetitive across the habitat types.

Pope said he had questions about the introduction; it wasn't clear about the framework for the overarching goal for the property. It wasn't clear whether the goal was to take the existing high quality habitats, and protect and enhance those, with everything else staying the same; or, whether are there other potential habitat areas that are currently being farmed. He said the plan needs to clarify where farming falls into the paradigm of the property. He added that the easement wasn't very clear on the issue; but in the MOA, the ecological and wildlife values are the primary values of the property, which is currently roughly 60% farmed.

Griffiths stated said that there had been discussion about protection and enhancement of current areas as well as expanding them; however, discussion of expansion of those areas didn't come across in the introduction, apart from a general discussion of balancing the agricultural and natural areas. Pope said the intent of the BPA and ODFW was that the property was purchased for use as mitigation to replace what was lost when the dams were built. He noted farming wasn't really lost when the dams were built. Currently, the introduction doesn't speak to those values and it will be confusing to the public. Smith concurred; he said the draft plan currently reads as though the site will remain a farm into the future as far as we can see; given that, it doesn't appear that many wildlife mitigation credits would be retired for the BPA. He asked when there would be discussion on that basic issue.

Pope said the easement wasn't written as clearly as the ones that are written today, which are much more specific; he will take it back to BPA attorneys to see what the legal requirement for the site is; Griffiths asked that he bring that back to the group. She asked if Pope or Smith could suggest specific language that the group could use for discussion on the issue. Pope said the introduction discusses the site's habitat values today but not the potential value of different parts of the property. He said he wanted to know what the City's perspective was on the issue.

Griffiths said her impression is that a lot of the agricultural land would remain in agriculture; but over time, some of the areas near habitat would be converted. She agreed that the impression is that a large chunk would remain in agriculture. Pope said that was a valid perspective in the short term, but in the long term, you want a functioning floodplain landscape on the site; however, agriculture doesn't necessarily do that. He suggested modifying the language from "may" to "will" to read, "...some portions *will* be taken out of production". Some parts on the site are much more viable for wildlife habitat than others.

Rocheftort added that there needed to be more discussion about recreation. Since the land was purchased by citizens, there should be opportunities for unstructured recreation; Griffiths concurred that there needed to be more discussion on the issue in the future. Rocheftort added that there should also be more discussion about more diverse agriculture, which could help increase the biodiversity while still keeping an agricultural component. Pope said the introduction establishes a framework for how the rest of the plan follows. He clarified that the easement was on the entire property. Griffiths noted that 173 acres of the total 221 acres are currently farmed.

Griffiths asked members about their thoughts on the balance between agriculture and habitat and wildlife protection. Hohenlohe said currently the ratio is on the ag side; the plan does discuss transitioning some of the acres but should be more forceful in its language. Benson said that staff have had some discussion on the issue; there needs to be an overall look at the property in regards to setting and phasing priority goals. From a management perspective, farming use is important in helping to maintain the site; she agreed that the transition is not now in the text.

Pope noted that in terms of continued farm use, there had been discussion of buffers, but there wasn't discussion regarding the kinds of buffers that would be used. Fleck-Harding stated that the introduction needs to establish what the long-term values are that are trying to be preserved on the site; currently that is focused mostly on the wildlife habitat; everything needs to be evaluated within that framework. Every few years in the duration of farm service contracts, site managers need to evaluate whether land being used for agriculture should more appropriately be phased into habitat. Managers should first look at the buffers, and immediately remove agriculture a distance back from water bodies and native prairie habitat.

Griffiths noted that Dave Phillips was proposing five-year farm services contracts; Fleck-Harding replied that five years seemed to be a long time, especially during a period when a lot of changes on the site were proposed. Rocheftort said that contracts have typically been three years; she agreed that five was too long; she added that they have been on a one year, renewable for two years basis. Fleck-Harding said that with a lot of activity of over five years, you'd want to evaluate what the ag can do to benefit the overall site. Rocheftort related that Phillips had just renewed the leases, but wasn't sure about their duration. Griffiths said there is currently language regarding collaborating on crop choices and monitoring, but it isn't specifically nailed down.

Pope said it needs to be made clearer that the trajectory should be to protect existing high value areas and to look at the potential of other areas; but now, as the plan stands, the site will exist as it is now. Fleck-Harding agree that the intent to maximize wildlife potential needs to be made stronger. Pope said the overarching goal should be to provide a framework of objectives for maintaining and restoring the important ecological attributes of the property; Fleck-Harding agreed that everything should be evaluated in that framework.

Smith added that the site's geographic location at the confluence of the Mary's River and Muddy Creek systems is one of the most significant, from an ecological standpoint. He cautioned against

shortchanging the potential of those ecological benefits in order to maintain status quo crop production (for which there is no shortage in the valley) relative to the potential habitat types and the function that could be achieved. The tremendous amount of watershed and wildlife values that can be captured in this single site was why it was selected so high within the process to place an easement on it. He added that the site also offers tremendous opportunities for dispersed recreation. He noted that while Finley Wildlife Refuge is closed in the winter, people could enjoy those kinds of habitats and environmental conditions on this site.

Griffiths noted that the eight goals listed in Chapter 1.2 do seem very general. Pope stated it was important to address the goals for the property now, before the plan goes the public. Griffiths said the committee was tasked to make recommendations regarding the goals beyond the requirements of the easement; she said she was hearing that there should be more balance between habitat and agriculture. Pope related he has participated in a lot of similar processes with BPA mitigation properties; virtually all of them have the overarching goal of protecting existing and promoting future ecological benefits. Griffiths suggested putting that statement under the management goal to start off with, and how to achieve it. Rochefort suggested stating clearly what the purpose of the plan is in the Executive Summary, using clear, definite language in the goals. Griffiths said it should also be in the introduction. Hohenlohe added that some of that strong language is in Chapter 4. Noyes said that some Salix recommendations are included under 4.2, where it discusses restoration potentials, etc.

Hohenlohe highlighted a paragraph under Goal 2, page 13. Pope suggested two sections be rewritten in the first overview. He said that under 1.1, Introduction, page 2, "Specific conservations that are to be protected include...", it should state that the "Conservation values are to be enhanced, restored and/or protected". Griffiths said there was similar language in Chapter 4.2 Goal I; "Conserve, protect, and enhance natural functioning habitats of HFNA, in particular the prairie, savanna, oak woodland, riparian and wetland communities".

Margie Powell some of the language came from using the Owens Farm and Natural Areas as template. Rochefort said that the Owens Farm management plan was very different and was done in a very different way, as part of a recreational plan; this needs to be unique. Powell noted that Chapters 3 and 4 don't match the Owens plan any more.

Fleck-Harding suggested it be re-done in terms of habitat values. Pope said the introduction from 1.1 to 1.3 was confusing; it's supposed to briefly describe what the goal and framework of the plan is. Hohenlohe noted the list of seven conservation values on page 2 of the introduction were simply pulled out of easement language; he suggested labeling it as such. Pope noted the easement was very general and the City needs to decide which way it wants to go in managing the property. Griffiths suggested not using the seven items from the easement; but rather, putting in the things the group has discussed, with language regarding the goal to maximize natural habitat areas over time.

Smith said that once you decide you want an area such as native prairie with native plants that sustain themselves, then you need to have a discussion about how large an area it typically takes for a species to sustain itself at a site. The necessary size of that area depends on the species; once you make those decisions, it will help you determine the balance with agriculture on the site. Currently the site contains only habitat and species remnants that are in danger of winking out during any major event. Fleck-Harding added that another example is you can go with having a minimum buffer area specified for a riparian area, or you could maximize the buffer for better riparian functioning.

Griffiths noted the importance of the location of the site in terms of potential connections with other sites; Pope agreed the context must be made more explicit. He said the plan must also explain the limitations of the site, including risks to upstream and downstream landowners. Griffith added that the closeness the airport is also a limitation (in terms of not wanting large birds on the site). Smith objected that actually the agricultural use was attracting the big birds to the site; prairie habitat would minimize the number of large birds. He agreed that habitat such as emergent marsh-type wetlands would attract ducks; that can't be done on the site due to the proximity to the airport.

Smith said having the BPA overlay for the site would help the City decide on the range of alternatives; if there are conflicts with the easement, then clarification would be helpful.

In Discussion on Goal II, Smith asked what the City's definition of "sustainable agriculture" was, as compared to the kind of farming that's going on now; Rochefort replied that the City doesn't have one. Benson said that a glossary of terms and definitions page would be helpful.

Griffiths highlighted Chapter 4, Goal 2, "Manage HFNA ag lands in a sustainable manner that affords protection of natural habitat functions, convert and resource some portions of existing ag polygons to natural habitat". She said that "Demonstrate sustainable agriculture practices, consistent with long-term preservation of ag production capacity of the site", on page 9, was in a Memo of Understanding (MOA). Pope related that the MOA between the ODFW and the City stated explicitly that the primary overarching goal for the site was for wildlife habitat uses, with agriculture and recreation being a subsidiary goal.

Griffiths said that Goal 2.2 has language regarding the best crop choices, with very general language; for example, there are no specific buffer zones. Powell said some of those specifics could go into the farm lease language. Griffiths agreed that if you want a farmer to do or not do certain things, then it should be in the lease. Smith said those portions of HFNA within the flood plain probably shouldn't be in annual crops, since if it goes under water, there'll be erosion and movement of ag products such as pesticides and fertilizers into the Mary's River. He suggested looking at something like the 1996 flood photos to find the lands on the site least impacted by floods; he stated that water moving off quickly doesn't maximize the value of the site for fish and wildlife. He said it was difficult to sort out what you could be doing with agriculture that would be compatible with the proposed uses of the site unless you got agriculture off areas that are frequently inundated; and then buffer them.

Griffiths asked Smith to suggest specific farm services lease language; he agreed that he could, but if it's going to remain mostly a farm, then it's a moot point. Smith said if a farmer wants to grow grass seed on the site, then perennial grass would better stabilize the soil and have less off-site impacts. Rochefort stated that a map is needed to show the flood plain.

Powell asked if the City has a sense of what it wants to do with the agriculture on the site. Rochefort replied that when the property was purchased, the department said it would keep it in agriculture for a while because it helped maintain the property and brought in some income; but once there was a management plan, that would help determine whether to keep the site farmed in part or at all. All the 2000 bond measure open spaces are currently kept in agriculture, but the City is not obligated to do so. Rochefort said the department was looking to the technical group's expertise to help guide the decision, as well as public reaction, before the recommendation goes to the Council.

Hohenlohe said that even if we decide on a long-term goal to convert the entire property to habitat, it still may not be ecologically or financially possible to do that within 5-10 years. Smith replied that his agency has done conversions of 600 acre agricultural fields to habitat within a three year period; Hohenlohe asked how much that cost. Smith said that the more aggressively you pursue that direction, the more grant dollar and partner opportunities you can get to help share that long-term management. If the City decides to work on a small scale, then it must rely on a farmer to maintain the farmed section essentially in trade for farming. He emphasized that doing 200 acres of restoration didn't scare him; he said that there's an opportunity for the City to convert the entire site quickly (about four years) and get it over with; there were funding sources available.

Pope noted that Chapter 2.1 states that there are different kinds of open space uses; he asked if the name Herbert Farm and Natural Area meant that this was a natural area with farming, or whether it was a farm with a natural area. Rochefort explained that the name came from the fact that it is in farming now; when it was named, it was roughly half farm and half natural area; the name doesn't imply that it must remain one way or another. Griffiths added that the group can make a recommendation for a name change.

Griffiths suggested members email their comments to Iris Benson and Margie Powell, as well as the whole group list; it would be helpful for the whole group to know what someone was thinking. Benson noted that Dave Phillips was transferring staffing the process of developing the management plan over to her.

Griffiths asked for comments regarding Goal 3.1, Provide research and educational opportunities to create public understanding and appreciation of protected and restored habitats, as well as cultural resources. She said the section was focused on partnerships with conservation groups and research, and not the general public. Interpretive signs seem to come in more in Goal 4, Limited public access; the goal discusses establishing off-limits areas, phasing in public access, and developing interpretive materials and brochures.

Griffiths said she had trouble with open public access for the site, even though the public bought it. She said she'd like to see an approach similar to that of Starker Forests, with a permit process, unless an area can be defined and controlled. While permits are a hassle, Starker, for example, gives out year-long permits.

Griffiths related that she looked at the general bond measure; the general language mentioned recreation, but it didn't specifically mention it for this particular property. The measure's title was, "Should the City issue \$7.9 million in obligation bonds to acquire land for natural areas, habitat protection, and recreational opportunities?". In the summary on the properties, the language on Timberhill specially mentions recreational access. Owens Farms is listed for its oak groves and being a gateway to the City. The section on Herbert mentions 221 acres, streamside habitat, the confluence of Muddy Creek and Mary's River, the location in South Corvallis, and the joint purchase with the Trust For Public Lands. Some of the other properties' description doesn't mention public access, either.

In the explanatory statements on the ballot, Frager was said to support trails; Caldwell was listed as having opportunities for passive and educational recreation; Herbert was listed as being a farmland with native oak groves, diverse plant communities, one mile of Mary's River, at the confluence of Mary's and Muddy River, with the convergence offering a diversity of wildlife

habitat and plant communities, and views to the surrounding countryside to Mary's River, Mary's Peak and Dimple Hill.

She related that the ballot measure Argument in Favor put forward by the City Council gives a general description of the property, saying it "...preserves streams and wetlands, maintaining and improving water quality; protects important fish and wildlife; provides nearby natural areas for recreation; preserves a distinctive natural setting, and leverages private funding". She said that the language doesn't specifically say the site has to be used for recreation. She if there is a rationale for why the area is different and why there should be a different kind of public access, then it can be justified; she said this issue hadn't been talked about enough.

Hohenlohe said he would be uneasy with a permit access system, though he appreciated Griffiths' concerns. While access should be limited, the property is sufficiently out of town that the people that go there will be the people who appreciate the site for what it is; appropriate signage should be sufficient to protect it. He added that many would likely object to permitted access. Noyes said that studying the easement language will help clarify recreation access issues. Pope suggested throwing the issue out to the public for input on what kind of public recreation it would like on the site. He noted there were few surrounding neighborhoods, so there would be little walking traffic; you could probably confine access to one or two spots. Benson many of the species in the site are listed in the county's HCP, which contains language regarding public access and how trails are sited. Pope suggested the plan state more explicitly that there will be sensitive areas that will be closed at times to public access. Benson added that when people can go to natural areas, they tend to help protect those areas over time. Griffiths clarified that the issue of access was different for general public access versus access for research. Powell said she was unsure about a permit system. Smith said a permit system would work for a large educational and research opportunity, so you knew who was out there and what they were doing. Rochefort added that the City currently has a permit-only system for the Caldwell site, where there's limited access to the site via crossing private property. Benson added that there was only limited access to Rock Creek Park.

Pope noted that there was currently limited parking at HFNA; the site is wet and muddy for a long time. Rochefort said gates there limit automobile entry. Griffiths suggested language regarding automobiles being limited to the parking area.

Griffiths said that there should be no dogs on the site. Fleck-Harding asked what the easement restriction regarding domestic animals was; Powell replied the easement states that "No domestic or exotic animals may be released on the site, with the exception of grazing or other animals for use as a habitat management tool. Dogs under the control of their owners or handlers participating in lawful recreation activities are allowed as defined in the applicable local ordinances".

Rochefort noted that all Corvallis parks allow dogs on a 6' lead unless otherwise specified, so the group could take that on for the site. Powell said that "control" of dogs by owners was an issue. Griffiths suggested language such as, "In order to protect the wildlife values of the property, dogs and horses will not be permitted". Pope noted that the easement allows dogs. Griffiths stated that about half of dog owners don't put their dogs on a leash at on-leash areas.

Benson said there are a lot of complicated decisions that need public input. Griffiths said hot-button issues need to be clearly delineated for the public. Fleck-Harding asked about the public input process. Pope related that Dave Phillips had talked about public meetings this fall. Griffiths

said once the committee signs off on the draft, there will be public meetings, then it will go to the Parks, Natural Areas and Recreation Board (PNARB), and then to the City Council.

Smith said that many members of the public probably would like to have dogs on the site; he noted that if you're going to have agriculture on the site, then you might as well let dogs run and let the public have something out of it, because they won't hurt grass seed and the farmed area has no habitat value. He said you can't say that a large tractor is OK for wildlife habitat but a dog isn't; Griffiths replied that she was thinking long-term.

Hohenlohe asked when the group would discuss the issue of whether all or portions of the site would be converted from agricultural use (discussion of the overarching goal of the site). Griffiths replied that Pope will talk to the BPA lawyer regarding the easement language to help get a sense from that about whether it would all be restored long-term; we need to make that decision. Benson said that she and Rochefort and Phillips would talk about how the ag leases will work.

Fleck-Harding said that given the level of repetition in the document, whether the intent was to add more details to action items, to be more specific to habitat types. She added that having more information on quantifiable monitoring objectives would be helpful; that would help guide actions in management; they'll be different for each habitat type, and some will be animal-based and some will be plant-based. Pope related that the BPA is struggling with how to develop a comprehensive monitoring model for vegetation and wildlife communities on all its properties. He noted that monitoring needs to be affordable.

Griffiths summarized that members will send some specific language regarding the issues discussed regarding the introduction and conservation values and specific goals in Chapter 1; and more specific language regarding action items in Chapter 4. Pope suggested combining the action items in order to make a smaller list. Powell related that Phillips' intent was NOT to be very specific, but instead to leave it open to consult. Griffiths noted that it is very specific in some areas, though. Fleck-Harding asked for a sense of how much detail to include; Benson replied she wanted the document to steer away from an approach of "You will do this according to this schedule"; she said specifics are OK if they're flexible enough to allow managers to respond to site changes. Rochefort added that City's Urban Forestry Management Plan (UFMP) was just adopted by the Human Services Committee, and will go to the Council next week; that plan has very specific goals and objectives and priorities, and suggests staffing levels; that could possibly be a model. It's available on the City website.

Powell said Chapter 5 is a work plan year by year. Rochefort added that the UFMP turned into a work plan; it doesn't lock the City into anything but helps people understand what is intended. Fleck-Harding asked if the HFNA plan Chapter 5 would be similar to that; Powell replied it would be. Fleck-Harding said the plan would be more useful if it was less repetitive.

V. VISITOR PROPOSITIONS. None.

VII. ADJOURN. Griffiths highlighted follow-up meetings. She said that she'd be gone most of October. Pope said he'd prefer meeting in the first part of November. Benson said it was important to give the process the necessary time. Griffiths asked for input by October 21. There was agreement to not schedule future meetings on Fridays; also, the 4 p.m. start time works better.

Meeting adjourned at 6:37 P.M.

Summary from Herbert Technical Group meeting on 11-13-09

**CITY OF CORVALLIS
PARKS AND RECREATION DEPARTMENT
HERBERT STAKEHOLDER GROUP MEETING #6 MINUTES
NOVEMBER 17, 2009**

Attending

Karen Fleck-Harding
Betty Griffiths
Margie Powell
Paul Hohenlohe
Michael Pope
Dan Mason
Don Herbert

Absent

Larry Venell
Jeff Powers
Jim Noyes
Steve Smith

Staff

Iris Benson, Park Ops. Spc, Natural Areas
Jacqueline Rochefort, Parks Planner
Mark Lindgren, Recorder

Public

Ed Auerlich
Connie Herbert

CONTENT OF DISCUSSION

Betty Griffiths started the meeting at 4:03 p.m. in the Avery Park Administrative Building Conference Room.

- III. **INTRODUCTIONS.** Ed Auerlich cautioned that a bridge proposed in the technical report to save the pond turtles would be too expensive and would be underwater roughly every fifth year, weakening its footings and washing sediment downstream, impacting Western Pond Turtles.
- IV. **REVIEW OF MINUTES FROM OCTOBER 2, 2009 MEETING.** Paul Hohenlohe moved and Michael Pope seconded to approve the October 2, 2009 minutes as presented; motion passed.
- III. **CITY OF CORVALLIS STAFF UPDATE.**
Roles and Responsibilities- Iris Benson related that there was some confusion regarding the process. She noted that since Dave Phillips, who had previously been shepherding the process had moved to a supervisory role within Parks, she had been tasked with helping to steer the writing and the process of developing the management plan, and will attend all the meetings. She related

that at the last meeting there had been some concerns expressed about the plan as it was currently written, and the desire to include more technical information within the plan, especially pertaining to habitat and habitat enhancement, as well as aspects of agriculture on the site, including how much and what pieces should remain as agriculture. Recreation was also a major topic of conversation. She stated that it seemed to make more sense to have focused meetings on these topics; she hoped to get through the agriculture piece tonight, and have separate meetings focused on culture and recreation.

She said it made sense to extend the process into April in order to resolve major issues and to get a good quality management plan. She said that apart from this stakeholder group, there will also be a technical group that will work on habitat issues, with Griffiths and Fleck-Harding as members; she will pass along information between the groups to ensure continuity. She related that Margie Powell is working on draft revisions of Chapters 1, 2, and 3, making them more concise, clarifying, eliminating redundancies, and expanding on technical issues. This group's feedback will go to Margie, and once the technical group nails down habitat issues, they will come to the larger stakeholder group to review and respond to recommendations before they are folded into the draft.

She anticipated that work would start on the final draft and priorities be set for the site in January; there should be a strong enough draft to present to the first public meeting in February and get public comment; have that input go through both technical and stakeholders groups; and following about three public meetings, have the final document ready for adoption in April. Planner Jackie Rochefort added that since the management plan is operational in nature, it doesn't need to go through the Council. Rochefort explained that the site conceptual plan (which would be developed after the management plan) is basically an illustration of the management plan; for example, if trails are planned, then the conceptual plan would show exactly where those trails would go.

Griffiths noted that since the site is not going to be designed as intensively as others, she questioned the need for the proposed design charrette, especially given the limitation of the site; Rochefort added the charrette event may or may not be needed, depending how the planning process goes. Griffiths suggested there could be another way to get initial public input and avoid raising false expectations. Benson said a charrette could be a partnership generating process; nothing would be decided or set in stone. Rochefort suggested that the approach could be similar to Riverfront Park planning, in which a plan was presented to the public for its input. Pope said there could be some multiple use options that could be compatible with the site.

Griffiths cautioned that often issues don't get on the public's radar until they get to the Council's agenda and advocated not avoiding putting it before the Council. Rochefort added that the Council item could be informational, not adoptive. Herbert suggested getting public input on less sensitive areas; Benson added the management process would determine which areas were more sensitive and require a higher level of protection; she said she would like to see some form of recreation at the site.

- IV. DISCUSS GOAL 2: AGRICULTURE.** Benson summarized that previously the group talked about not having agriculture be separate from the overall restoration; it should be considered as part of an integrated system. The group also thought that the farmed portion west of the overflow channel would be more suitable for restoration than the eastern portion. She added that the eastern portion was noted to be on an old meander scar, and was Streaked Horned Lark habitat. The group recognized that agriculture would probably remain on the site for some time, given the

scale of the project and lack of funds available for restoration. Pope added that the group also agreed on the importance of looking at some professional assessment of the hydrology of the site. Benson added there was also some discussion regarding buffers to minimize impact of agricultural spray drift, erosion, and fertilizer runoff. Fleck-Harding added the group had also suggested thinking of agricultural areas as also being potential wildlife habitat, depending on how they are managed.

Griffiths highlighted the list of questions that was sent out regarding agriculture on the site. Rochefort noted that up to now, farming the site has been a way to manage the land; that could be continued, or a management plan could decide to phase it out, or decide on a different kind of agriculture. Benson said the site is currently planted to annual ryegrass; it would be helpful to hear from Larry Venell about the minimum acreage needed to productively farm on the site. Benson related that the farm services contract was moved to one year; at which point the management plan criteria could be incorporated into a new contract. Herbert noted the site was contiguous with Venell Farms; he related that Larry Venell had stated at the first meeting of the stakeholder group that he didn't care if he farmed it or not.

Auerlich stated the existing ford through the overflow channel is the best crossing site, but if a new bridge is built there, sediment could fill the turtle pond downstream. He suggested a gravel ford was the best solution. In discussion on avoiding impacts to Western Pond Turtles there, Pope suggested that there are ways, including graduating the banks, to help the turtles get out. Herbert related that the channel used to be a flat channel bed down to Auerlich's property; then it eroded, until vegetation helped stabilize it.

Benson highlighted the length of the farm lease; she said a new one has not been signed yet. Griffith noted the group had discussed different language for the next lease, including issues related to spraying, buffers, collaborating with the contractor to determine best crops and best sustainable practices related to impacts on sensitive species and natural habitat. She added the group hadn't defined what "sustainable agriculture" means.

Benson said she wanted the group to look at the goal in the current management plan draft; she said the changes were mostly regarding readability. Fleck-Harding stated that what was lacking was an overall framework that agriculture fits within. There was previous discussion that the management priority for the site was habitat; however, the current draft's framework has agriculture still sitting separately. Rochefort clarified that the management plan will be the handbook for operations on the site. Fleck-Harding suggested not including the lease language in the management plan. Griffiths said the group is developing in the management plan what it wants to be in the lease. Fleck-Harding suggested that instead of language regarding collaborating with the contractor, to instead use language on establishing a lease that includes these details.

Hohenlohe said the group's decisions on agriculture should fit into the broader picture of what the whole property is meant to be; he asked what the benefits were of maintaining agricultural production on the property in terms of the overall goals for the property. Griffiths replied that a major benefit currently is that farming helps keep out invasive species until there's money to do more. Fleck-Harding noted that the farming revenue didn't come back to the site. Benson added she'd discussed with Dave Philips re-routing those funds directly back to the project; Griffiths agreed the farm revenue should go specifically to managing the site. Benson said that that could be a specific action item. Benson clarified that currently the funds go into a general Parks fund. Griffiths noted that there's already a model for this; City Watershed timber funds go back into the watershed's management. Benson said farming funds could be earmarked to go back into it

(though they wouldn't be the exact same funds). Mason added that agriculture revenue at the airport goes back into the Airport Fund.

Benson related there was previously a major technical group discussion regarding what could be done at the site given the constraints of being located near the airport; that could guide how much can go into habitat and where. Mason replied that his understanding was that the City has gotten about \$8 million from the FAA for the airport over the last 24 years. The sponsor of the airport, the City of Corvallis, has to follow FAA requirements, or it will be liable to pay back parts of those funds. The FAA has an advisory circular, stating that "If you've accepted funds from the FAA, it's no longer advisory, it's mandatory". He related that one of the FAA's rules prohibits improving or enhancing wildlife numbers on properties within 10,000' of a turbine-engine airport (such as Corvallis'). He noted many geese and ducks and other animals already use the farmed areas of the site; there may be more animal life on farmland than other land. Pope said that the intent for this site would not encourage ducks or geese. Mason agreed; probably the only thing that would upset the FAA would be to create a large pond on the east side; there are already geese that hang out there anyway. Benson said that it sounded like changing the site from wheat to marsh grass or native grasses wouldn't necessarily probably be a problem, then.

Mason related that the airport was restricted from doing any wetland mitigation within 10,000' of the airport, so the airport was doing it south of Junction City. Herbert added that he cannot mitigate on his family's land near the airport; nobody can. Pope said it will require thinking about not moving in a direction that would create wetland for geese or ducks. Herbert suggested that if a lot of native prairie were created, then it is possible that the population of hawks and owls would be increased; Pope replied that they're there already anyway.

Pope asked whether there were any documented collisions; Masons responded that there was a big bird strike with low ducks last year that almost brought down a crop-duster.

Benson said the Parks department has previously burned for habitat. She related that the Salem airport has issues regarding burning nearby. Pope said the department could probably coordinate burning with the airport. Mason added that wind direction has a bearing; winds are usually from the southwest, so burning at Herbert would not usually blow over the airport. He stated that he could bring issues to the FAA in order to avoid problems. Griffiths asked Mason to forward the FAA advisory circular to the group.

Fleck-Harding noted another benefit of maintaining agriculture at the site could include providing a wildlife food source. Benson added that it would help maintain some barren, loose soil, not dominated by introduced grasses and provide open spaces for the Streaked Horned Lark to nest. Pope said that Dave Estley attended the technical group meeting; Estley did the survey work for Streaked Horned Larks. Mason related he'd worked with Streaked Horned Lark expert Randy Moore for several years; the airport currently has about 100 nesting pairs of the larks. They have been found in areas that were sprayed and were almost denuded; they nest under the dead weeds. Pope suggested managing one area at Herbert for the larks; Mason said that Moore would like to be part of that; he previously presented a plan to do that at the airport, but the FAA strongly opposes any nesting of birds near an airport.

Fleck-Harding said that many of the costs of agriculture at the site have already been identified in the action items and during discussions. Pope noted that much of that discussion has centered on that the existing agriculture system, but not what could be there with different scenarios. Fleck-Harding suggested identifying potential conflicts so they could be addressed in any use

agreement. Hohenlohe if the goal was to try to develop a longer-term idea of what the property could look like, then the plan should look beyond simply the existing agricultural practices. Benson suggested there could be both short and long-term goals for agriculture.

Mason stated that farmers usually try to minimize spray drift by using ground spray apparatus; also, erosion is not good for a farm, either. Benson said that there is a major erosion problem along Mary's River; Pope added that there is currently farming right up to the edge of the river; parts have very little riparian buffer. Auerlich said one of the biggest areas of erosion was in a draw area that he showed on a map; he suggested planting trees in the low spot and offered to show where.

Pope said there are a lot of swales and undulations on the site; there are opportunities to do tree plantings. Auerlich said you could do that without affecting farming much; you could plant clusters; you'd be building habitat as well as doing erosion control.

Benson noted that due to the lack of floodplain interactions, there was a lot of force going through there. Fleck-Harding added that that pointed up the need for a hydrology study of the site.

Pope suggested increasing the connectivity and noted that there are currently very narrow riparian strips. Fleck-Harding stated that another problem with agriculture related to turtle nesting habitat and tillage.

Benson asked about the eastern portion. Mason replied that a couple of important swales go through the eastern portion; Venell put a 15" drain through part of his tiled property nearby; a similar drain was removed from the airport about 25 years ago. He noted that drainage from the airport industrial park is piped away from it; it eventually goes into Muddy Creek. If we could get rid of agricultural use of the eastern area of the site, that aspect of drainage would be enhanced. Fleck-Harding noted that cultivation across the drainage channel causes increased sedimentation. Pope said there would be more runoff in the higher areas. Herbert related that the land to the east is so flat that runoff spreads out with relatively little sediment in the runoff, nothing like conditions on the west side.

Benson asked if the riparian buffer were increased, if there was enough land to keep farming viable the way it's been farmed; Herbert said that the area west of the overflow channel was about 100 acres, so if about 30 acres were taken out for buffers, then that would leave about 70 acres of Class I soils to farm, in a rectangular shape. Pope noted the western area soil was better drained. Mason added that soils on the east were mostly Dayton loam. Benson summarized that it sounded like if the area identified as Streaked Horned Lark habitat and buffer were removed from farming, there would still be enough area to farm as well. Mason noted that the only two nests found there were on the road. Auerlich added that they can be found on many logging roads; here, they were found by the dogleg in the road.

In discussion on the list of potential agricultural practices, Pope said the west has the best potential for wildlife; Griffiths added that it also had the best soils for farming. Pope said the plan needs to describe the trajectory of the site and what you're hoping to get for the future. A potential agricultural product down the road could be native plant species; the seed is very expensive; there have been discussions with the Nature Conservancy about such opportunities on properties with easements.

Fleck-Harding suggested figuring out what habitat qualities to manage for, and to put that question to the tech committee; that given that stakeholders agree that the high priority area is to the west side of the channel, to determine what habitat qualities should be managed for, riparian buffer size, etc. Benson summarized that at a minimum, we need to increase riparian buffers, reduce impacts from erosion and runoff, no matter what. Farming would have to fit within that program, and that will influence how the farming contract is written. Secondly, the tech group could work on the details of that. Pope added that buffer widths will vary. Griffiths agreed that appropriate buffer widths are needed and we need to figure out appropriate sites to plant vegetation for erosion control. Benson said the goal would be written to reflect that, so a contract would be written to reflect the goals of the management plan. Griffiths emphasized that the primary management objective is for habitat protection and restoration, which will drive agricultural decisions.

She said that agriculture would only be a part of the site, not the main use, as it is now. Fleck-Harding said agriculture will only be practiced in such a way that it doesn't conflict with the main objectives; Griffiths agreed. Benson summarized the goal would be re-written to reflect this discussion.

Griffiths said the plan needs to incorporate the most appropriate kind of agriculture for the site; balancing the desire for income as well as habitat, and examine other options for what's appropriate for the site. The idea of local foods could be considered. Benson said that such options include native plant and seed production. Pope said that there are opportunities for grants for a native grow operation; there is a huge deficit of them in the Willamette Valley; he said there is the science here and suggested considering that for the short term.

Griffiths said that if the lease is for a year, then it is time to start planning. Pope suggested doing a feasibility analysis. Benson added that the timing of the contract reflects important events in a crop production cycle. She said an action item could be to explore other farming more conducive to higher habitat value. Fleck-Harding suggested sending the issue back to technical committee to consider feasibility. Pope suggested the tech group see what those options are for individual parts of the site.

Fleck-Harding read the goal, as modified by Pope: "Agricultural lands at Herbert will demonstrate sustainable agricultural practices consistent with the long-term preservation and restoration of natural habitat. All agricultural practices will afford protection of adjacent habitat. Currently 173 acres are in agricultural use at Herbert; the long-term goal for these lands is to convert a significant portion to the conditions that benefit native wildlife and natural habitat. Criteria to identify these areas will be based in part on hydrology, soils, ecological context, topography, and vegetation. Restoration of the area will enhance the ecological function of the surrounding habitat by increasing connectivity, reducing edge effect, restoring hydrologic function and increasing biological diversity". There was consensus the group approved the modifications. Griffiths noted the use of the word "shall" in land use vernacular indicates a mandate, while "will" is more wishy-washy, though she preferred it.

Hohenlohe noted that nowhere is there a statement of the reasons for agricultural use of the site; that should be clarified. Benson asked if agriculture were just another cultural practice; or if agriculture itself were a strong value for the site and warranted its own goal. Griffiths said it warranted its own goal in the short term, since it has been the primary use of the site. Pope added that farming uses the land; if not for the agriculture, the site would be in poorer condition. Griffiths

said it deserves its own chapter since we're in a transition; it may not be eliminated, and the type of farming may simply be changed.

Benson said the goal could be a desire to be model of sustainable agricultural practice. Griffiths agreed with Hohenlohe in clarifying why farming is there now and why some of it will be maintained but perhaps changed. Fleck-Harding suggested listing the positive benefits of agriculture. Griffiths added the wording currently doesn't speak to how agriculture fit within the big picture.

Herbert asked whether the site was within the Greenberry Irrigation District may affect sustainability issues. Water may be an issue in the future, so maintaining the agricultural aspect could be important. If you have the water, then you may want to be able to maintain the agriculture there. He said farmer's water rights can be transferred back and forth. Herbert clarified that the property itself has no water rights. People who do have water rights in the district can transfer them within the district. Herbert said the district's water comes from the Willamette River. Rochefort added the irrigation district is just being formed south of Corvallis.

Benson said she heard consensus that stakeholders want more technical issues to be worked out by the technical group, a rewriting of goals, and action items need to reflect today's conversations. Griffiths said that language regarding collaboration with the contractor needs to be reworded; Benson agreed that it's more about what kind of contract and contractor we want to see.

Griffiths asked whether the section on Western Pond Turtles should be placed elsewhere; Hohenlohe stated that it should be under habitat. Pope said he wouldn't call out separate species; he'd reference them in the appendix.

Pope suggested having the technical group focus on individual parts of the property, and address issues brought up by the stakeholder group, perhaps starting on the east side first, and have them drill down into more detail. Griffiths said that the tech group should focus on buffers, erosion, and planting vegetation. Pope added that perhaps a bridge may not be feasible.

Fleck-Harding asked whether the group needed to encourage having a hydrological assessment done; Benson replied that that would be driven by the technical committee. Griffiths added that previous discussion highlighted that that was a missing piece. Pope agreed that that was needed; it's a scoping issue; an option is to look at the hydrology that exists and what can be done there if it is modified a bit; he suggested getting an expert to do the study.

Griffiths asked if revenue from farming were available, whether a hydrology study should be a high priority. Pope said he could put some funds in his BPA budget for that next year; he would need to get consensus from this group that that was the direction they wanted to go; then he would get some cost estimates. Rochefort related that the first scientific study stated a need for a hydrological study; we always said we'd hire someone to get that piece done. Pope said the City would probably get preliminary models; that's an important piece. Griffiths suggested referencing it in the plan, and say it's something needs to occur and be funded. Fleck-Harding suggested including it among actions. Benson added the cultural assessment also needed to be included. Benson said that once goals are written, then the group will work on how to prioritize these.

Fleck-Harding asked whether the presence of cultural resources on the site would likely limit restoration activities, even if land has been cultivated. Pope replied the federal government has

really elevated Section 106 Compliance if any federal funds are involved, so if you move dirt, mow, plant trees, or put in fencing, then that requires an assessment. Herbert highlighted a small field in the SW corner of the field by the overflow, saying it was subject to erosion; he said it's just a break.

- V. **SET NEXT STEPS AND POTENTIAL MEETING DATES.** In discussion on next steps, Benson summarized she would get information back to the group, email working drafts; and discuss cultural and recreation pieces at the next meeting. Griffiths noted the group had already done some discussion on them. Benson said she would send out dates for the next meeting. Pope suggested getting LIDAR of the site.
- VI. **ADJOURN.** Meeting adjourned at 5:44 P.M.

**CITY OF CORVALLIS
PARKS AND RECREATION DEPARTMENT
HERBERT STAKEHOLDER COMMITTEE MEETING #7 MINUTES
DECEMBER 9, 2009**

Attending

Iris Benson
Betty Griffiths
Paul Hohenlohe
Michael Pope
Dan Mason, Airport Manager
Larry Venell
Steve Smith

Absent

Jeff Powers
Jim Noyes, ODFW
Margie Powell
Karen Fleck-Harding

Staff

Iris Benson,
Jackie Rochefort, Planner
Mark Lindgren, Recorder

Public

Ed Auerlich
Kent Daniels
Randy Moore
Connie Herbert

CONTENT OF DISCUSSION

Betty Griffiths started the meeting at 2:05 p.m. in the Fire Station #5 Walnut Community Room, 4950 NW Fair Oaks Drive.

V. VISITOR PROPOSITIONS.

II. INTRODUCTIONS. Don Mason introduced Randy Moore as a Streaked Horned Lark expert.

III. REVIEW MINUTES. Larry Venell noted that soft white winter wheat, not ryegrass, was currently planted at the site. It was noted that Griffiths' name was sometimes misspelled. Venell moved and Mason seconded to accept the November 17, 2009 minutes as corrected; motion passed.

IV. STAFF UPDATE ON PROCESS. Iris Benson reported that there is now access to LIDAR data for the site; this should help in reviewing hydrology of the site. Also, there have been discussions with the River Design Group. They opined that didn't think it was worth the money necessary to conduct a full hydrologic survey of the site and suggested having a consultant help interpret the data, which would cost much less money. She related she'd talked with the Mary's River Watershed Council, who suggested they could hire a consultant, so the City wouldn't have to go through the bid process.

Rochefort suggested putting the group's recommendation for using LIDAR data on the site in the executive summary. Michael Pope noted that LIDAR data strips away vegetation and gives an indication where the floodplain has been; even when much of the land has been altered, one can still see many historic channels. Griffiths said that it would be a goal in the plan to have someone interpret the data.

Benson reported that Margie Powell's contract was running out at the end of the month, so she won't attend any more meetings, and there's not enough money to hire another writer. Staff decided that Benson would take it over, be the distributor of the information and write it all up. Only one draft at a time will go out. Benson added that some members have been helpful in writing the plan. Pope asked if losing the tech writer (Powell) would likely push the completion date back; Rochefort replied the original goal was to have the plan done by December; the process has been extended to April.

Benson related that she met with a colleague at the Institute of Applied Ecology regarding working with them on having them do a cultural assessment, though there may be timing issues.

V. REVIEW EDITS TO GOAL II. Griffiths said the section was edited to reflect the comments of the previous meeting. The first paragraph was added to try to set a context. Mason highlighted the second sentence in the first paragraph "...portions of agricultural production will remain on the site to preserve and interpret the site's history"; he asked whether that meant that portions of it would continue to be farmed. Griffiths replied that her reading of the minutes indicated that parts of the site might be farmed, though it's not clear what would happen in the long term. It could be a place to grow native seeds; maybe the word "may" should replace "will" in regard to farming on the site over time. Mason agreed, saying it made more sense than stipulating that it be farmed for the listed reasons, since the site is surrounded by modern farm property. Benson said the language hadn't addressed the role of agriculture on the site previously.

Herbert Farm and Natural Area *Draft* Management Plan

Larry Venell stated that the sustainable piece seemed covered in the plan. He said the previous minutes seemed to indicate that everyone seemed comfortable with the agricultural role of the site. Venell Farms has been certified as Food and Life Sustainable for three years; this means the company is socially responsible to employees; responsible to the environment; areas have been set aside for the environment; it uses chemicals and fertilizers in a responsible manner; and it pays taxes. The farm has been in business 50 years.

Regarding erosion, Venell said he would do as a landlord instructed. He related that when the Herberts owned the site, they maximized ag production on the site (he was paid by the acre, so that more acres were then cultivated). He noted that the oxbow area to the west was difficult to farm and suggested that it simply be planted with trees. He noted farmers get paid the same for commodities as they did forty years ago; they survive financially by becoming more efficient; having big blocks to farm saves time (he suggested considering that as the site planning goes forward). He suggested avoiding pointed corners for farming areas. He noted that on the west side of the channel, unless you use an airplane, you can't apply fertilizer or pesticides due to not being able to get in there.

Venell said that he read the plan as almost being organic; he stated the school is still out whether organic is sustainable, since it mines the soil; it is difficult to put the nutrients back that the crop takes out, and so the production of the soil goes down. He said his farm's soil is in better condition now than when it started. Year by year contracts are difficult; putting limestone in is a five-year investment. If a contract is year by year, a leasing farmer will be afraid to put minerals back in. Benson said that she was waiting to assign times to a farm contract for the site until the management planning is finished. Benson said in general, the City is going to 5-year farm service contracts.

Griffiths asked Venell about changes he thought the group should look at; Venell replied that there are items in the current farm service contract that do not apply to agriculture; Rochefort added that the contracts were written as if farmers were contractors.

Griffiths asked why the contracts weren't modeled on the airport farming leases; Rochefort said that they should be. Mason said that the airport contracts were for 10 years; Venell added the airport leases are on a sharecrop lease; it's not a fixed amount. Venell said he'd like to see a lease for land, with a list of approved crops and pesticides that can be used, and a term of five years. Griffiths highlighted objective 2.3; she asked if it was written in a way so that so it is workable for a contractor; Venell replied that it was. Venell asked about buffer zones; in the Midwest, grass seed is the buffer; they use grass-sodded buffers between crops and waterways. He said that OSU and USDA studies have shown that grass uses up nitrogen, so it won't leach or run off. He suggested spelling out what the management plan was after; he suggested that the more restrictions on farming, the fewer people will want to bid on it. Benson said the technical group was working on details like buffers.

Griffiths highlighted 2.1.3, saying the idea was that we didn't want whatever being applied to the farm impacting the adjacent water or habitat areas. Venell suggested putting the buffer in the wildlife area; he cautioned against creating situations like Benton County having listed weeds that it is cultivating in ditches between fields and county roads. Benson said it is a management issue.

Dan Mason asked about the kind of lease that was proposed; Griffiths replied that it was likely that it wouldn't be a shareholder lease, it would be a lease of the land; it's up to staff to do the leases. Mason related that the airport gets a third of the net profits; Venell added that the City

Herbert Farm and Natural Area *Draft* Management Plan

pays for a third of the costs, too. Venell said it gets the airport out of bidding; the airport shares in the profits; though there is also a higher risk.

Griffiths asked whether the phrase “sustainable agriculture practices” should be specified. Benson related that work on a definitions page was underway. Rochefort said it is not bad to have that in there, not all people bidding on a contract are sustainable farmers, so it helps the City in the selection process. Venell said he felt that that gave him an advantage over other farmers. Pope added that that language is described in the easement and the MOA.

Smith suggested to be sure the language clearly separates the ag land from the native habitat; he highlighted ambiguous language in 2.1. Griffiths suggested modifying the language to read “..ag practices that adversely impact native habitats, sensitive species, and riparian corridors that are *adjacent* to ag lands..” to clarify it.

VI. REVIEW EDITS TO GOAL III. Pope said he had a lot of edits to the goal (especially clarifications) and suggested discussing the action items. Benson said content was the most important thing.

Benson highlighted the item on the plan regarding providing research and educational opportunities. Pope suggested adding an item under education and outreach regarding providing citizen science opportunities, such as the Master Gardening Master Naturalist Program that OSU is starting. Benson said another such citizen science organization is the Watershed Stewards. Moore added that it’s common for bird groups to get members to gather data for nation-wide projects. Pope said that many of such groups are non-profits or NGO’s. Griffiths suggested not using “citizen”, but instead “community-based”, or another broader term. Griffiths said she liked how the goal was broken down.

Pope cited federal cultural resource issues in the National Historic Preservation Act; he suggested adding the Oregon State Historic Preservation Office (SHPO) and the City of Corvallis Historic Resources Commission to section 3.3. Benson noted the original draft stated that the City should go through NEPA, but staff felt the City preferred not have to go through NEPA unless it has to (other drafts stated that the City “will” do so). Griffiths commented that it depends what the City is doing, suggesting using “.. in accordance with appropriate laws and regulations..”.

VII. REVIEW EDITS TO GOAL IV. Benson sought feedback on the recreational opportunities section, including types of recreation and access. Griffiths felt access should be by foot only. Pope said access should be controlled in some manner. Griffiths said the site is very isolated. Rochefort related that often, the department controls access by providing very distinct trails. For example, at the Mary’s River Natural Area (MRNA) boardwalk paths were installed; before that, people and their dogs were going everywhere. Also, interpretive signs explain the sensitivity of the habitat. She said it’s easier to get grant money if there is a clear trail plan.

Kent Daniels said that Finley doesn’t allow dogs and it’s closed half a year. He asked whether Herbert should be closed in winter. He related that he serves on the Parks, Natural Areas and Recreation Board (PNARB), which has found that Corvallis has a lot more parks where dogs are allowed off-leash than anywhere else in the state. He stated he was concerned with dogs being allowed in natural areas. He related visiting Sunset Park, where he found signs that dogs had been in the wetland area, though it was signed for on-leash use. He noted that wilderness parks allow dogs on-leash, and most National Parks don’t allow dogs at all.

Herbert Farm and Natural Area *Draft* Management Plan

Rochefort said that that is an issue that would go before the PNARB; the default is that all parks allow dogs on-leash, unless it is designated otherwise for a given area. Pope noted the property is not near any residential areas. Moore remarked that if it is a place where people at least think that they are allowed to, or can get away with, walking dogs off-leash, then they will drive a long way to get there. He said his office was located at Oak Creek, which is a very popular dog walking area; most dog owners are reasonably responsible and respectful, but it doesn't take many irresponsible ones to cause problems.

Griffiths said language in item 4.1.4 was too general; she said that even if the group decided that dogs should be allowed, it should be spelled out. She said that her preference was to add in that section that it is recommended that dogs and horses not be allowed on the site. Pope noted the conservation easement cited in the section does allow dogs access to some extent.

Mason stated that when there are only a few parks that are designated for dogs, they are magnets and tend to be torn up, whereas dispersed dogs don't cause damage. They do chase wildlife and can impact bird nests. Griffiths said she would pass on the information regarding dog areas from PNARB, saying there were a much higher percentage of dog off-leash areas and areas that allow dogs in Corvallis in relation to the population. Rochefort added you have to distinguish between areas that allow dogs on-leash versus areas that permit dogs off-leash.

Pope said that the area is likely to have people walking their dogs off-leash. Mason said dogs run all over open grass fields. Venell said whether dogs and people walking on fields have a detrimental effect or not depends on the time of the year for a crop. Benson said the issue will go through public process. Griffith said it would be easier to start with it being more restrictive initially, then have it get pushed back.

Daniels said he'd never seen a dog at Finley; Griffiths noted that they weren't permitted. Pollack asked if there could be a section where they are allowed at Herbert; Rochefort said that there is an off-leash section at Bald Hill and MLK Park. Griffiths stated that Herbert doesn't lend itself to that approach. Pope said the conservation easement on the site focuses on the natural resource value of the site; recreation is only mentioned; he stated that that suggested to him the need to balance having animals on the site with conservation values. Herbert suggested restricting the dogs to the eastern portion until it is reverted back to its natural state. Pope asked how much public pushback there would likely be if dogs were prohibited; Rochefort replied that there would be a lot in *both* directions; she said that the dogs issue is the most passionate issue in parks.

Mason noted that there are currently coyotes and wild dogs at the south end of the area. Smith noted that some farmers use dogs with sheep; also, some put out snares for coyotes that could catch dogs. Smith said it would be easier to start with a restrictive easement, based on the conservation easement and agricultural operations. Venell said he would prefer to see it be a permitted area, including restrictions on people, as well; there are also hazards, like the low-water crossing; also, it's pretty muddy. He wouldn't like to see it opened up to as much traffic as Finley. Herbert said that fire is an issue there in summertime, too.

Rochefort cautioned that the bond didn't sell it as a restricted property, like Caldwell; there may be some expectation from the community, which may feel that it might want to use the area. Griffiths suggested getting feedback on a restrictive access. Pope said the easement doesn't address the public access issue. In general, with BPA conservation easements, it's up to the owner to decide. For example, at Green Island there is no public access, while others are more open to it; generally, conservation easements don't allow open, unrestricted access.

Herbert Farm and Natural Area *Draft* Management Plan

Moore said that Venell's remarks indicated that there are times of year when a farmer is doing farming activities and there shouldn't be people there, then you'd have to worry about policing access. Venell said that currently he is not required to provide public notice unless he applies a chemical that would have to be placarded, and everything he uses for grass seed production specifies a 12 or 24-hour re-entry time, requiring no more protection than leather shoes and long pants. However, if you were growing vegetable crops, then you'd be applying higher-toxicity chemicals. He said that most chemicals for grass seed are pretty benign. He said that he didn't want to have to interact with someone while he was applying a chemical, or not realize someone was there.

Daniels said that there is currently signage at the kiosk and gate; he wouldn't want people driving past that. He said that requiring people to park so far away would likely reduce the number of people willing to walk in to the sensitive area. Rochefort said the flip side of that is how you get people to value the site, if they never get out to see it. Daniels related that the Obsidian Trail in the Cascades is so heavily used that one needs a permit; that is one way to control the number of people on the land and to know who and when people are there. Venell suggested looking at the human carrying capacity for the site and what the objectives are.

Benson said that from the City's perspective, the property is changing; it was bought as a public park but also has a habitat value. However, currently there are liability issues from a user being inadvertently cropdusted, for example. Venell said as long as a user is in a natural area and not an ag area, then there is no issue. Griffiths said that if there is a permitting process, then you know when it is OK to be there, and that would deal with the liability issue better.

Pope asked about examples of City parks requiring permits; Rochefort cited Caldwell, which isn't open to the public yet. Benson highlighted Rock Creek; Rochefort noted that that's far out of town, and was not bought with bond money. Griffiths said the group had already talked about the issue. She related that the bond was intended "...to acquire land for habitat protection, natural areas, and recreational opportunities"; however, it doesn't mean that a given piece of property should necessarily provide all three. The bond measure didn't guarantee public access to any site other than Timberhill.

Benson cautioned that if the City ever wants to go out for other bond measures to fund more natural areas, it has to be responsive to community members. She said that if she as a taxpayer had paid for a piece of property and then was told she couldn't use it, she would feel disheartened if she could only come there with a permit. She said use of a natural area creates a stewardship connection to it. She suggested creating carefully placed trails in order to recreationally use it in a responsible way, and perhaps limit access during spraying or where there are sensitive species. Venell stated he didn't have concern with people being in the natural areas when he was spraying, only in the ag areas.

Griffiths polled committee members regarding making a committee recommendation on access; no one voted for no access at all; Herbert and Griffiths voted for having limited access through free permits. Venell noted that while a permit would be desirable in that they would explain that certain areas were agriculturally leased and what the rules were, he didn't want to require permits.

Griffiths said the third choice was having limited access to certain areas. Pope noted that you could have limited access to certain areas or times of year. Pope said that speaking as a community member, he suggested looking at something like the Finley model, with an interpretive trail, and having some parts closed part of the time and other parts completely closed

Herbert Farm and Natural Area *Draft* Management Plan

all of the time. He emphasized that there was great benefit to having people have access to natural areas. Rochefort noted that people doing research in such areas must have permits.

Griffiths said that language of Objectives and Actions of 4.1 are written much like what Pope stated. She said that “Establish protocol to evaluate impacts; establish areas to be off-limits” essentially says we’re putting off the access decision. She asked whether, regarding #1, a protocol was needed. Venell suggested adding an item to not having public access to ag areas; that would address his concerns. Mason said part of the protocol would be to have signage (“Ag Fields: No Access”) where people park to walk down the road. Venell added that there could be a map of the field, showing where the natural areas and restricted areas were. Griffiths said she wanted more specific language in 4.1.1. Rochefort said that establishing protocol is essentially what this plan is supposed to do. Pope suggested getting additional suggestions.

Smith related that there are times in the year when people have no impact or high impact. He highlighted a very popular walk to observe the flight of the Fender’s Blue Butterfly on a trail through a lupin meadow; it has been a very important opportunity to educate on having these prairies without having to exclude use of them. He said it is all about timing and avoiding stomping around from April through July 15; after that, it doesn’t matter to ground nesting birds and flowering plants. The best idea is guiding people to where you want them and signing about the sensitivity of certain areas where you don’t want them to be, and educating them; that is the best balance. Griffiths said that the first action of 4.2 needed to be spelled out more specifically. Benson said it speaks to the need for a trails map. Pope suggested walking the area to help locate an interpretive trail and where to close off certain parts. Smith added that after restoration activities, the site will look different in 10 years.

Rochefort said a conceptual plan will be needed in any case, no matter what is decided. Pope added that since the area is under change, the exclusionary area will change over time, and the public should expect such changes. Griffiths said that that should be in 4.2; as management changes, the need for areas for public access will change.

Herbert asked if the conceptual plan would identify parking and rest areas; Rochefort replied that it would show all the pieces, and the plan could be re-adjusted, say, every three years. Herbert said the east parking area could be expanded, and trees and benches added; he related that many people simply park there to look at Mary’s Peak. Venell said if there is walking access, improvements are needed there. Griffiths asked members to send their input on changes to Benson.

Benson said the plan says we’re fine with walking, birdwatching, etc. Griffiths said she preferred the use of “unstructured” to “passive” recreation; she emphasized the value of interpretation. Griffiths highlighted the Greenbelt’s Owens Farm Restoration Plan’s best management practices; she asked Benson to send it out electronically; it includes over-arching practices which the group may want to recommend for this site, as well, such as avoiding impacts to nesting birds, minimizing weed transport, protecting best habitats, etc.

Moore said that the timeline for avoiding impacts to nesting birds is between March 15 through July 15 for most birds; however, that should be extended at least two weeks for Streaked Horned Larks. Griffiths asked if there were certain areas that should be managed for them at Herbert; Moore responded that they are only there because they like bare ground; ryegrass or winter wheat fields are not attractive, because there isn’t anywhere to forage. He related he’d observed one or two pairs trying to nest in a drainage channel or swale running perpendicular to the road that passes the current kiosk.

Herbert Farm and Natural Area *Draft* Management Plan

Moore stated that if you're thinking of managing for Streaked Horned Larks (SHL), then you'll have to manage open land for them. Griffiths asked if the species was a problem at the airport; Mason said they're not; they are one of the least detrimental of bird species. He related that Estley found that they have high site fidelity. Moore added that if the habitat is there, then it will be occupied for nesting. He said that if you create right conditions, they'd probably come immediately. He related that SHL habitat was created at Finley by herbicide. Moore related it was found at the airport that mowing was not very destructive to SHL nests; they dig out the nest and the mowing gear never gets them, though tires sometimes do. Many nests that were mowed over were found to fledge.

Ed Auerlich said he wanted access to the west side of the creek in perpetuity. He stated that he was paying firefighting fees for his property to the west of the creek.

Smith asked whether the habitat questions that the tech team was working on would be folded into this plan; Benson replied it would, and would be filtered through the stakeholder plan for review. Any final draft revisions will come through the group. Griffiths welcomed input on how it should be worded more specifically.

VIII. DEBRIEF AND DISCUSS NEXT STEPS. Griffiths asked for members' input within 7-10 days. Rochefort said the plan would go to the PNARB for its review and approval, as well as public comment; and then it is proposed to go to the City Council on an informational basis; it would not have to be officially adopted. Benson said a final draft was expected in January; the tech group is working on details. The next meeting is to be announced.

IX. ADJOURN. Meeting adjourned at 3:50 P.M.

Topics of discussion with the Technical Group were as follows:

Overall Vision: The group concurred that Herbert offered a great opportunity for restoration and was an important site within a larger context of other properties offering habitat. Restoration opportunities include: riparian corridor improvements, oak savannah/woodland restoration, habitat enhancement/expansion for sensitive plant and animal species. The group also agreed that the side west of the Muddy Creek overflow channel has greater potential for restoration and should be targeted first.

Agriculture: The group recognized that agriculture would remain on site for some time. The group wanted to be sure that impact (spray drift, erosion, and fertilizer runoff) on sensitive species would be buffered. The group also expressed that they needed more information/guidance from the stakeholder group in regard to agricultural practices before making specific recommendations. However, certain actions need to be taken to protect the riparian corridor and sensitive species. It was cautioned that agriculture and habitat needs to be looked at as a whole system rather than separate areas/ideologies.

Western Pond Turtle: The group looked at areas where western pond turtles have been observed. It was noted that WPT need gently sloping banks clear of thick vegetation to access nesting sites. It was also noted that introduced grasses on site create a dense root

Herbert Farm and Natural Area *Draft* Management Plan

mass that make it hard/impossible for turtles to dig for nesting. The crossing location was also discussed. It was agreed that the removal of the culverts and concrete at the current crossing with a bridge would benefit the channel, turtles, and access.

Streak Horned Lark: We looked at the current location of streak horned lark habitat. Streak horned lark usually stays in the same location to breed. It is hard to encourage them to move locations even if suitable habitat is provided elsewhere. It is important to keep their nesting separate from larger corridors that could potentially bring in predators. Open dirt is needed for nesting; native bunch grasses support this.

Other species: Piliated woodpecker was noted on site, no acorn woodpecker on site but oak woodland to the east could provide potential habitat. Red legged frog is present on site and needs small ephemeral pools to lay eggs. The site west of the overflow channel could provide meadow lark habitat.

Oak habitat: Douglas-fir should be removed from oak groves. Douglas-fir removed from oaks can be used on site to enhance habitat. Other trees can be made into snags. Some trees can be sold to help fund the project. New oak trees could be planted to enhance habitat.

Mary's, Muddy creek, overflow channel: The group expressed that a lot of attention had been paid to plant and animal species and that the hydrology of the site needed equal consideration. People suggested getting funding to conduct a hydrologic assessment and/or get a fish biologist involved. Substantial erosion, lack of vegetation, invasive vegetation and incising were observed along Muddy creek and Mary's river. However, Mary's River has less in the way of a vegetative buffer/riparian plants.

Sensitive plants/existing habitat: It was agreed that attention should be paid to enhancing existing habitat before creating new habitat. Especially without dedicated funding.

Airport: Concern around enhancing bird habitat and the airport being so close. Follow up needed to see what the airports specific concerns are.

Recreation: Recreation will occur onsite. This will be discussed by the stakeholder group. The proximity of restoration to sensitive species will be taken into account in order to protect the sensitive plants and animals on site.

Neighbor outreach: It was suggested to hold a meeting to inform neighbors of what was going on at Herbert and to receive their input.

Funding: The group agreed that the site and projects need a dependable and regular source of funding. We talked about potential grants and partnerships in regard to funding. Funding will need to be addressed.



- A complimentary and comprehensive resource referral service accessible toll free by phone at 2-1-1 or by web at www.211info.org

- 211 cuts through the clutter and makes it easy for people to connect with the services they need

- 211 is an effective way to serve a broad cross-section of the community and reduce administrative costs of service agencies



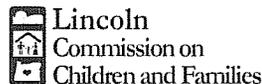
In strategic partnership with:

211.org

- Benton County Commission on Children and Families
- Center Against Rape and Domestic Violence
- Community Services Consortium
- Linn-Benton Community College Family Connections Program
- Linn-Benton-Lincoln ESD
- Lincoln County Commission on Children and Families
- Linn County Commission on Children and Families
- Linn County Health Department
- Oregon Department of Senior Services
- Oregon Cascades West Council of Governments
- Samaritan Health Services.
- United Way of Benton & Lincoln Counties
- United Way of Linn County

Sponsored by:

- Lincoln Commission on Children and Families
- United Way of Benton & Lincoln Counties
- United Way of Linn County



To learn more visit www.211info.org

Attachment A



Get Connected. Get Answers.



Need Help?

- Free to ANYONE who needs help
- Unlimited usage
- Cuts down on frustration by providing the most complete and current information
- Know EXACTLY who to call to get the help you need



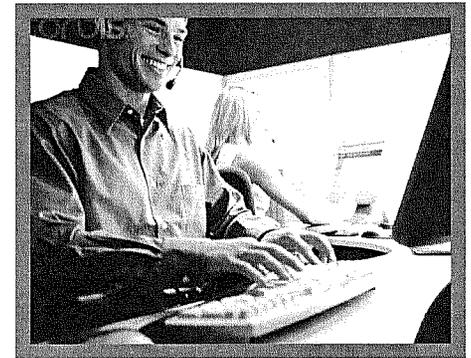
Give Help.

- Free to ANY SERVICE PROVIDER who lists their info, with unlimited updates
- Cuts down on frustration by providing a place to refer clients who need help you can't give
- Saves money and time spent on education about available services



Support Your Community.

- Information is localized to fit our counties' needs
- 2-1-1 lowers overhead costs by eliminating the need for multiple printed directories
- Opportunities to sponsor a program that benefits your clients, employees, and community

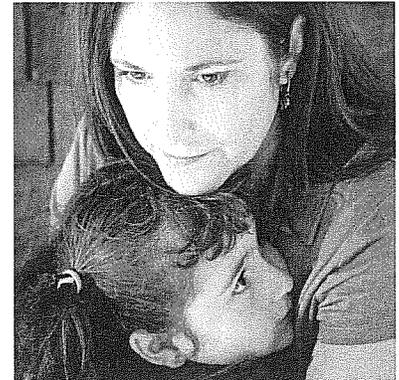




Attachment B
Bringing 211 to
Linn and Benton counties.

Bring the efficiency and reliability of 911 to our health and social services investments. Fund 211.

There's a reason ambulances and police officers don't drive around looking for people to help. It is inefficient. Let's learn from 911 and apply those lessons to our health and social service system. Our citizens deserve one trusted place to turn for information about services as diverse as foreclosure assistance to the most up-to-date information on flooding or a storm.



I've been asked how we were able to secure so many business sponsorships for Central Oregon 211. My response: the case is simple. A single entry point for finding help among the myriad nonprofit and government services and programs is efficient, reduces duplication of effort, and reduces wasted time. Successful business managers recognize efficiency when they see it...and they see it in 211.

- Ken Wilhelm, Executive Director, United Way of Deschutes County



211 IS FREE, CONFIDENTIAL AND LIVE

Like 911, 211 is an FCC-designated phone number. Callers are connected with a trained, compassionate call center specialist. The specialist will provide an understanding of resource offerings that fit a full spectrum of needs and assist in the identification of available public and private resources.

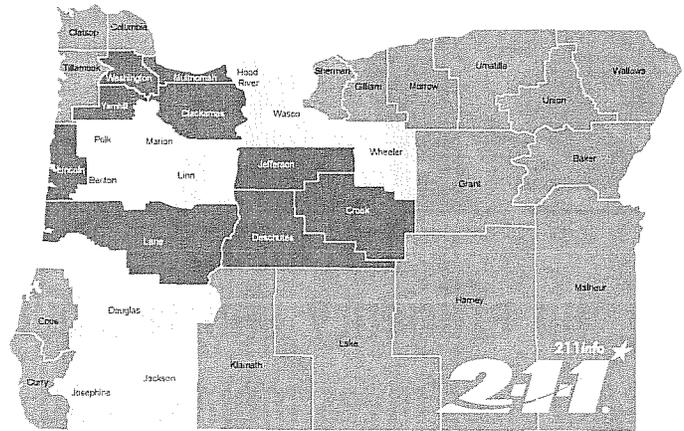


OREGON'S BEST WEBSITE FOR COMMUNITY SERVICE KNOWLEDGE

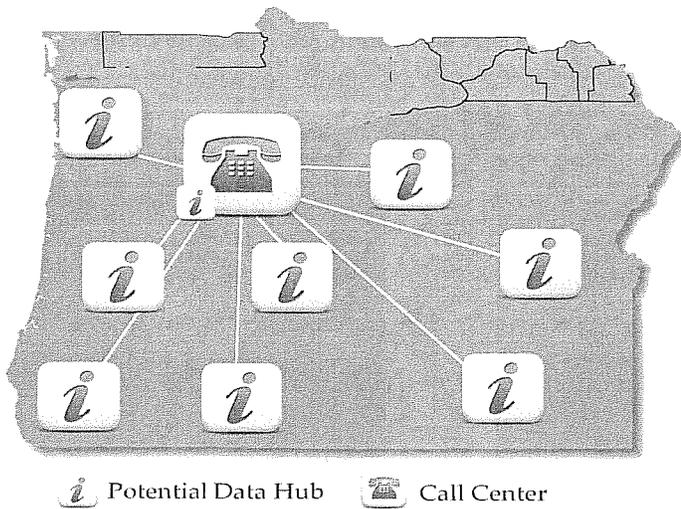
211info.org gives the public access to the same comprehensive and up-to-date community resources our staff utilize. The searchable database contains 4,500 programs across 1,200 areas of need. And service providers are able to update their records online for better accuracy.

TRUSTED AND PROVEN

Nationwide, 211 covers 80% of the population. 211 is available in nine Oregon counties and four counties in Southwest Washington, helping the whole community service system operate more efficiently. The nonprofit 211info is based on a 30 year history of providing help in Oregon.



Current service area
 Service expected in 2011
 Service expected in 2013



COST-SAVING CALL CENTER MODEL

211info fields calls from every corner of Oregon, collaborating with local organizations to keep information current and accurate. Each region maintains local control over data and partnerships. A shared software system feeds local information to the call center. **This method combines the administrative efficiency of a single statewide call center with the local touch necessary for accurate and reliable information.**

211 IS A BACKUP TO 911



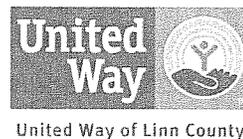
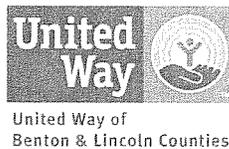
In times of disaster or a public health emergency, 211 is ready to serve as a source of up-to-date, authoritative information. 911 dispatchers and emergency personnel are then better able to focus on life-threatening situations. 211 has helped residents during Hurricane Katrina and in the 2007 San Diego wild fires.

In strategic partnership with:

- 211info
- Benton County Commission on Children and Families
- Center Against Rape and Domestic Violence
- Community Services Consortium
- Linn-Benton Community College Family Connections Program
- Linn-Benton-Lincoln ESD

- Lincoln County Commissions on Children and Families
- Linn County Health Department
- Oregon Department of Senior Services
- Oregon Cascades West Coast Council of Governments
- Samaritan Health Services
- United Way of Benton & Lincoln Counties
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Attachment C

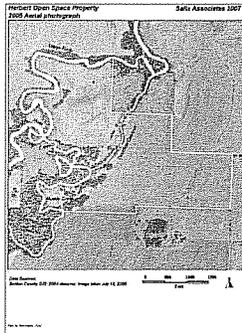
Herbert Farm and Natural Area Management Plan



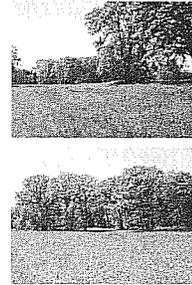
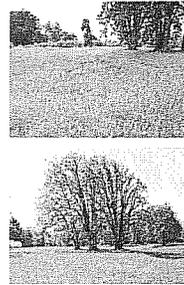
Herbert Farm and Natural Area Site Information



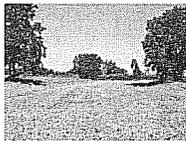
- History
- Acquisition
- Location
- Purpose of the management plan
- Current Conditions



Site Photos



Site Photos

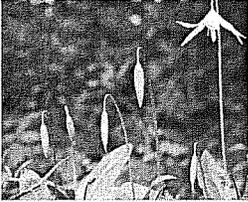


Stakeholder and Technical Group Members



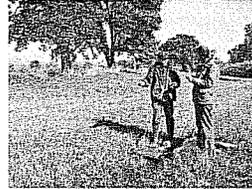
- Members
- Contributions to the planning process
- Review of the management plan draft

Public Process



- Outreach process
- Review process

Natural Resource Inventory



- Soils
- Flood regimes
- Wetlands
- Riparian corridors
- Historic vegetation
- Current vegetation
- Rare and sensitive plants
- Invasive plants
- Rare wildlife

Goal 1: Conserve, protect, and enhance natural functioning habitats of Herbert Farm and Natural Area, in particular prairie, oak savanna, oak woodland, and riparian corridors.

Goal 2: Manage Herbert Farm and Natural Area's agricultural lands in a sustainable manner that affords protection and restoration of natural habitats.

Goal 3: Provide research and educational opportunities that serve to increase public understanding and appreciation of native habitats and their relationship to cultural resources.

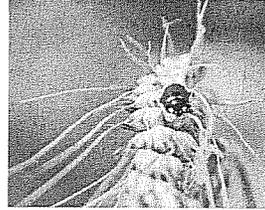
Goal 4: Provide recreational opportunities that are compatible with the interpretation, recreation, and protection of native habitat.

Phasing and Implementation



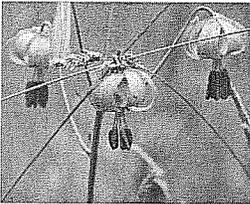
- 5 year increments
- Funding and partnerships
- Monitoring
- Conceptual design
- Adaptive management

Next Steps and Time Line



- Work currently underway
- Review by BPA and ODFW
- Create a budget
- Secure funding
- Establish baseline data for monitoring

Partners



- Trust for Public Lands
- Bonneville Power Administration
- Oregon Department of Fish and Wildlife
- Greenbelt Land Trust
- Institute of Applied Ecology
- Marys River Watershed Counsel
- Neighboring property owners
- United States Fish and Wildlife
- Oregon State University
- Corvallis Airport
- Benton County

**ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
February 23, 2011**

Present

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

Staff

Jon Nelson, City Manager
Ken Gibb, Community Development Director
Marcia Laurent, Community Development Mgt Assistant
Carla Holzworth, City Manager's Office

Visitors

Joan Wessell, Downtown Corvallis Association
Kathleen Hutchinson, Business Enterprise Center

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Economic Development Allocations Second Quarter Report			Accept the Economic Development Allocations Second Quarter Report for Fiscal Year 2010-11.
II. Other Business	*		

Chair Hirsch called the meeting to order at 4:00 p.m.

CONTENT OF DISCUSSION

I. Economic Development Allocations Second Quarter Report (Attachment)

Mr. Gibb reviewed the staff report. He noted the Corvallis Knights received economic development funding and they have secured the High School All Star Baseball Series and the West Coast League All Star Game. The Knights will provide a report to the Committee by fiscal year end.

In response to Councilor Traber's inquiry, Mr. Gibb confirmed that some agencies receive their funding in a lump sum, usually for one-time events.

In response to Chair Hirsch's inquiry, Mr. Gibb said only Visit Corvallis is required to provide financial information for review by City staff.

In response to Councilor O'Brien's inquiry, Mr. Gibb said staff will bring forward a policy for Committee review prior to next fiscal year. The draft policy will incorporate recommendations from the Economic Development Commission (EDC). Mr. Gibb confirmed that there is no process in place yet to allocate transient room taxes (TRT) next fiscal year. Funding drivers will include the budget, Visit Corvallis' share of the TRT as required by law, and EDC projects and staff support needs. Allocation to agencies may be possible if there is any remaining TRT revenue. Mr. Nelson added

the EDC has become the advisory body for how funds will be allocated and the TRT for Visit Corvallis still needs to be addressed.

In response to Chair Hirsch's inquiry, Mr. Gibb said per ordinance, the EDC reports to the City Council.

In response to inquiries from Councilors O'Brien and Traber, Mr. Gibb confirmed that after Visit Corvallis receives its share, any remaining TRT funds may be used by the EDC or as otherwise recommended. Mr. Nelson noted that funding obligations still exist for airport marketing plan support, enterprise zone plan support, and the EDC. Mr. Gibb added 2% is allocated this year for staff support of the EDC.

Joan Wessell, Downtown Corvallis Association (DCA), reported on current activities, including new businesses coming to downtown. The next Rhapsody in the Vineyard is March 12 and the Visit Corvallis Director search has been narrowed to three candidates. Ms. Wessell announced the Red, White and Blue festival may still be held this year; sponsors are being sought. In response to Councilor Traber's inquiry, Ms. Wessell said the Economic Improvement District provides stable funding for the DCA through voluntary assessments on downtown businesses. Ms. Wessell confirmed that a list of participating businesses is available.

Kathleen Hutchinson, Business Enterprise Center (BEC), said the BEC currently has seven resident clients, five non-resident clients and four tenants. Nuts Around the World is now selling its products at Market of Choice and First Alternative Coop. Ms. Hutchinson said a solar energy company and a call center expressed interest in locating in Corvallis, but both ended up choosing other communities. Concerns included what they would have to pay for entry level jobs and difficulties with the cost of entry level housing. Planning is underway for the 2011 Willamette innovators night.

The Committee unanimously recommends that Council approve the Economic Development Allocations Second Quarter Report for Fiscal Year 2010-11.

A handout from Visit Corvallis showing 2010 statistics is attached (Attachment A).

II. Other Business

A special Administrative Services Committee meeting is scheduled for 4:00 pm, Wednesday, March 2, 2011 in the Madison Avenue Meeting Room. The next regular meeting is scheduled for Wednesday, March 9, 2011.

Respectfully submitted,

Joel Hirsch, Chair

MEMORANDUM

DATE: February 15, 2011
TO: Administrative Services Committee
FROM: Ken Gibb, Community Development Director 
SUBJECT: Second Quarter FY 10-11 Economic Development Program Review

I. Issue

Review and acceptance of the quarterly reports from the following economic development agencies: Visit Corvallis (formerly Visit Corvallis), Corvallis-Benton Chamber Coalition, Business Enterprise Center, Downtown Corvallis Association, and Oregon Natural Step Network, as well as overall program summary.

II. Background

In FY 10-11, the City Economic Development Policy's (CP 96-6.03) primary purpose is to preserve and support community livability by encouraging economic stability and sustainable economic opportunities. To provide a stable funding source for activities to support this goal, 55% of the transient room tax (TRT) revenue collected in the previous calendar year is allocated for City sponsored economic development activity. For FY 10-11, due to the need for budget reductions, the City Council approved a 6.5% reduction in the Sub-Committee's recommendations for funding. Through the FY 10-11 Economic Development Allocation process, eight entities were allocated non-dedicated (21% of TRT) economic development funds of \$221,089. Visit Corvallis was allocated a dedicated amount (30% of TRT) of \$308,425.

<u>Agency</u>	<u>Amount Allocated</u>	<u>Disbursed Through 2nd Quarter</u>
Visit Corvallis Dedicated Funding	\$308,425	\$154,212.88
Business Enterprise Center (2 Programs)	\$62,959	\$31,476.00
Corvallis-Benton Chamber Coalition	\$68,255	\$34,128.00
Corvallis Chapter, Oregon Natural Step Network	\$4,675	\$4,675.00
Downtown Corvallis Association (DCA)	\$28,050	\$28,050.00
Willamette Neighborhood Housing Services ¹	\$18,700	\$9,349.98
DCA – Red, White & Blue Riverfront Festival	\$9,817	\$9,817.00
Corvallis Knights Baseball Club	\$6,732	\$6,732.00
Corvallis Fall Festival ²	\$7,480	\$7,480.00
da Vinci Days ²	\$14,421	\$14,421.00
Total	\$529,514	\$300,341.86

1 WNHS's quarterly reports are evaluated by the Housing Programs Division and monitored through the Human Services Committee. WNHS was allocated funds for two programs - Housing and MicroBusiness.

2 Corvallis Fall Festival and da Vinci Days are monitored by the Parks and Recreation Department and reviewed by the Human Services Committee.

All agencies entered into contractual agreements with the City of Corvallis. Two of the contracts are managed by the Parks and Recreation Department, with the remainder managed by the Community Development Department.

Reporting to the Human Services Committee are Willamette Neighborhood Housing Services (WNHS), Corvallis Fall Festival and da Vinci Days. WNHS reports on a quarterly basis to Community Development Housing Division, and the event organizations provide annual reports through the Parks and Recreation Department.

Quarterly reports are required to be submitted by Visit Corvallis, Business Enterprise Center (BEC), Corvallis Chapter Oregon Natural Step Network (ONSN), Corvallis-Benton Chamber Coalition (CBCC), and Downtown Corvallis Association (DCA) for ASC review. Attached are copies of the second quarter reports as submitted by Visit Corvallis, BEC, ONSN, CBCC and DCA. As a separate item, Visit Corvallis has provided an Occupancy Report for calendar year 2010.

Corvallis Knights Baseball Club is required to submit one post-event report which is expected to be held in either late spring or summer of 2011.

III. General Discussion

Each agency meets goals identified in CP 96-6.03. Visit Corvallis focuses their efforts on promoting Corvallis as a visitor/tourism/meeting location. CBCC and BEC direct their efforts towards business assistance, retention and development within the City and County. DCA works to make downtown Corvallis a vital commercial, cultural and social center. Oregon Natural Step Network encourages sustainable economic activities that reduce environmental impacts. All of the efforts listed above are geared toward making Corvallis more livable.

Each agency will be provided with a copy of this report and invited to attend and address the Committee.

IV. Financial Analysis

Quarterly reporting requirements for FY 98-99 were modified so that only those agencies receiving more than 50% of their funding from the City are required to submit financial information on a quarterly basis. Visit Corvallis is the only agency that meets that criterion. Financial statements submitted by Visit Corvallis were reviewed by Finance Office staff and found to be in compliance with their agreement. A copy of the Finance staff review is attached.

V. Action Requested

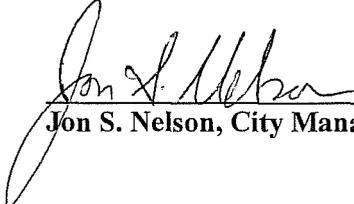
That the Administrative Services Committee consider this report and recommend City Council approve acceptance of the second quarter report.

REVIEW AND CONCUR:



Nancy Brewer, Finance Director

REVIEW AND CONCUR:



Jon S. Nelson, City Manager



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

MEMORANDUM

February 7, 2011

TO: Ken Gibb, Community Development
FROM: Jeanna Yeager, Accounting
SUBJECT: Visit Corvallis (formerly Corvallis Tourism) Financial Report – Second Quarter, FY10/11

This review consists of inquiries and analytical procedures and is very limited in its nature. The financial statements have not been reviewed by a Certified Public Accountant and are the representation of the management of Visit Corvallis.

During the second quarter of fiscal year 2010/2011, Visit Corvallis reported revenues of \$87,861 and expenditures of \$85,173, resulting in net income of \$2,688. Visit Corvallis has exceeded its expected performance for the quarter by \$2,625 with a budgeted net income of \$63 for the quarter. Administration costs were approximately 52% over budget for the quarter, while marketing costs were below by about the same amount.

Visit Corvallis maintains a fairly strong cash position, with current assets of \$53,801 and current liabilities of only \$4,433.

The City of Corvallis has budgeted \$308,430 for Visit Corvallis for fiscal year 2010/2011 in monthly payments of \$25,702. The City has funded a total of \$77,106 for the second quarter, which has been accurately accounted for on Visit Corvallis's second quarterly report. This represents approximately 88% of total revenues for the quarter.

Acceptance of the Visit Corvallis quarterly report is recommended.

VISIT CORVALLIS

Visit Corvallis Community Report

December 2010

Mark your Calendars!

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



Participating establishments are 101 Eat & Drink, Aqua, Big River, Cloud 9, Del Alma, Fireworks Restaurant, Le Bistro, Luc, Magenta, Riverfront and Terzo. For more information visit CorvallisCulinaryWeek.com

WEB STATISTICS: Visitcorvallis.com had 10,751 visitors in December of 2010 compared to 7,835 in December of 2009. Seventy-five percent of visits were from new users. 10,232 of these visits were accessed from within the United States.

Top Ten Referral Sites - The following are the top ten sites that referred traffic to visitcorvallis.com in the last month.

1. oregonstate.edu
2. corvallis.craigslist.org
3. google.com
4. ci.corvallis.or.us
5. oregonmom.com
6. calendar.oregonstate.edu
7. mu.oregonstate.edu
8. en.wikipedia.org
9. facebook.com
10. seattle.craigslist.org

RESEARCH UPDATE: According to Smith Travel Research, in November 2010, Corvallis lodging properties saw a 16.8% increase in Occupancy and Room Demand and an increase of 8.3% in Average Daily Rate, as compared to November 2009. Year-to-date, Corvallis lodging properties saw an increase of 9.2% in Occupancy and Room Demand and an increase of 0.5% in Average Daily Rate, as compared to 2009 YTD. (Smith Travel Research is the recognized leader in providing accurate, actionable information and analysis to the lodging industry.)



PUBLIC RELATIONS: Public Relations Manager Melinda Claire Stewart has been working hard on the third annual Corvallis Culinary Week.

Advertisements have been placed with NW Palate, Mix Magazine, and KEZI. Social media will continue to be a big part of the campaign's promotion with regular facebook updates as Culinary Week

approaches, an e-blast, and partnerships with other organizations and individual's blogs and facebook fan pages. Flyers will also be distributed to lodging properties.

The Willamette Valley Visitors Association's "Shopping and Wine Trail" is now live on OregonWineCountry.Org. Visit Corvallis has also partnered with the Willamette Valley Visitor's Association to gain more exposure through WVVA's facebook fan page.

Social Media – As 2010 comes to a close Visit Corvallis' facebook presence has reached 7,418 friends and fans compared to 5,475 at the end of 2009. The *365 Days of Corvallis under \$5* campaign will run through all of 2011. Please let Melinda know if you have any ideas for the promotion.

VISITOR INFORMATION: In December 2010, Visitor Services Director Christie Weigel with the assistance of our outstanding and dedicated volunteers, and Nia and Melinda, assisted 563 walk-in visitors to the visitor center. Christie also oversaw the mailing of 416 visitor guides in response to visitor inquiries. Visitor Guide inquiries stemmed primarily from the VisitCorvallis.com web site, the Willamette Valley Visitors Association web site, an ad in Sunset magazine placed by the Willamette Valley



Visitors Association and the Heart of the Valley Wineries Association. Throughout Corvallis a total of 470 visitor guides were distributed to sixteen sites and a total of 500 maps were distributed to 10 sites. A total of 409 January/February Table Tents were distributed to 37 Corvallis sites which included restaurants and lodging properties.

GROUP MARKETING: In December, a meeting was held with OSU Conference Services to discuss Visit Corvallis' continuing efforts to coordinate convention support including signage, welcome tables, VIP cards, registration assistance, etc. We have ongoing discussions with OSU Conference Services about coordinating efforts to attract conferences to Corvallis. Work continued on the "Welcome to Corvallis" video, which will be made available to Corvallis visitors, relocation requests, meeting planners, tour operators, and posted on our website. The video will also be available to all Corvallis hotel and tourism partners. The video will feature enticing and informative footage of restaurants, lodging properties, festivals, attractions, OSU, LBCC, sights to see, things to do, and more about all the good things awaiting a viewer, when they come to Corvallis.

Plans for ongoing meetings with lodging properties to discuss their current marketing efforts and how Visit Corvallis can offer support were begun. Monthly meetings are already scheduled with several properties for 2011 and more will be added after the new year. Work also began on a series of tour itineraries which can be provided to individuals and groups. These packages in particular were prepared for the Oregon Welcome Center conference, which we are attempting to secure for 2011, but will also be incorporated into a new brochure/flyer series.

Work continued on the Corvallis Destination Guide, coordinating with the GT on production of the guide and solicitation of advertisers/members. A new e-blast format is in the works and will include information on Corvallis hotels and lodging in every release. Ongoing enhancement to this valuable marketing tool will continue as we coordinate all of our promotional materials including signage, publications, web presence, etc.

VISIT CORVALLIS

Visit Corvallis Community Report

November 2010

Mark your Calendars!

A Christmas Carol: Willamette STAGE Company makes its first appearance at the Majestic Theatre with a production of Charles Dickens' beloved holiday classic, A Christmas Carol, December 17 through 24. Adapted by Jacqueline Goldfinger, the show features actors playing multiple roles and an ensemble singing holiday music interwoven with Dickens' story. Performances are December 17, 18, 22, and 23 at 8:00pm. December 19 at 2:30pm, and December 24 at 4:00pm. Tickets can be purchased online at: www.willamettstage.org, or one hour before performances at the Majestic box office.



Tyee's 17th Annual January Crab & Vintage Wine Debut: On January 8th enjoy Tyee Estate Wines paired with Fresh Newport Oregon Crab and grilled Oysters, Salads, Artesian Bread, Delicious Side Dishes and Decadent Chocolate Torte. Tickets are \$68 which includes food, wine, and gratuity. The event will be held at the Valley's Adair Clubhouse. For more information or to make a reservation, call Tyee Wine Cellars at (541) 753-8754.

WEB STATISTICS: Visitcorvallis.com had 13,273 visitors in November of 2010 compared to 9,696 in November of 2009. Seventy-five percent of visits were from new users. 12,490 of these visits were accessed from within the United States.

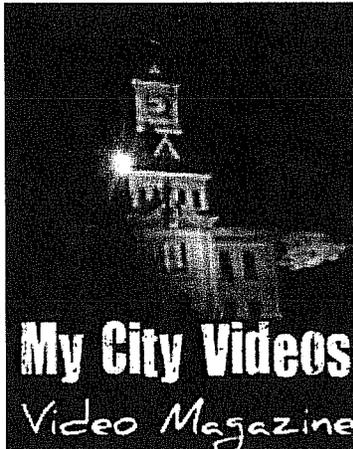
Top Ten Referral Sites - The following are the top ten sites which referred traffic to visitcorvallis.com in the last month.

1. oregonstate.edu
2. mu.oregonstate.edu
3. ci.corvallis.or.us
4. google.com
5. calendar.oregonstate.edu
6. oregonwinecountry.org
7. townehouse.mfbiz.com
8. eventful.com
9. cbchambercoalition.com
10. en.wikipedia.org

PUBLIC RELATIONS: Public Relations Manager Melinda Claire Stewart has been working closely with the Willamette Valley Visitors Association to create Corvallis' section of a valley wide Shopping Wine Trail. The trail will showcase a small selection of unique and classic dining establishments, wineries and shops in Benton County.



We are still working hard on the 2011 Visit Corvallis Destination Guide and are currently seeking professional quality photography submissions. If you have any photographs or know a photographer who would be interested in donating a photo please let Melinda know as soon as possible! We are particularly seeking out a stellar photograph to become the 2011-2012 Visit Corvallis Destination Guide Cover!



Social Media – Visit Corvallis' facebook presence has reached seven thousand three hundred and forty-four friends and fans! Four hundred and forty-two individuals are both friends and fans.

The CorvallisScene twitter account continues to see a slow but steady increase in followers and now has three hundred and eighty-eight followers. The VisitCorvallis twitter account has six hundred and forty-eight followers. The CorvallisPR account which is there solely for the dissemination of information to publications, has a following of sixty-eight, most of whom are travel writers.

Visit Corvallis has formed a partnership with Jeff Silverman of Silverman Studios to promote his wonderful project – My City Videos! Both the Corvallis Maven profile and Visit Corvallis' Corvallis, Oregon page are posting and promoting each new video - in exchange, Visit Corvallis' is an official sponsor of the project. Thank you Jeff and My City Videos! You can find all of the videos at www.mycityvideos.com and at www.facebook.com/mycityvideos.

VISITOR INFORMATION: In the month of November the visitor's center had 798 walk-ins, an increase from the 457 walk-ins during November 2009. Visitor Services also oversaw the mailing of 170 visitor guides in response to visitor inquiries. Visitor Guide inquiries stemmed primarily from the VisitCorvallis.com web site, Willamette Valley Visitors Association web site and the Heart of the Valley Wineries Association. A total of 930 visitor guides were distributed to ten sites that included lodging properties and restaurants, while a total of 900 maps were distributed to twelve sites throughout Corvallis, including the fairgrounds and lodging properties.

GROUP MARKETING: In November, our thoughts turned toward planning for the new year. Sports and Tourism Development Director Nia Ridley has been working on follow-ups on pending group leads, as well as the preliminary planning for the meetings section and layout of the destination guide, a new brochure series, and overall brainstorming for 2011!



The Oregon High School Baseball All Star Series is moving from McMinnville to Corvallis, which is a major win for the city. Visit Corvallis was happy to support the Corvallis Knights in their quest to bring this event to town. It will bring visitors in from throughout the state and shine a spotlight on Corvallis as a prime destination for sporting events in Oregon.

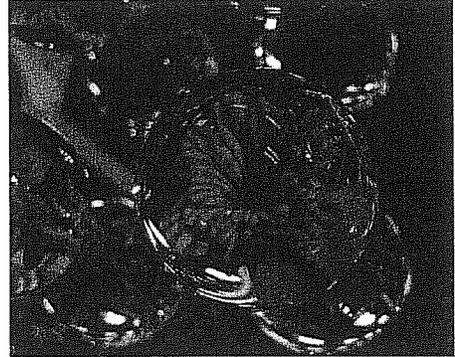
VISIT CORVALLIS

Corvallis Tourism Community Report

October 2010

Mark your Calendars!

Teal Cooperative Gallery: The Teal Gallery will be open from **November 9th to December 28th** at 120 SW 4th Street. Come celebrate 25 years of local art at the Teal Artists' Cooperative Gallery. Many local artists will be displaying and selling a wide variety of their work just in time for the holidays! For more information visit their website here: www.tealartistcoop.com



Twenty-sixth Annual Christmas Parade: The parade will be held November 26th and will include floats, walking groups, animals, kinetic sculptures, music, and more! The theme is "The Horse Knows the Way to Carry the Sleigh to Grandma's House for Christmas". At the end of the parade, a celebration of songs and lights will be held at the Benton County Courthouse. The ceremony will finish with the traditional lighting of the Courthouse and the Holiday Tree. For more information call the Downtown Corvallis Associations at 541-754-6624.

WEB STATISTICS: Visitcorvallis.com had 13,995 visitors in September of 2010 compared to 11,603 in September of 2009. Seventy-five percent of visits were from new users.

Top Ten Referral Sites - The following are the top ten sites which referred traffic to visitcorvallis.com in the last month.

1. oregonstate.edu
2. ci.corvallis.or.us
3. mu.oregonstate.edu
4. calendar.oregonstate.edu
5. google.com
6. oregonwinecountry.org
7. townehouse.mfbiz.com
8. el.com
9. en.wikipedia.org
10. summer.oregonstate.edu

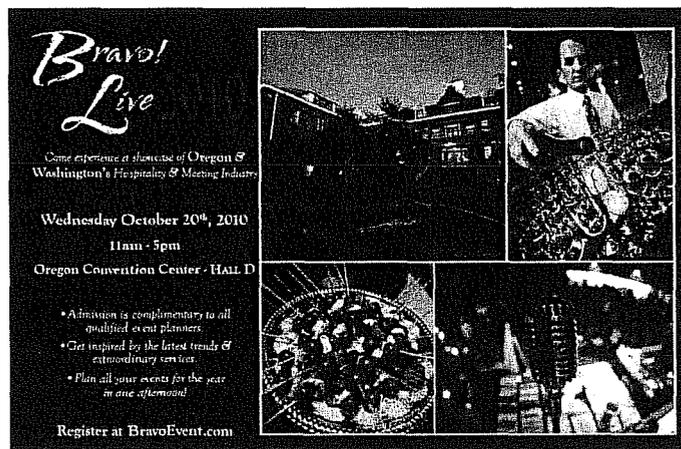
PUBLIC RELATIONS: Public Relations Manager Melinda Claire Stewart had a great annual meeting with the Travel Oregon staff and the Willamette Valley Visitors' Association public relations team. Several pitches were made by WVVA and Corvallis which Travel Oregon believes will be useful and interesting to travel writers. Melinda is also hard at work on the 2011 Visit Corvallis Destination Guide. This year most of the editorial text will be written by experts within the community. If you have any ideas for editorial content or any photos for submission please let Melinda know as soon as possible!



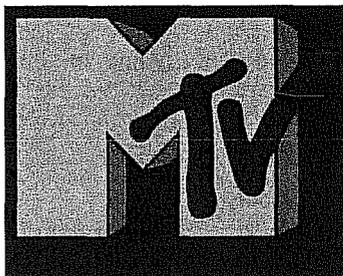
Social Media – Visit Corvallis' facebook presence has reached seven thousand two hundred and seventy-two friends and fans! Four hundred and thirty-six individuals are both friends and fans.

VISITOR INFORMATION: The visitor's center had 1392 walk-ins and oversaw the mailing of 1394 visitor guides in response to visitor inquiries. A total of 690 visitor guides were distributed to 21 sites in Corvallis and 420 table tents (local event calendar) were distributed to 38 sites throughout Corvallis.

GROUP MARKETING: In October, Visit Corvallis partnered with OSU Conference Services, the Alumni Center, Hilton, and Holiday Inn to attend Bravo! in Portland. We are lukewarm about the success of this event, since attendance was hampered by closed roads and extra security which accompanied a visit from the President on the same day, in the same building; however it was a great opportunity to spend quality time together and improve working relationships between all parties.



In October Nia also partnered with Donna Williams of OSU and met with Troy Snow of OSU Recreational Sports regarding future sports and entertainment opportunities at the new OSU sports field. Nia also met with Brian Mills and Ed Kruskamp of the Boys and Girls Club regarding sports opportunities and is assisting in the bid process on an Elks basketball tournament which has moved to the east coast. She also worked with Youth Ultimate Disc, who will be coming to Corvallis in May 2011, and met with Troy Snow of OSU Wrestling to act as support for their 2011 events and future planning.



In addition, Nia partnered with Lonny Wunder to meet with MTV, who was in town in October, planning an event in November at the Benton county fairgrounds. Transportation, security, and lodging were issues in this event. Nia also met with the Fair Business Development committee, which is discussing a new wine event to launch the fair next year. Visit Corvallis will be very engaged in the promotion of this event and the fair in general.

On the tour side, Nia accompanied Lynda McHenry on a local FAM tour in October, and worked with Lynda on 3 possible tour itineraries to propose to the Oregon Welcome Center conference that we are bidding on for 2011.

We plan to incorporate those tours and more into a See Corvallis tour guide with suggested itineraries which can be provided to visitors and groups.

On the Visitor Services side, Nia and Christie met with Beaver Authentics and Visit Corvallis is now an authorized seller of Authentic Beaver Gear! We have created two solid "poster windows" in our office to promote local events and are delighted to see people stopping outside to read all about what is happening in Corvallis. Next step: window painting.

Visit Corvallis also supported the NAFSA conference at The Alumni Center with VIP cards, visitor guides, and banner usage.

Profit & Loss Budget vs. Actual FOR THE QUARTER

October through December 2010

AND

PROJECTED For The
YEAR ENDING JUNE 2011

	Quarter <u>Oct - Dec 10</u>	Quarter <u>Budget</u>	Budget <u>\$ Over Budget</u>	Remaining <u>Budget</u>	Projected <u>Year End</u>
Income					
City of Corvallis	77,106.24	77,106.00	0.24	154,212.00	308,424.24
Co-op Advertising Revenues	0.00	0.00	0.00	0.00	2,500.00
Commissions	0.00	750.00	-750.00	0.00	1,750.00
Interest Income	22.54	0.00	22.54	0.00	28.76
Membership	10,929.20	10,000.00	929.20	5,000.00	15,000.00
Relo Packets	0.00	0.00	0.00	0.00	27.00
Souvenir Income	103.50	0.00	103.50	0.00	27.00
Ticket Sales	-300.00	1,000.00	-1,300.00	0.00	1,000.00
Trip Planner Income	0.00	0.00	0.00	0.00	0.00
Web Ads	0.00	1,000.00	-1,000.00	0.00	0.00
Total Income	<u>87,861.48</u>	<u>89,856.00</u>	<u>-1,994.52</u>	<u>159,212.00</u>	<u>328,757.00</u>
Expense					
Administration	27,936.78	18,412.47	9,524.31	24,125.02	54,665.73
Conferences/Education	1,000.00	800.00	200.00	2,600.00	5,068.30
Marketing/Advertising	2,497.92	8,605.00	-6,107.08	5,710.00	19,762.90
Marketing/Community Relations	274.00	0.00	274.00	0.00	1,092.50
Marketing/Database	3,000.00	3,000.00	0.00	0.00	6,000.00
Marketing/Dues	1,374.00	525.00	849.00	425.00	1,580.00
Marketing/Entertainment	56.53	600.00	-543.47	1,200.00	2,354.44
Marketing/Fees	0.00	3,250.00	-3,250.00	1,250.00	4,707.00
Marketing/Internet	2,464.70	1,950.00	514.70	3,900.00	9,445.10
Marketing/Post.Ship	1,205.09	3,600.00	-2,394.91	6,300.00	12,937.30
Marketing/Printing	349.75	750.00	-400.25	2,000.00	3,814.05
Marketing/Promotions	1,040.25	0.00	1,040.25	0.00	148.00
Marketing/Public Relations	0.00	250.00	-250.00	500.00	750.00
Marketing/Research	0.00	0.00	0.00	0.00	2,000.00
Marketing/Sales Trips	1,584.02	1,150.00	434.02	1,800.00	3,609.10
Marketing/Telephone	423.15	600.00	-176.85	1,200.00	2,293.22
Marketing/Visitor Services	1,793.60	5,450.00	-3,656.40	1,150.00	7,489.00
Personnel	40,172.96	40,849.96	-677.00	76,580.00	166,101.12
Total Expense	<u>85,172.75</u>	<u>89,792.43</u>	<u>-4,619.68</u>	<u>128,740.02</u>	<u>303,817.76</u>
Net Income	<u>2,688.73</u>	<u>63.57</u>	<u>2,625.16</u>	<u>30,471.98</u>	<u>24,939.24</u>

Corvallis Tourism
Balance Sheet Prev Year Comparison
As of December 31, 2010

	<u>Dec 31, 10</u>	<u>Dec 31, 09</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking	6,207.96	35,843.70	-29,635.74	-82.68%
Checking - OSUFCU	15,444.71	0.00	15,444.71	100.0%
Money Market-OSUFCU	20,327.70	0.00	20,327.70	100.0%
Money Marketing Account	0.00	20,222.83	-20,222.83	-100.0%
Paypal Checking	463.45	0.00	463.45	100.0%
Savings - OSUFCU	5.00	0.00	5.00	100.0%
Total Checking/Savings	<u>42,448.82</u>	<u>56,066.53</u>	<u>-13,617.71</u>	<u>-24.29%</u>
Accounts Receivable				
Accounts Receivable	8,711.95	9,013.40	-301.45	-3.34%
Total Accounts Receivable	<u>8,711.95</u>	<u>9,013.40</u>	<u>-301.45</u>	<u>-3.34%</u>
Other Current Assets				
Note receivable	2,600.00	2,600.00	0.00	0.0%
Petty Cash	40.00	0.00	40.00	100.0%
Total Other Current Assets	<u>2,640.00</u>	<u>2,600.00</u>	<u>40.00</u>	<u>1.54%</u>
Total Current Assets	<u>53,800.77</u>	<u>67,679.93</u>	<u>-13,879.16</u>	<u>-20.51%</u>
Fixed Assets				
Accumulated Depreciation	-26,345.33	-25,131.33	-1,214.00	4.83%
Office Equipment & Furniture	36,028.32	25,840.36	10,187.96	39.43%
Total Fixed Assets	<u>9,682.99</u>	<u>709.03</u>	<u>8,973.96</u>	<u>1,265.67%</u>
TOTAL ASSETS	<u><u>63,483.76</u></u>	<u><u>68,388.96</u></u>	<u><u>-4,905.20</u></u>	<u><u>-7.17%</u></u>
Liabilities				
Current Liabilities				
Other Current Liabilities				
Corvallis Book Sales				
Benton Bounty	300.00	0.00	300.00	100.0%
Corvallis Book Sales - Other	1,550.38	544.95	1,005.43	184.5%
Total Corvallis Book Sales	<u>1,850.38</u>	<u>544.95</u>	<u>1,305.43</u>	<u>239.55%</u>
Payroll Liabilities				
Payroll liabilities Other	0.00	229.16	-229.16	-100.0%
SIMPLE payable	-217.20	0.00	-217.20	-100.0%
Total Payroll liabilities Other	<u>-217.20</u>	<u>0.00</u>	<u>-217.20</u>	<u>-100.0%</u>
Payroll tax liabilities				
FUTA Payable	88.52	70.20	18.32	26.1%
FWT/FICA FWT payable	4,339.66	1,980.78	2,358.88	119.09%
OR Withholding Payable	-2,115.54	0.00	-2,115.54	-100.0%
SUTA Payable	487.13	274.09	213.04	77.73%
Total Payroll tax liabilities	<u>2,799.77</u>	<u>2,325.07</u>	<u>474.70</u>	<u>20.42%</u>
Total Other Current Liabilities	<u>4,432.95</u>	<u>3,099.18</u>	<u>1,333.77</u>	<u>43.04%</u>
Total Current Liabilities	<u>4,432.95</u>	<u>3,099.18</u>	<u>1,333.77</u>	<u>43.04%</u>
Total Liabilities	<u>4,432.95</u>	<u>3,099.18</u>	<u>1,333.77</u>	<u>43.04%</u>
Equity				
Net Assets	60,085.74	54,546.94	5,538.80	10.15%
Net Income	-1,034.93	10,742.84	-11,777.77	-109.63%
Total Equity	<u>59,050.81</u>	<u>65,289.78</u>	<u>-6,238.97</u>	<u>-9.56%</u>
TOTAL LIABILITIES & EQUITY	<u><u>63,483.76</u></u>	<u><u>68,388.96</u></u>	<u><u>-4,905.20</u></u>	<u><u>-7.17%</u></u>

Corvallis Tourism
Profit & Loss Budget vs. Actual
 December 2010

	<u>Dec 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
City of Corvallis	25,702.08	25,702.00	0.08	100.0%
Co-op Advertising Revenues	0.00	0.00	0.00	0.0%
Commissions	0.00	0.00	0.00	0.0%
Interest Income	7.27	0.00	7.27	100.0%
Membership	10,754.20	5,000.00	5,754.20	215.08%
Relo Packets	0.00	0.00	0.00	0.0%
Souvenir Income	20.50	0.00	20.50	100.0%
Ticket Sales	0.00	0.00	0.00	0.0%
Trip Planner Income	0.00	0.00	0.00	0.0%
Web Ads	0.00	0.00	0.00	0.0%
Total Income	<u>36,484.05</u>	<u>30,702.00</u>	<u>5,782.05</u>	<u>118.83%</u>
Expense				
Administration	6,181.07	5,440.67	740.40	113.61%
Conferences/Education	0.00	600.00	-600.00	0.0%
Marketing/Advertising	33.05	4,235.00	-4,201.95	0.78%
Marketing/Community Relations	0.00	0.00	0.00	0.0%
Marketing/Database	0.00	0.00	0.00	0.0%
Marketing/Dues	574.00	300.00	274.00	191.33%
Marketing/Entertainment	0.00	200.00	-200.00	0.0%
Marketing/Fees	0.00	3,000.00	-3,000.00	0.0%
Marketing/Internet	248.05	650.00	-401.95	38.16%
Marketing/Post.Ship	47.36	800.00	-752.64	5.92%
Marketing/Printing	0.00	500.00	-500.00	0.0%
Marketing/Promotions	0.00	0.00	0.00	0.0%
Marketing/Public Relations	0.00	250.00	-250.00	0.0%
Marketing/Research	0.00	0.00	0.00	0.0%
Marketing/Sales Trips	0.00	350.00	-350.00	0.0%
Marketing/Telephone	230.66	200.00	30.66	115.33%
Marketing/Visitor Services	503.60	2,650.00	-2,146.40	19.0%
Personnel	8,306.59	9,315.00	-1,008.41	89.17%
Total Expense	<u>16,124.38</u>	<u>28,490.67</u>	<u>-12,366.29</u>	<u>56.6%</u>
Net Income	<u>20,359.67</u>	<u>2,211.33</u>	<u>18,148.34</u>	<u>920.7%</u>

Profit & Loss Prev Year Comparison

October through December 2010

	<u>Oct - Dec 10</u>	<u>Oct - Dec 09</u>
Income		
City of Corvallis	77,106.24	86,907.51
Commissions	0.00	245.05
Interest Income	22.54	15.28
Membership	10,929.20	10,829.20
Relo Packets	0.00	36.00
Souvenir Income	103.50	65.00
Ticket Sales	-300.00	1,011.08
Web Ads	0.00	923.90
Total Income	<u>87,861.48</u>	<u>100,033.02</u>
Expense		
Administration	27,936.78	12,414.57
Conferences/Education	1,000.00	847.75
Marketing/Advertising	2,497.92	6,551.10
Marketing/Community Relations	274.00	1,716.21
Marketing/Database	3,000.00	0.00
Marketing/Dues	1,374.00	720.00
Marketing/Entertainment	56.53	490.01
Marketing/Fees	0.00	5,196.00
Marketing/Internet	2,464.70	1,817.82
Marketing/Post.Ship	1,205.09	5,163.55
Marketing/Printing	349.75	1,381.66
Marketing/Promotions	1,040.25	23.00
Marketing/Public Relations	0.00	13.00
Marketing/Sales Trips	1,584.02	1,280.80
Marketing/Telephone	423.15	815.74
Marketing/Visitor Services	1,793.60	1,080.00
Personnel	40,172.96	39,829.92
Total Expense	<u>85,172.75</u>	<u>79,341.13</u>
Net Income	<u><u>2,688.73</u></u>	<u><u>20,691.89</u></u>

Corvallis Tourism
Statement of Cash Flows
October through December 2010

	<u>Oct - Dec 10</u>
OPERATING ACTIVITIES	
Net Income	2,688.73
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	-6,267.00
Corvallis Book Sales	448.12
Payroll tax liabilities:FWT/FICA FWT payable	1,751.52
Payroll tax liabilities:OR Withholding Payable	-2,739.54
Payroll tax liabilities:SUTA Payable	-24.26
Net cash provided by Operating Activities	<u>-4,142.43</u>
INVESTING ACTIVITIES	
Office Equipment & Furniture	-1,187.96
Net cash provided by Investing Activities	<u>-1,187.96</u>
Net cash increase for period	-5,330.39
Cash at beginning of period	<u>47,779.21</u>
Cash at end of period	<u><u>42,448.82</u></u>

The Business Enterprise Center, Inc.



*Mid-Willamete Valley's
Business Accelerator
"Success Starts Here"*

January 31, 2011

City of Corvallis
Attention:
PO Box 1083
Corvallis, OR 97339-1083

Dear Ms. Laurent,

In accordance with the reporting requirements of the funding agreement between the City of Corvallis and The Business Enterprise Center executed on July 1, 2010, please accept the following as a summary of the activities for the third quarter of FY 10 – 11 (October– December 2010).

The Business Enterprise Center (BEC) continues to fulfill it's mission: "To stimulate and support the development of emerging businesses resulting in the creation and retention of jobs in the region". The BEC is achieving this by engaging in the following activities.

Providing advisory team for each resident and affiliate client of The BEC. Our advisory teams are comprised of one mentor who is on our board of directors and two advisors who may or may not be members of The Bec's board of directors. The advisory teams meet regularly with "their mentee businesses" . The team guides the new business through the start-up and growth process and then on to identifying potential funding resources as appropriate.

The BEC offered training for residents and the business community through our brown bag seminars and SCORE workshops during two months of the 2nd quarter. We continue our efforts to recruit new businesses to The BEC and our community and are actively engaged in raising community awareness about our organization. We continue managing entity of the Business Is Good Here web site www.businessisgoodhere.com .

The BEC is participated in planning and hosting Willamette Innovators Night (WIN II) formerly High Tech After Hours and we have already begun meeting to plan WIN III.

The committee that was formed and tasked with creating a more formal recruitment and supervision process for our advisors and identifying what enhancement we can make to the current services to make The BEC the premier incubator in the region continues to identify services to enhance. We recruited new advisors and have established quarterly advisor trainings. In November we held our annual opn house with donors, clients and board members. During the event we gained one new advisor and one new non-resident client.

I have continued my work as a member of the State Economic Gardening Work Group. I am working with local companies and the Edward Lowe Foundation and the groundwork has been laid for a Corvallis

Company to participate in the Economic Gardening "Jump Start" program. During the 3rd quarter the formal work will begin.

"Our partner organization CBCC had no staff available so during December The BEC hosted a half day overview of our business community and tour for a company considering relocating. We are also working with the CBCC to co-host another company in January. Participating in the recruitment is a new activity for us.

Please contact me if you have any questions or require further information (541) 760-2529

Thank you for your continued support of local entrepreneurs & economic development!

Regards,

Kathleen Hutchinson

Executive Director – Business Enterprise Center

A quarterly report from the Corvallis Benton Chamber Coalition to the City of Corvallis

Inquiries

- Responded to an inquiry from Business Oregon regarding a company potentially interested in locating at the HP site. Resulted in company's increased interest in Corvallis and taking the next steps in site selection, which included visit to Corvallis by company CEO and CFO. A final decision has not been made by the company as of the date of this report.
- Responded to an inquiry from the Governor's Office of Film & Television regarding a high tech company interested in possible location in the Valley. Met with the company owner, and believe he is likely to select another community based on need for large capital investments.
- Partnered with the Business Enterprise Center for a meeting with an organization considering a call center in the Corvallis area. The company selected another community for their operations.
- Currently working on response to an initial inquiry from a beverage company.

Events and Activities

- **Willamette Innovator's Night:** Approximately 1000 people attended the day's activities which included local innovation company displays, breakout sessions, keynote speakers, the Prosperity the Fits panel discussion on economic development, and IGNITE! Corvallis. This annual event is collaboration between the Chamber, Business Enterprise Center, Software Association of Oregon – Corvallis, and OSU.
- **Supervisory Skills Workshop:** In partnership with LBCC, the Chamber hosted a series of basic skills classes for local companies and organizations. Sessions filled quickly and additional, similar classes are being scheduled. Attendance from City of Corvallis employees was
- **Willamette Angel Conference:** Planning is underway for the next Willamette Angel Conference to be held May 12 at the OSU Alumni Center. This year's keynote speaker will be Greg Pierson, CEO of Iovation in Portland, a company that specializes in on-line security and risk management. The initial event to introduce the event to potential investors was held December 6 at the Vue. There were 36 prospective investors in attendance. Business Plans for the event must be submitted by March 21, 2011. The winning company will receive a minimum investment of \$150,000. This event is a partnership between the Chamber, Eugene Area Chamber, Linn-Benton Small Business Development Center, Oregon Entrepreneurs Network, and others.
www.willametteconference.com.
- **CBCC Website:** Improving the economic development section of the Chamber's website to provide information regarding the contracts with the City for the Airport Industrial Park, Enterprise Zones, and general economic development work. Our goal is to be more transparent and clear as to the activities directed by the City and the Chamber's engagement.
- **Airport Industrial Park:** Completed the draft marketing plan for the AIP and submitted to City Manager Nelson and staff on January 21. We will continue to strengthen this document and implement upon approval. Met with T. Gerding Construction and Natural Point to explain their filing responsibilities for the Enterprise Zone.
- **China's Henen Province Delegation Tour:** Participated in a site visit of Korvis Automation, CH2M Hill and ONAMI with a delegation from Henen Province that was in Oregon as part of a cultural exchange with OSU's Department of Music. They are interested in an economic development relationship with the region. The state is working on a national relationship with China rather than a relationship with individual provinces, although the delegation attended a welcome reception in Salem in the offices of Senate President Peter Courtney.



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Board Members

Steve Hutchison,, President,
US Bank, Downtown
Les Boudreaux, Vice-Pres.
Downtown Property Owner
Steve Hessel, Treasurer,
Downtown Property Owner
Susan MacNeil, co-Treasurer
InsideOut Garden Visions
John Coleman, Secretary
Coleman Jewelers
Cloud Davidson,
Cloud 9 & Downtown Dog
Rob Gandara,
Pipemakers Union
Jerry Groesz
1st American Title
Randy Joss,
KEZI9
Cheryl Lohman,
Image by Design
Jennifer Moreland,
Twig A Baby Boutique

Staff

Joan Wessell,
Executive Director
joan@downtowncorvallis.org

Ex-Officio

City Council
City Planning
Corvallis Police Dept.
Benton County Sheriff
Benton County Fair
Corvallis Tourism
Corvallis-Benton Chamber

Date: January 19, 2010
To: Administrative Services Committee
From: Joan Wessell, Executive Director
Subject: Second Quarter Report FY 2010-2011

The Downtown Corvallis Association presents this progress report on three DCA programs that received City of Corvallis Economic Development funds: Downtown Economic Enhancement, Downtown Image Marketing, and the Red White & Blue Riverfront Festival.

□
DCA-sponsored activities are offered to increase exposure to and draw locals, out of town visitors, neighboring community members, OSU students, faculty, and staff, etc. to Downtown Corvallis and help keep customer spending in the Corvallis community. Most DCA events are created in response to requests from locals and/or the City of Corvallis. Each event or activity is created with an eye to strengthening the local economy and maintaining a healthy Downtown that reflects positively on the community and on the region.

The Downtown Corvallis Association is pleased with its good, ongoing working relationship with community economic development groups and continues working to enhance those partnerships and helping those organizations with programs as often as possible. The DCA continues marketing Downtown to OSU Administration and Students and working to increase their awareness of goods and services available in Downtown to help keep their spending local. A few OSU-DCA relationships include: the monthly DCA-OSU-OMSI Science Pub Corvallis, A Slice of Downtown Corvallis, and OSU Spirit Week.

Image Marketing Campaign: Image Marketing helps convey a positive, inviting image of Downtown Corvallis to prospective customers wishing to shop, dine, relax, and enjoy the amenities in Downtown. The DCA markets Downtown amenities via strategically-placed marketing pieces, including: MOM Magazine & HOPE Radio (for family and child-related events), wine publications (for Rhapsody in the Vineyard), Visit Corvallis' visitor's guide, KEZI-TV, Comcast, OSU Student Guide, Bi-Coastal, Gazette-Times, Digital City Guide, KSHO, Our Town (for Red White & Blue Riverfront Festival/Rhapsody in the Vineyard, general image, and general marketing). Through use of mixed media, the DCA is able to target a broader customer market to communicate the amenities awaiting them in Downtown Corvallis!

Red White & Blue Riverfront Festival 2010 : The 2010 Red White & Blue Riverfront Festival Team was pleased with crowds, vendors, performers, and although much smaller: sponsorships. The Committee has begun meeting to determine whether or not to plan the 2011 Festival. They are leaning in favor of continuing as community members anticipate and enjoy the Festival and celebrating July 4th at home. Details to come.

“To improve and promote the economic, aesthetic and cultural vitality of Downtown Corvallis as a regional center”

Downtown Economic Enhancement: Downtown's Corvallis' economic health and viability are dependent upon: (1) a healthy business mix, (2) ongoing business education opportunities, (3) ability to offer desirable merchandise and services to community members, (4) convenient customer parking, and (5) unparalleled customer service.

The DCA offers a multitude of economic development services to Downtown and community businesses on an ongoing basis. A snapshot of those services includes: working with prospective Downtown tenants to identify a desirable & appropriate location; working alongside the prospective tenant to help overcome hurdles and roadblocks, offering an annual series of business workshops and seminars, providing opportunities for members of the business community to network with one another (i.e., Downtown After Hours and monthly Membership Meetings), all the goal of unifying and strengthening the Downtown and Corvallis business districts and retain more dollars in the Corvallis economy.

Each year, DCA's Economic Enhancement Team offers a workshop series for Downtown and community business community members. The FREE 2011 Brown Bag Workshop Series will be held during the lunch hour at Willamette Neighborhood Housing Services Meeting Room and will feature:

- February 14-Economic Outlook 2011: Bill Humphreys, Sr., Citizens Bank
- February 22-Electronic Social Networking: Jessica Stanley, Rocket Queen Cupcakes; Tabitha Compton, Spindrift Cellars; Jodi Herrling, @ Your Service Marketing & Consulting, Matt Riopelle, Madison Ave Collective
- March 8-Succession Planning/Exit Strategy: Attorney Jeanne Smith
- March 29-Front Line Employee Training & Excellence in Customer Service: Dee Mooney, Footwise
- April 12-Search Engine Optimization: PEAK Internet
- April 26-ABC's of Health Plan 2011: Kelley Kaiser, VP Samaritan Health Services& CEO Samaritan Health Plan, and Tom Wirth, Unified Insurance
- *-TBA: Google Map Workshop: "List your Business on Google Map": Peter Wendel, Footwise

To encourage a strong Downtown business mix, the DCA continues to bring together owners of vacant Downtown properties and prospective Downtown business owners as well as marketing Downtown vacancies to potential tenants. To reach a broader market, the DCA distributes hard copies of "Downtown Vacancies & Opportunities" as well as listing the spaces on DCA's website. The DCA aims to cluster like/complementary businesses to help with maintaining a healthy business mix in Downtown. The DCA hand delivers or mails out recruitment packets, then Committee Members and/or Board Members and Executive Director follows up with a personal visit. This personal contact ensures targeted recruits that their business is important to Downtown Corvallis and will be supported by the organization.

Economic Improvement District: The Downtown Corvallis Association is pleased with the current 65% collection rate from billing for 2007-2012 Economic Improvement District. Participating Downtown property owners who voluntarily invest funds provide the DCA with stable funding to enable continued business advocacy efforts, direct the nurturing and upkeep of Downtown businesses/properties, and help maintain the vibrancy and health of Downtown Corvallis' commercial and residential district. The DCA is appreciative of City staff for collecting and distributing EID funds.

To: Ken Gibb

From: Bruce Hecht

Date: January 31, 2011

Subject: Natural Step Network Economic Development Grant 2 nd Quarter Report FY10-11

Finances:

During the period from September 30th to December 31st we completed 51.25 hours of labor and had \$67.52 of expenses. At our contract-billing rate we have spent \$1212.52 for work associated with our submitted plan this quarter. Year to date expenditures are \$2498.97 or 62% of total grant monies with 50% of the contract period completed.

Here is an update on our work in alignment with our submitted / adjusted plan:

Support retention, expansion and development of professional service, commercial and manufacturing firms that are compatible with the community and that provide for a diverse economic base.

- We have continued to host the monthly Peer Learning Group (PLG) to support the alumnus of the Food Biz Boot Camp as well as interested new members. We are generating notes of each meeting that gets distributed to 40 or so participants on the Google Group. We are also hosting inquiries for support via the Google Group. The feedback has been positive. We have an alumnus looking for production space and are making connections in the community to meet their space needs. The “Nuts Around the World” project developed by 10 of the 2010 Food Biz Boot Camp alumni got their first product out for sale and are continuing to move the business forward.

Support financial and technical assistance programs that are available to business startups, small business development, local product development and environmentally responsible modernization

- We are excited to be organizing another peer learning group around local garden nurseries. There are several businesses interested in meeting to discuss and share best practice to move their organizations toward becoming more sustainable while improving their financial bottom line. The first meeting is scheduled in February.

Facilitate partnerships with public, non-profit, educational and private sector organizations to maximize the effectiveness of economic development resources.

- We convened the larger Economic Vitality Action Team of the Corvallis Sustainability Coalition with 25 attendees. Potential projects were presented to the team and several of them will be attempted to be moved forward by the attendees. The projects are “Move Your \$’s”. This project is based on the National “**Move your Money**” project. Move Your Money project is a nonprofit campaign that encourages individuals and institutions to divest from the nation’s largest Wall Street banks and move to local financial institutions. A “**Local Purchasing Campaign**” an attempt to get local institutions such as OSU, government, and large businesses to initiate a policy of local purchasing. “**Carrot Mobbing**”, a short term project to bring attention to a locally sustainable business by increasing their customers over a short period of time. This project will be taken over by the Food Action Team and start with a focus on the Local 6 restaurants in our community. “**Buy Local Events**” expand the efforts of our current Buy Local campaigns by exploring the successful efforts of Bellingham, Washington, as well as creating a directory of local businesses and products. And lastly “**Eco Limits Community Wide Event (s)**”. The intent is to engage community leaders in an eco limits conversation. The reality of finite resources and population growth need to be included economic development policy. This will start off with a book discussion group using Tim Jackson’s “Prosperity Without Growth”. Each of these projects will be explored by a team and hopefully moved forward.

- With the awarding of the USDA Grant to the Willamette Food Consortia a request was made of our organization to produce Food Biz Boot Camp 2011 since we had the experience from last years successful event. The funds were originally given to the Chamber however they decided it was more appropriate for Linn Benton Community College Small Business Development Center (SBDC) to take it on. We have used city funds to get it moving and will produce the workshop under an agreement with the SBDC. This project is on an extremely accelerated schedule.
- We continue to work with DaVinci Day's to lead them through a strategic planning session to look toward their future. We have developed a draft agenda and will be doing the project with them in April.

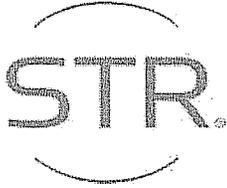
Next Quarters Focus

- Continue to convene the Food Entrepreneur Peer Learning group.
- Support the Sustainability Coalition Economic Action Team projects efforts.
- Continue to market SCORE the sustainability assessment tool
- Plan future events after Food Biz Boot Camp

Sincerely,

Bruce Hecht

Attachment A



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Visit Corvallis

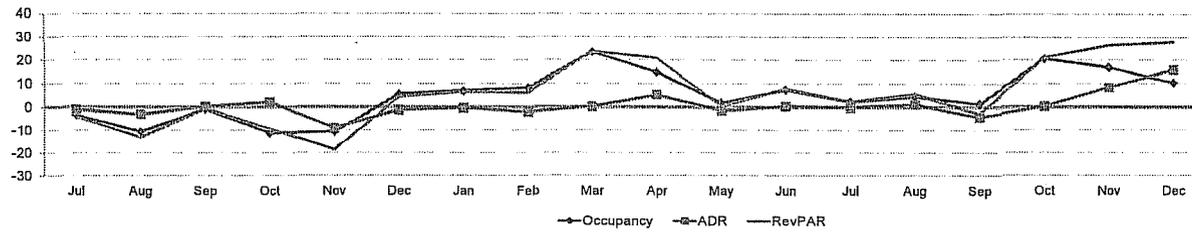
For the Month of December 2010

Date Created: Jan 18, 2011

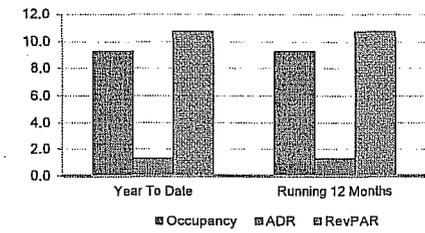
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Visit Corvallis
For the Month of December 2010

Monthly Percent Change



Overall Percent Change



Occupancy (%)	2009						2010											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
This Year	64.4	60.6	61.3	48.8	44.0	34.6	39.0	47.2	58.2	57.6	53.5	66.0	65.9	63.3	62.2	58.6	51.4	38.2
Last Year	66.4	67.8	61.8	54.8	49.3	32.8	36.5	43.8	47.2	50.1	52.5	61.4	64.4	60.6	61.3	48.6	44.0	34.6
Percent Change	-3.1	-10.6	-0.8	-11.2	-10.7	5.6	6.9	8.3	23.4	14.8	1.8	7.4	2.4	4.4	1.5	20.5	16.8	10.3

Year To Date	2008	2009	2010
	This Year	54.5	50.4
Last Year	58.0	54.5	50.4
Percent Change	-6.1	-7.5	9.3

Running 12 Months	2008	2009	2010
	This Year	54.5	50.4
Last Year	58.0	54.5	50.4
Percent Change	-6.1	-7.5	9.3

ADR	2009						2010											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
This Year	89.12	88.34	93.60	91.70	87.92	76.89	79.67	80.60	82.71	88.01	91.07	90.31	89.09	89.43	89.67	92.12	85.27	89.08
Last Year	89.85	91.03	83.28	89.72	86.83	77.73	79.87	82.22	82.52	83.58	82.35	88.83	89.12	88.34	83.60	81.70	87.82	76.89
Percent Change	-0.9	-3.0	0.3	2.2	-8.0	-1.1	-0.3	-2.0	0.2	5.3	-1.4	0.6	0.0	1.2	-4.2	0.5	8.4	15.8

Year To Date	2008	2009	2010
	This Year	87.53	87.26
Last Year	81.89	87.53	87.26
Percent Change	6.8	-0.3	1.3

Running 12 Months	2008	2009	2010
	This Year	87.53	87.26
Last Year	81.89	87.53	87.26
Percent Change	6.8	-0.3	1.3

RevPAR	2009						2010											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
This Year	57.38	53.57	57.39	44.58	38.70	26.61	31.05	38.08	48.14	50.66	48.71	59.56	58.72	56.63	55.80	53.96	48.97	34.01
Last Year	59.76	61.76	57.83	49.14	47.65	25.47	29.12	35.85	38.92	41.90	48.52	55.19	57.38	53.57	57.39	44.68	38.70	26.61
Percent Change	-4.0	-13.3	-0.4	-9.3	-18.8	4.5	6.6	6.2	23.7	20.9	0.4	7.9	2.4	5.7	-2.8	21.0	26.6	27.8

Year To Date	2008	2009	2010
	This Year	47.73	43.99
Last Year	47.99	47.73	43.99
Percent Change	0.3	-7.8	10.7

Running 12 Months	2008	2009	2010
	This Year	47.73	43.99
Last Year	47.99	47.73	43.99
Percent Change	0.3	-7.8	10.7

Supply	2009						2010											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
This Year	24,738	24,738	23,940	24,738	23,940	24,738	24,738	22,344	24,738	23,940	24,738	23,940	24,738	24,738	23,940	24,738	23,940	24,738
Last Year	24,738	24,738	23,940	24,738	23,940	24,738	24,738	22,344	24,738	23,940	24,738	23,940	24,738	24,738	23,940	24,738	23,940	24,738
Percent Change	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Year To Date	2008	2009	2010
	This Year	291,270	291,270
Last Year	291,270	291,270	291,270
Percent Change	0.0	0.0	0.0

Running 12 Months	2008	2009	2010
	This Year	291,270	291,270
Last Year	291,270	291,270	291,270
Percent Change	0.0	0.0	0.0

Demand	2009						2010											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
This Year	15,921	15,001	14,679	12,027	10,536	8,581	9,640	10,555	14,398	13,781	13,231	15,789	16,304	15,866	14,897	14,480	12,305	9,445
Last Year	16,434	16,762	14,780	13,549	11,805	8,105	9,018	9,743	11,667	12,001	12,998	14,707	15,921	15,001	14,678	12,027	10,536	8,561
Percent Change	-3.1	-10.6	-0.8	-11.2	-10.7	5.6	6.9	8.3	23.4	14.8	1.8	7.4	2.4	4.4	1.5	20.5	16.8	10.3

Year To Date	2008	2009	2010
	This Year	158,812	146,859
Last Year	169,053	158,812	146,859
Percent Change	-6.1	-7.5	9.3

Running 12 Months	2008	2009	2010
	This Year	158,812	146,859
Last Year	169,053	158,812	146,859
Percent Change	-6.1	-7.5	9.3

Revenue	2009						2010											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
This Year	1,418,931	1,325,259	1,373,887	1,102,802	928,369	658,285	767,998	850,775	1,190,794	1,212,828	1,204,997	1,425,853	1,452,516	1,400,873	1,335,851	1,334,885	1,172,343	841,331
Last Year	1,419,224	1,527,702	1,379,665	1,219,819	1,140,779	630,042	720,298	801,088	962,775	1,003,021	1,200,347	1,321,171	1,418,931	1,325,259	1,373,887	1,102,802	928,369	658,285
Percent Change	-4.0	-13.3	-0.4	-9.3	-18.8	4.5	6.6	6.2	23.7	20.9	0.4	7.9	2.4	5.7	-2.8	21.0	26.6	27.8

Year To Date	2008	2009	2010
	This Year	13,901,112	12,814,343
Last Year	13,861,294	13,901,112	12,814,343
Percent Change	0.3	-7.8	10.7

Running 12 Months	2008	2009	2010
	This Year	13,901,112	12,814,343
Last Year	13,861,294	13,901,112	12,814,343
Percent Change	0.3	-7.8	10.7

Census %	2009						2010											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Census Props	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Census Rooms	798	798	798	798	798	798	798	798	798	798	798	798	798	798	798	798	798	798
% Rooms Participants	75.2	75.2	75.2	75.2	75.2	75.2	75.2	75.2	75.2	75.2	75.2	75.2	75.2	75.2	75.2	75.2	75.2	75.2

A blank row indicates insufficient data.

Source 2011 SMITH TRAVEL RESEARCH, Inc.

Tab 4 - Help

All data is processed by STR using both the current and historical sampling of hotels.
For further questions about the methodology used to produce our reports, please email info@str.com.

Average Daily Rate (ADR)

Room revenue divided by rooms sold. The currency used to express ADR is shown on each report.

Census (properties and rooms)

The number of properties and rooms that exist in our database for the area(s) or segment(s) shown on the report.

Country

A geographic area that has internationally recognized boundaries, an organized economy, and a sovereign government with external recognition. It is typically recognized by the International Organization for Standardization (ISO).

Demand (Rooms Sold)

The number of rooms sold or rented (excludes complimentary rooms).

Exchange Rate

The factor used to convert revenue from U.S. Dollars to the local currency. The exchange rate data is obtained from Oanda.com. Any aggregated number in the report (YTD, Running 3 month, Running 12 month) uses the exchange rate of each relative month when calculating the data.

Market

A geographic area within a country. Markets are defined by STR and STR Global.

Occupancy (Occ)

Rooms sold divided by rooms available multiplied by 100. Occupancy is always expressed as a percentage of rooms occupied.

Percent Change

Amount of growth - up, flat, or down - this period versus same period last year (month or year-to-date). Calculated as $((TY - LY) / LY) * 100$.

Revenue (Room Revenue)

Total room revenue generated from the sale or rental of rooms.

Revenue Per Available Room (RevPAR)

Room revenue divided by rooms available.

Sample

The number of hotels and rooms from which data is received.

Sub-Market

A geographic sub-area within a Market. Sub-markets are defined by STR and STR Global.

Supply (Rooms Available)

The number of rooms times the number of days in the period.

Twelve Month Moving Average

Measures (Occ, ADR, RevPAR, Supply, Demand, Revenue) are calculated using the sum of the values of the given month and of the preceding eleven months.

WD (Weekday)

Average of Sunday through Thursday

**ADMINISTRATIVE SERVICES COMMITTEE
SPECIAL MEETING
MINUTES
March 2, 2011**

Present

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

Staff

Nancy Brewer, Finance Director
Carolyn Rawles-Heiser, Library Director
Karen Emery, Parks and Recreation Director
Jim Brewer, Deputy City Attorney
Carla Holzworth, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Local Option Levy Explanatory Statement			Adopt the Explanatory Statement for the May 17, 2011 local option levy election as amended by the Committee and the State Elections Division.
II. Other Business	*		

Chair Hirsch called the meeting to order at 4:00 p.m.

CONTENT OF DISCUSSION

I. Local Option Levy Explanatory Statement (Attachment)

Ms. Brewer distributed a revised Explanatory Statement (ES) that reflects changes from the State Elections Division (Attachment A). The final ES and the ballot title will be published in the voters' pamphlet; staff can give both documents to citizens who inquire about the levy. Both are considered to be neutral and do not represent advocacy by the City. Staff recommends adoption of the ES as revised by the State.

In response to Chair Hirsch's inquiry, Mr. Brewer said while the Elections Division did not specify the reasons for their edits, he believes it is to ensure language neutrality.

Mr. Brewer noted if the levy passes, the ES becomes the legislative history. Questions about the intent of voters at the time of the election would be largely based on that document.

In response to Councilor O'Brien's inquiry, Ms. Rawles-Heiser said language about Monday Library hours was drafted to ensure flexibility should the number of hours need to be adjusted on that day. Ms. Brewer added that levy revenues are based on estimates. If revenue does not keep pace with expenses, some adjustments would be required and all levy services would be impacted.

In response to Councilor O'Brien's inquiry, Mr. Brewer said if the levy did not raise enough revenue to keep the Library open on Mondays, the money could not be spent elsewhere. Ms. Rawles-Heiser noted that instead of cutting hours on all days, a specific closure day was recommended to save as much money as possible. For example, janitorial expenses would be less if the Library was closed for an entire day.

In response to Councilor Traber's inquiry, Ms. Brewer said if the levy fails, General Fund money will be spent on the Senior Center and Aquatic Center, as insurance and various moth-balling costs will still be incurred.

Chair Hirsch suggested re-ordering the program examples listed in the Senior Center paragraph of the ES so the most vital are named first. Mr. Brewer said doing so would not require a new review by the Elections Division, but it is important to keep the list balanced. Councilor O'Brien noted each person will have a different view about what services are considered vital.

In response to Ms. Brewer's inquiry, Chair Hirsch said he prefers the following order in the Senior Center paragraph: senior meals, health and fitness programs, support groups, lifelong learning, tax aide assistance, and volunteers recruitment and coordination.

In response to Councilor O'Brien's inquiry, Mr. Brewer opined that while removing or adding examples could be problematic, he does not believe re-ordering the list constitutes partiality.

Councilor Traber said he would like the examples in the Library operation paragraph re-ordered so acquisition of books, periodicals, and other library materials appears first. In response to his inquiry, Ms. Rawles-Heiser confirmed that of the example listed, acquisitions are the largest expense.

In response to Chair Hirsch's observation, Ms. Brewer said the examples in the social services paragraph mirrors the order in the Council Policy.

The Committee unanimously recommends that Council adopt the Explanatory Statement for the May 17, 2011 local option levy election as amended by the State and the Committee. [A copy of the draft Explanatory Statement as amended by the Committee is attached (Attachment B).]

Mr. Brewer distributed a memo regarding Election Division Draft Rule Changes (Attachment C). He said the State is considering revisions to rules governing what measure-related documents posted on public Web sites constitute advocacy. He noted the proposed rule change will not be adopted prior to the levy election on May 17, so the City must follow the existing law. Ms. Brewer said staff has begun removing the many affected documents from the City's Web site to ensure everything is gone when

Administrative Services Committee
March 2, 2011
Page 3

the measure is certified by Benton County Elections, which will most likely be on Tuesday, March 8. The memo is for information only and no action is required by the Committee.

II. Other Business

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

Respectfully submitted,

Joel Hirsch, Chair

MEMORANDUM

February 23, 2011

TO: Administrative Services Committee

FROM: Nancy Brewer, Finance Director *NB*
Jim Brewer, Deputy City Attorney

SUBJECT: Local Option Levy Explanatory Statement

I. Issue

To approve language for an explanatory statement for the May 17, 2011 local option levy election voters' pamphlet.

II. Discussion

ORS 251 governs what a local government can place in an explanatory statement that would be published in the voters pamphlet for a local option tax levy. Requirements include a limit on the number of words (500) and that the language in the statement must be impartial, simple and understandable.

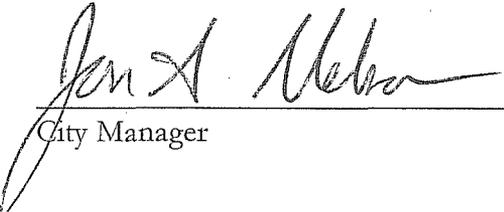
Staff has prepared a draft explanatory statement (attached). This draft language has been reviewed by the Elections Division of the Secretary of State's Office to ensure it meets their rules. Following Council action to adopt an explanatory statement, there is an appeal period when citizens may appeal the language in the explanatory statement and request judicial review.

Once an explanatory statement has been approved, it will be submitted to Benton County Elections for publication in the voters' pamphlet. The ballot title and the explanatory statement will also be the only information the City has on its web site or available in offices during the election period (March 7 through May 17).

III. Requested Action

Review the draft explanatory statement, modify if necessary, and recommend the City Council adopt an explanatory statement for the May 17, 2011 local option levy election.

Review & Concur:



City Manager

DRAFT EXPLANATORY STATEMENT 500 WORD LIMIT (331 words)

The City of Corvallis proposes that the voters impose a local option property tax levy at the rate of \$.45 per \$1,000 of assessed value, lasting for three years and beginning July 1, 2011. This measure may cause property taxes to increase more than three percent.

The tax revenue from this measure would be used to support operations of the Library, the Osborn Aquatic Center and the Chintimini Senior Center, as well as for allocations to social service agencies. In addition to tax revenue from this measure, general fund money would be required to continue funding these operations. The revenue from the levy would be restricted to these uses. Among these uses, distribution of the revenue would also be restricted in the following manner:

23.03% of the levy each year (approximately \$412,200 for fy 2011-12) toward for year-round operation of the Osborn Aquatic Center, including programs such as swimming lessons, therapy classes, youth special needs classes, water safety, High School swim practice, swim meets, fitness classes, and lap swimming;

17.22% of the levy each year (approximately \$308,200 for fy 2011-12) for year-round operation of the Chintimini Senior Center, including programs such as life long learning classes, support groups, health and fitness programs, senior meals, tax aide assistance, volunteer recruitment and coordination;

11.79% of the levy each year (approximately \$211,000 for fy 2011-12) for year-round Library open hours on Mondays;

42.22% of the levy each year (approximately \$755,730 for fy 2011-12) for operation of the Corvallis-Benton County Public Library, including programs such as preschool reading readiness services for families and child care providers; for volunteer recruitment and coordination; and for the acquisition of books, periodicals, and other library materials; and

5.74% of the levy each year (approximately \$102,870 for fy 2011-12) for funding social service programs that provide emergency or transitional assistance, such as aid in obtaining food, water, shelter, warmth, clothing, safety, acute health care, or access to information about obtaining this assistance.

The requested rate is estimated to raise approximately \$1,790,000 in fiscal year 2011-2012, \$1,850,870 in fiscal year 2012-2013, and \$1,924,900 in fiscal year 2013-2014 or a total of \$5,565,770 for all three years.

Attachment A

DRAFT EXPLANATORY STATEMENT 500 WORD LIMIT (331 words)

The City of Corvallis proposes ~~that the voters impose~~ a local option property tax levy at the rate of \$.45 per \$1,000 of assessed value, lasting for three years and beginning July 1, 2011. This measure may cause property taxes to increase more than three percent.

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5.74% of the levy each year (approximately \$102,870 for fy 2011-12) for funding social service programs that provide emergency or transitional assistance, such as aid in obtaining food, water, shelter, warmth, clothing, safety, acute health care, or access to information about obtaining this assistance.

The requested rate is estimated to raise approximately \$1,790,000 in fiscal year 2011-2012, \$1,850,870 in fiscal year 2012-2013, and \$1,924,900 in fiscal year 2013-2014 or a total of \$5,565,770 for all three years.

Attachment B

EXPLANATORY STATEMENT

The City of Corvallis proposes a local option property tax levy at the rate of \$.45 per \$1,000 of assessed value, lasting for three years and beginning July 1, 2011. This measure may cause property taxes to increase more than three percent.

The tax revenue from this measure would be used to support operations of the Library, the Osborn Aquatic Center and the Chintimini Senior Center, as well as for allocations to social service agencies. In addition to tax revenue from this measure, general fund money would be required to continue funding these operations. The revenue from the levy would be restricted to these uses. Among these uses, distribution of the revenue would also be restricted in the following manner:

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11.79% of the levy each year (approximately \$211,000 for fy 2011-12) for year-round Library open hours on Mondays;

42.22% of the levy each year (approximately \$755,730 for fy 2011-12) for operation of the Corvallis-Benton County Public Library, including the acquisition of books, periodicals, and other library materials; and programs such as preschool reading readiness services for families and child care providers; for volunteer recruitment and coordination; and

5.74% of the levy each year (approximately \$102,870 for fy 2011-12) for funding social service programs that provide emergency or transitional assistance, such as aid in obtaining food, water, shelter, warmth, clothing, safety, acute health care, or access to information about obtaining this assistance.

The requested rate is estimated to raise approximately \$1,790,000 in fiscal year 2011-2012, \$1,850,870 in fiscal year 2012-2013, and \$1,924,900 in fiscal year 2013-2014 or a total of \$5,565,770 for all three years.

Attachment C

**CITY ATTORNEY'S OFFICE
MEMORANDUM**

To: Administrative Services Committee
From: Jim Brewer, Deputy City Attorney
Date: March 2, 2011
Subject: Election Division Draft Rule/Information Only

Issue:

Due to concerns regarding election law prohibitions on using public resources to maintain historic documents that could be considered to contain advocacy for a measure or candidate on the City's website, our office has been in contact with the elections division, seeking clarification about this topic. In response, the Elections Division has supplied us with an early version of a draft rule. Unfortunately, that rule will not be in place during the May 2011 election. For your information, we've supplied you with the email correspondence and the draft rule.

Background:

The City had hoped that the elections division would give some firm assurance that one of several proposed ways to manage existing web content would not be seen as a violation of elections laws prohibiting the use of public resources for advocacy purposes during an election. Elections division staff agreed to consider written questions from the City. In responding to questions, the elections division replied with a draft rule which, if adopted, would provide clear guidance. Unfortunately, that rule will not be in place for the May 2011 election, leaving the City with the same risks to its employees as in prior elections. We thought you might be interested in the conversation and possible rule, especially as people inquire about why some content will be removed from the City's website during the election season.

OAR 165-013-00??

Documents exempt from ORS 260.432, Timeframes documents are regulated by ORS 260.432

(1) Documents produced and distributed by a governing body exempt from the requirements of ORS 260.432 are:

- a. minutes of meetings relating to the measure,
- b. a resolution placed before the governing body to refer the measure,
- c. surveys and polls pertaining to whether to refer the measure to the ballot and
- d. budget items pertaining to the measure presented to the governing body.

(2) Any public employee work time used to change, amend, edit, post, distribute, etc., a document found to be opposing or supporting a measure between the date the measure is certified to the elections official until the date of the pertinent election will be a violation of ORS 260.432. The amount of time a public employee spends to change, amend, edit, post, distribute, etc., a document supporting or opposing the measure is not significant to whether ORS 260.432 was violated.

Jim Brewer

From: Carla M CORBIN [carla.m.corbin@state.or.us]
Sent: Tuesday, February 22, 2011 4:27 PM
To: Jim Brewer
Subject: RE: City of Corvallis concerns regarding website and election laws
Attachments: ORS 260.432 Document Rule.pdf

Jim

I have a very early draft of the rule we discussed. It is attached. I scheduled an appointment with my Director and Deputy for tomorrow morning to discuss the rule. I will let you know how and where we are going after this meeting.

Carla

>>> "Jim Brewer" <jkbrewer@peak.org> 2/22/2011 11:56 AM >>>
Thanks, Carla.

Jim

From: Carla M CORBIN [<mailto:carla.m.corbin@state.or.us>]
Sent: Tuesday, February 22, 2011 11:52 AM
To: Jim Brewer
Subject: RE: City of Corvallis concerns regarding website and election laws

Jim

I am trying to complete the process ASAP. However I can't guarantee the process will be completed by the May election. Once I have a draft I will send it your way so that you will know where we are coming from.

Carla

>>> "Jim Brewer" <jkbrewer@peak.org> 2/22/2011 11:49 AM >>>
Carla:

Is it safe to say the rulemaking process will not be complete until after the May 17, 2011 election?

Jim

From: Carla M CORBIN [<mailto:carla.m.corbin@state.or.us>]
Sent: Tuesday, February 22, 2011 11:42 AM
To: Jim Brewer
Subject: Re: City of Corvallis concerns regarding website and election laws

Jim

I am looking into drafting a rule that would draw a bright line between documents that would and would not violate ORS 260.432. Therefore I am afraid I must delay answering your questions. I will keep you apprized.

Carla

>>> "Jim Brewer" <jkbrewer@peak.org> 2/18/2011 2:58 PM >>>
Dear Ms. Corbin:

When we spoke on the phone yesterday, you asked me to put the City's questions into writing, so that you could consider them and provide a written response. Here is some background, and the context for the city's questions, as well as the questions:

The City is asking for advice in how to comply with the Elections Division 2008 Restrictions on Political Campaigning by Public Employees, ORS 260.432, especially the provisions on pages 2 and 30, dealing with websites, and on pages 27 and 28 dealing with republication of historic documents that contain advocacy. The City anticipates that a ballot measure concerning a proposed operating levy will be certified soon. Documents found on the City's website, that were prepared prior to the certification of the measure, are likely to contain information which could be seen as advocating for the measure. These include staff reports, budget documents, financial plans and policies regarding funding alternatives, email, City newsletter articles, meeting minutes, and white papers regarding the City's budget problems.

In 2009, prior to an election regarding a measure forming an urban renewal district, the City was aware of a large number of documents on the City's website including newsletters, staff reports, workshop reports, citizen comments, volunteer advisory board memos, minutes, consultant plans, land use documents, visitor propositions, white papers, plans, frequently asked questions, editorials, newsletters, budgetary documents that contained advocacy for and against the formation of any urban renewal district, as well as advocacy for and against the specific urban renewal district proposed by the measure. In order to avoid any election violations, and prior to the measure being certified, the City searched the website, removed all documents containing any possible advocacy, and placed hard copies and electronic copies of these documents at the public library reference desk. The City tested this idea with Elections Division staff, who agreed that taking this course would avoid election law violations. The City is prepared to take the same cautious measures for the upcoming election, in order to ensure that employees who maintain the City's website and email services, and their supervisors, as well as the employees who have already published these documents to the website are not subject to accusations that they are violating election laws regarding public employee campaigning.

In 2009, the Corvallis League of Women Voters complained to the elections division regarding the City removing documents from its website. The elections division responded to the League that it would recommend to the

City that it replace the documents on the website.

In a subsequent letter to the City, the elections division director said that "If the City of Corvallis can provide some sort of separation on your website between the historical information that may contain advocacy language and the election information on your website that is, under state statute required to be neutral, we would not find a violation of the statute. We would not find that a "search" function on an election information webpage, something that a reader would proactively choose to gain access to minutes or other information elsewhere on the city's website, would result in an elections law violation".

The City of Corvallis' technical staff informed City management that separation of the documents on the website is not feasible. The nature of web browsers and cached pages makes it unlikely that the City could leave documents published on its website in a way that would allow a search function to work and also somehow create a meaningful separation so that a browser would not seek and find documents created prior to the certification of the measure as opposed to only those which were neutral on the measure. The City's technology has not changed since that time. However, the City's technical people have suggested two options:

The first option is for the City to search for key words related to a given measure, find those documents published to the website that contain those key words, remove the documents from the website, but republish them on a different portion of the website that is labeled as an archival site that contains materials created prior to the certification date. The city would create code which would warn people searching for those key words that documents contained in this archival site could contain material that would be considered advocacy if these documents had been created prior to the certification of the measure, and that the person would have to agree it still wanted to proceed with that search to enter that site. If a person identified a historic document as containing advocacy that the City had not moved to the archival site, the City would simply move any such document to that archival site. There would be costs to the city in time and personnel in creating the archival site, changing the format of historic documents to an archival format and maintaining the site.

Another option would be to have a similar code programmed on the City's entire site, that would popup when anyone tried to search the site for any document containing those key words, allowing the person to open the document only after agreeing that the person wanted to view the historic document that might contain advocacy. The cost to modify the site in this way is similar, but the time to find and move documents to a different portion of the site in a different format would not be as extensive.

The limiting factor for both these options (and for disconnecting access to documents on the site already in general, is that the City may simply miss a document which contains objectionable information, but was not responsive to any of the key words the City looked for. It would be possible, and least cost, to have code programmed which creates a pop-up information that all materials except those at a particular link, were prepared prior to the certification of the measure, and that proceeding to any part of the City's

site except for the linked area is entering an area that is archival in nature. This does seem to be the opposite of the separation suggested by the elections division, but we thought it was worth testing with you. From the City's point of view, removing the documents entirely from the website may still be the only way to give City staff confidence that they will not be found in violation of the elections law. If there is some other way to give City employees assurance that a particular method of dealing with these documents meets the election division's approval, we would like to know what that would be.

As an additional complication, in the past election, information was available in hard copy and electronic format at the public library. The levy is proposed to benefit the public library, and we have concerns that the reference librarians will be seen as advocating for the measure when they provide access to information that deals directly with funding their employment.

Questions:

1. Does the Elections division still take the position that the elections law only requires some sort of separation between documents that are archival or historic in nature and neutral elections information on the website?
2. Would placing a code that creates a pop-up warning searchers that the site contains documents prepared prior to the certification of the measure, that may contain advocacy, but that neutral information is available by following a specific link to that information be a sufficient separation of historic and neutral election materials?
3. Would placing a code that creates a pop-up that does not permit a person to continue a search of any of the City site except the neutral election materials, unless the person follows a link to the rest of the City's website be sufficient separation of historic and neutral election materials?
4. Would searching the site for materials that might have advocacy, republishing those to an archival site (removing them from the current locations), and having a link on the City's page to the archival site be sufficient separation?

5. Is placing hard copies of archival materials in the public library reference section still appropriate given the nature of the proposed levy?

Thank you for your attention to this matter. I would be happy to discuss this matter further with you if you need clarification.

Jim Brewer

Deputy City Attorney.

541-766-6906

No virus found in this message.
Checked by AVG - www.avg.com
Version: 10.0.1204 / Virus Database: 1435/3460 - Release Date: 02/22/11

No virus found in this message.
Checked by AVG - www.avg.com
Version: 10.0.1204 / Virus Database: 1435/3460 - Release Date: 02/22/11

No virus found in this message.
Checked by AVG - www.avg.com
Version: 10.0.1204 / Virus Database: 1435/3460 - Release Date: 02/22/11

**URBAN SERVICES COMMITTEE
MINUTES
February 24, 2011**

Present

Hal Brauner, Chair
Roan Hogg

Absent

Richard Hervey, excused

Visitors

Mark Rauch, City County Insurance
Services General Counsel
Steve Uerlings, Barker-Uerlings Insurance
Agent of Record
Bob Wilson

Staff

Jon Nelson, City Manager
Ellen Volmert, Assistant City Manager
Jim Brewer, Deputy City Attorney
Jim Mitchell, Transportation and Buildings
Division Manager
Tom Penpraze, Utilities Division Manager
Mary Steckel, Public Works Administration
Division Manager
Dan Hanthorn, Wastewater Operations
Supervisor
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Total Maximum Daily Load Update			Direct staff to narrow the wastewater treatment options to the "East" and "West" alternatives and continue to develop those alternatives
II. Street Trees and Sidewalk Liability			Amend Corvallis Municipal Code Section 2.15.170 (Sidewalk Improvements - Liability of Property Owner) by deleting the word "solely," by means of an ordinance to be read by the City Attorney
III. Other Business			

CONTENT OF DISCUSSION

Councilor Brauner called the meeting to order at 5:00 pm.

I. Total Maximum Daily Load Update (Attachment)

Utilities Division Manager Penpraze reviewed that, during 2006, the Department of Environmental Quality (DEQ) issued new water quality regulations affecting entities discharging treated wastewater to the Willamette River. The regulations involved levels of mercury and bacteria components and temperature of the wastewater. The City was complying with the mercury and bacteria regulations by implementing best management practices. The City must develop means of complying with the wastewater discharge temperature regulations.

Mr. Penpraze explained that Total Maximum Daily Load (TMDL) was the maximum amount of a contaminant component that could be in a body of water and meet DEQ water quality regulations. The City was given a maximum amount of the subject components and water temperature and a deadline for regulation compliance. During the summer months, the

City's wastewater discharge exceeds the allowed water temperature. The City must develop a means of addressing these higher water temperatures or be subject to fines and penalties through DEQ and Environmental Protection Agency (EPA) regulations. The regulations were intended to protect water quality beneficial uses, including drinking water supply, irrigation, body-contact recreation, and general aesthetics. The allowances of wastewater discharge contaminants and temperatures are set for the future, despite population growth in the community.

Staff hired a consultant with relevant expertise to help develop alternatives for complying with the new regulations. Options included technological, engineering solutions (mechanical, electrical, and chemical systems) and natural solutions (wetlands, beneficial re-use, and planting trees to shade streams). The consultant analyzed the compliance alternatives, considering construction and operation costs, applicability to the community, and compliance with the DEQ requirements. The consultant also considered alternatives that would comply with multiple regulatory requirements. Any solution would be an expensive investment for the community.

Mr. Penpraze displayed a chart of current water quality issues (mercury, bacteria, and temperature), water toxins that could impact fish and wildlife, pending water quality issues that may prompt regulations, nutrients in wastewater that could cause algae blooms, and contaminants of emerging concern (pharmaceuticals and toiletry products). He emphasized that the Wastewater Reclamation Plant (WWRP) treated all wastewater to remove toxins and produce a clean product for discharge to the Willamette River. The DEQ was reviewing some metals that could impact fish and wildlife and possibly human health. The City must take into account anticipated regulations to maintain beneficial uses of the Willamette River when addressing the temperature regulations.

Mr. Penpraze reviewed that staff and the consultant developed a report and presented it to the Committee in October 2009, along with a public process proposal, which the Committee approved. The proposal included a citizen survey, articles in *"the City"* newsletter, and a workshop on stream shading. The DEQ will grant the City an offsetting heat-load credit for shading a specified number of stream miles to cool areas where Salmon and Cutthroat Trout spawn. The workshop discussions concluded that riparian shading was a good idea and should be included in any alternatives selected for implementation. The community decided that stream shading alone was not the preferred option. He confirmed that stream shading alone would not provide enough temperature reduction to meet the TMDL regulation.

Mr. Penpraze reported that staff conducted stakeholder briefings with local experts and people with interest in the issue, who considered the developed alternatives and offered comments and suggestions. The briefings led to selection of three alternatives. An Oregon State University (OSU) class developed a fourth alternative, which staff, the students, and the City's consultant reviewed. Community members were less interested in mechanical solutions, which are energy and resource intensive, require extensive labor for operation and maintenance, and involve large capital investments. The selected alternatives that garnered the most community support involved constructed wetlands, beneficial re-use of treated wastewater, and sub-surface flow to the Willamette River. Community members urged the City to narrow the alternatives to two, which were named "East" and "West." All four alternatives were generally the same but varied in location, size, and cost. All of the alternatives involved continuing treatment at the WWRP, passing treated water through a wetland, riparian planting, and sub-surface flow to the Willamette River. The riparian shading portion of the alternatives would need to be developed more. Staff would consider opportunities as close to Corvallis as possible, since ratepayer fees

would pay for project costs. There are few options close to Corvallis, so staff would work with nearby entities (e.g., Marys River Watershed Council) to develop locations.

Alternative evaluation included life cycle costs, carbon footprints, and costs to ratepayers.

Public Works /Administration Division Manager Steckel noted that the cost factors for the "West" alternative were not complete. She gave some examples of the rate implications for the alternatives under consideration.

At an estimated \$13 million project cost for the "East" alternative, a rate increase of approximately 17 percent would be needed to cover the debt service payments on a ten-year loan. This would add about \$4.75 to the current single-family residential (SFR) customer bill. For a 20-year loan, the increase would be closer to ten percent, or an additional \$3.10 for the average SFR customer.

At the other extreme, the \$40 million project cost for the "South" alternative would result in a \$15 increase on the SFR bill for the ten-year loan and \$9 for the 20-year loan.

Ms. Steckel noted the possibility of opportunities for partnerships and other funding sources. Mr. Penpraze added that staff would seek grant opportunities, which may be available for constructed wetlands and re-use options. Ms. Steckel confirmed that the cited costs to ratepayers were based upon the City being the sole funding source for the projects.

Mr. Penpraze noted that work thus far was only to the conceptual level. With Council approval, staff would further develop the selected alternatives in terms of land use considerations, regulatory approval, cost estimates, etc.

Mr. Penpraze summarized that the City must comply with DEQ's regulations. Substantial progress by the City toward compliance would garner DEQ's approval, but the solution must be developed and under construction within five years. Staff recommended a solution that would address multiple aspects of the DEQ regulations, rather than only the temperature regulation. He noted that DEQ representatives attended the public meetings and assisted with analyses.

Mr. Penpraze said staff proposed that the Council approve staff pursuing the "East" and "West" alternatives.

Councilor Brauner opined that the "North" and "South" alternatives were cost prohibitive. He questioned whether staff could pursue only one alternative, rather than two. He noted that the "West" alternative, suggested by the OSU students, could accommodate 2.2 million gallons per day (MGD), but the City would need to process seven to ten MGD. He asked how staff would accommodate the additional five to eight MGD and whether the "West" alternative should be pursued, since it could not accept the required daily volume of treated wastewater.

Mr. Penpraze responded that staff recommended pursuing the "West" alternative because it would be within or close to the City's Urban Growth Boundary. Staff was working with OSU scientists to determine whether the "West" alternative's capacity could be increased. The scientists believed grant funding might be available for the "West" alternative.

In response to Councilor Brauner's inquiry, Mr. Penpraze said staff would need to review how treated wastewater would be pumped to the west side of town. Routing a pipeline

through the City's urbanized area may be difficult. Staff would consider costs for a feasible approach to implementing the "West" alternative.

In response to an inquiry from Bob Wilson, Councilor Brauner said the selected project would be paid for by ratepayers and/or grants.

Based upon a motion moved and seconded by Councilors Hogg and Brauner, respectively, the Committee unanimously recommends that Council direct staff to narrow the wastewater treatment options to the "East" and "West" alternatives and continue to develop those alternatives.

II. Street Trees and Sidewalk Liability (Attachment)

Deputy City Attorney Brewer referenced the Committee's previous discussions regarding liability for injuries caused by damaged street trees and sidewalks, based upon recent Council action that changed the financial responsibility for repairs. Staff considered language options regarding liability and determined that no other Oregon cities accepted financial and liability responsibilities. Staff was concerned that the Sustainability Initiatives Funding (SIF) fees assessed for street tree and sidewalk maintenance would not be sufficient to pay for the City's liability. In addition, amending the Municipal Code language to relieve the adjoining property owner of liability and providing the City discretionary immunity could create constitutional concerns regarding whether an injured party had recourse.

Steve Uerlings said he was uncomfortable with the proposed language amendment that would relieve the adjacent property owner of liability.

Councilor Brauner noted that, currently, the adjacent property owner was liable for injuries or damages resulting from damaged street trees or sidewalks. The Committee had asked whether the Municipal Code language could be amended to assign the liability to the City. Citizens contended that the City was assuming financial responsibility for repair of street trees and sidewalks but not assuming liability for injuries or damages. He asked about liability in situations involving other public rights-of-way, such as streets, noting that the City did not assume liability on the streets or place liability on the adjacent property owners.

Mark Rauch said, without specifying liability responsibility, the City would rely on common law negligence provisions. If the City was proven responsible for an injury by having breached a duty in negligence, the City would be liable. If the adjacent property owner somehow caused an accident, they would be liable.

Mr. Brewer said it was not unusual for the City to receive claims involving manhole covers or storm drain grates. A person who piled leaves in the bicycle lane would be liable for injuries or damages caused by the leaf pile.

Councilor Brauner noted that, conversely, City legislation placed sidewalk liability on adjacent property owners. He suggested that the legislation could be amended to delete language specifically placing liability on adjacent property owners and leave matters to common law negligence provisions.

Mr. Rauch concurred that this option was possible. Other Oregon cities use different language with the effect of adjacent property owners being liable for injuries related to failure to maintain sidewalks. This seemed logical, as adjacent property owners would most directly benefit from the sidewalks and would be most likely to know if something was

wrong with the sidewalks. It had become a generally accepted practice to place on adjacent property owners the liability for sidewalk maintenance.

Councilor Brauner noted that public sidewalks belonged to the City, rather than adjacent property owners; sidewalks and streets were City rights-of-way. He understood the City not accepting liability, as that was not appropriate. If a property owner failed to notify the City of a sidewalk problem and someone tripped on the sidewalk, the property owner would be liable, regardless of the Municipal Code provision. The SIF fee was intended to spread the cost of sidewalk maintenance among the community, as the sidewalks were considered a general community benefit for alternative modes of transportation. Whether or not a property owner had a sidewalk adjacent to their property, there was a general advantage to maintaining the public sidewalks. Whoever did not take actions to maintain the sidewalks would be liable for injuries, the same as with the streets.

Mr. Rauch said, without relying upon the common law approach, every claim would be filed against the City. Without an ordinance transferring maintenance liability to the adjacent property owner, the City would be responsible and liable.

Mr. Brewer said sidewalks could be considered an easement. If the right-of-way were vacated, the property would revert to the adjacent property owners. The property owners gain the benefit of transportation facilities. The SIF created a means for the general public, rather than the adjacent property owner, to fund payment of repairs. Prior to the SIF, adjacent property owners were responsible for the cost of sidewalk repairs. The sidewalk belonged to the adjacent property owner, but the SIF was a step toward aligning the sidewalk maintenance responsibility with maintenance of other public rights-of-way.

Mr. Uerlings noted that the Municipal Code provisions regarding street trees and sidewalks were similar, except the sidewalk provisions stated that the adjacent property owners were solely liable for all damages; the street tree provisions simply said the adjacent property owner would be liable. He suggested that the sidewalk legislation be amended by deleting the word "solely."

Mr. Rauch concurred, noting that, if someone was injured on a sidewalk and filed a claim against the adjacent property owner and the City, the City could not divert all liability to the property owner.

In response to Councilor Brauner's inquiry, Mr. Uerlings said the City would relinquish its discretionary immunity by declaring that it was solely responsible. Deleting the word "solely" from the sidewalk legislation would allow the Court to assign degrees of liability.

Mr. Rauch noted that a homeowner's insurance would typically pay costs of a liability claim. Mr. Uerlings added that homeowners' insurance policies usually had at least \$100,000 in liability coverage.

Councilor Hogg expressed concern that an article in "*the City*" newsletter could be confusing, if it explained procedures for obtaining street tree or sidewalk repairs and liability issues.

Mr. Uerlings said the fiscal responsibility for repairs was transferred from adjacent property owners to the City; he suggested not addressing the issue of liability, as it did not change.

Councilor Brauner summarized that deleting from the sidewalk legislation the word "solely" would make the legislation consistent with the street tree legislation and less onerous to adjacent property owners.

Councilor Hogg said many people expressed concern to him, as they did not know if they would be liable. He believed some explanation of liability was needed.

Mr. Uerlings opined that the recent Municipal Code amendments were intended to encourage people to report street tree and sidewalk problems. The reporting could help diminish their liability because City staff would know that it must resolve the problem within a reasonable period of time. He suggested stating that liability would be diminished by the act of reporting street tree and sidewalk problems.

City Manager Nelson said the City was interested in providing financial relief to property owners for street trees and sidewalks in the public right-of-way, but liability for accidents was subject to the specifics of the incidents.

Assistant City Manager Volmert said the newsletter article would specify the process for reporting problems, the adjacent property owners' responsibilities, and what property owners could expect from the City.

Mr. Rauch and Mr. Uerlings concurred with deleting from the Municipal Code provisions regarding sidewalks the word "solely."

Based upon a motion moved and seconded by Councilors Hogg and Brauner, respectively, the Committee unanimously recommends that Council amend Corvallis Municipal Code Section 2.15.170 (Sidewalk Improvements - Liability of Property Owner) by deleting the word "solely," **by means of an ordinance to be read by the City Attorney.**
[Attachment A]

III. Other Business

- A. Mr. Wilson asked who was responsible for maintenance of the sidewalk abutting his property along SW Madison Avenue west of SW Ninth Street. OSU owned the sidewalk.

Councilor Brauner explained that the City exempted OSU from the SIF sidewalk fee, and OSU was responsible for maintaining all of its sidewalks. Otherwise, OSU would have paid \$.80 per month for sidewalk maintenance, and the City would have been responsible for all sidewalks on the OSU campus.

- B. The next regular Urban Services Committee meeting is scheduled for March 10, 2011, at 5:00 pm, in the Madison Avenue Meeting Room.

Councilor Brauner adjourned the meeting at 5:51 pm.

Respectfully submitted,

Hal Brauner, Chair

ORDINANCE 2011-_____

AN ORDINANCE RELATING TO SIDEWALK IMPROVEMENTS, AMENDING CORVALLIS MUNICIPAL CODE CHAPTER 2.15, "SIDEWALK IMPROVEMENTS", AS AMENDED

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Municipal Code Section 2.15.170 is hereby amended as follows:

Section 2.15.170 Liability of Property Owner.

1) General liability. It is not only the duty of all owners of land within the City to keep in repair all sidewalks and driveway approaches existing in front of, along, or abutting upon their respective lots or parcels of land or parts thereof, but the owners are hereby declared to be solely liable for all damages to whomsoever resulting or arising from their fault or negligence in failing to keep any sidewalk or driveway approach in repair.

(Ord. 2011- , 2011; 2011-02 §3, 02/07/2011; 94-20 §3, 1994)

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

February 7, 2011

TO: Urban Services Committee

FROM: Steve Rogers, Public Works Director 

SUBJECT: Wastewater Reclamation Plant Discharge: Compliance with Willamette River Temperature Total Maximum Daily Load Water Quality Regulations

Issue Statement

Staff seeks direction in the development of the Willamette River Temperature Total Maximum Daily Load (TMDL) regulation compliance alternatives. Compliance with the regulations will have cost implications for wastewater utility ratepayers.

Background

In September, 2006 the upper Willamette River Basin TMDL water quality regulations for temperature were issued by the Oregon Department of Environmental Quality (DEQ). A TMDL defines the amount of a constituent (in this case temperature) that can be present in a waterbody without causing water quality criteria to be exceeded. Many of the rivers and streams in the Willamette River Basin's 11,400 square miles do not meet water quality standards for a variety of parameters. In response, DEQ includes these waterways on their list of impaired waters as mandated under the federal Clean Water Act (CWA). The CWA further requires that these listed waterbodies have TMDLs established to determine appropriate discharge limits to ensure water quality standards will be achieved. Through implementation of the TMDLs, DEQ expects to protect public health, fish and wildlife, and achieve general environmental enhancement.

Corvallis discharges its treated wastewater to the Willamette River (River). During the warm weather months of the year, the discharge temperature at times exceeds what is allowed by DEQ, and as a result, the City is required to develop and implement measures to mitigate its temperature impact on the River. As the City grows, violation of the temperature limit is expected to increase. The wastewater discharge quality is strictly regulated through the terms and conditions in the EPA/DEQ issued discharge permit, also known as a National Pollutant Discharge Elimination System (NPDES) permit. Civil and/or criminal penalties are issued for permit non-compliance.

DEQ is in the process of reissuing Corvallis' NPDES permit. It is anticipated that the permit will be issued in the first or second quarter of 2011. The draft permit contains the City's heat load allocation. DEQ has agreed to give the City a temporary allocation of heat load from its reserve capacity to allow Corvallis to comply with the temperature TMDL regulations while it does the work to develop and construct a solution alternative(s).

DEQ typically requires compliance within a five year time period, the duration of the permit cycle, and it is unlikely that the heat load reserve allocation will be made available for the subsequent five years.

Compliance Alternatives Analysis

Kennedy-Jenks, a Portland engineering/scientific consulting firm, was hired to prepare an analysis of temperature TMDL compliance alternatives. A wide range of alternatives were evaluated in this planning level document, ranging from chilling the effluent with cooling towers to reusing treated wastewater and planting trees to shade streams. The main goals of the analysis were to: evaluate long-term compliance options in relation to current and future regulatory compliance; develop life-cycle costs for each alternative; and to rate each alternative from a social, environmental, and economic perspective by using a triple bottom line (TBL) methodology.

The analysis indicates that the most cost effective and environmentally sound means of compliance is to remove part or all of the treated wastewater discharge from the River. The alternatives pertinent to this scenario have as the central compliance features constructed wetlands treatment and beneficial reuse of the reclaimed water. Alternatives using these treatment options will provide compliance solutions for some future regulations in addition to solving the temperature TMDL requirements. Attachment #1 is the Executive Summary of the February, 2009 report. The full report, as well as other project information, can be reviewed on the City's website at <http://www.ci.corvallis.or.us/tmdl>. This report and other information has been discussed with the Urban Services Committee (USC) and the City Council, dating back to November, 2005.

Public Process

Process: On October 5, 2009, the City Council approved a strategy to have the USC act as the entity to take community input on the TMDL compliance alternatives being proposed. Staff was directed to develop a public education, outreach, and compliance plan approval process and schedule. This plan was presented to the USC on November 5, 2009, and it was approved following some modifications. Attachment #2 contains the plan transmittal memorandum, the November 5th USC minutes, and the final plan noted as Attachment B to the USC minutes. The City Council approved the plan on November 16, 2009.

Community Discussion: A number of public education/engagement activities have been undertaken including:

- a citizen survey to determine community attitudes, values, and preferences toward use of reclaimed wastewater for various purposes, and the best methods for communicating this information;
- a series of *the City* newsletter articles;
- a riparian shading workshop to determine community interest in planting trees along streams as a solution;
- two targeted stakeholder project briefings to test with local interest groups/experts the technical merits, local applicability, community acceptance, alternative(s) preference, and cost of the identified compliance alternatives, as well as the alternatives preferred and other possible solutions not presented by staff;
- a project presentation to the Corvallis City Club;
- a December 7, 2010 public workshop to test the TBL criteria used to rate and rank the proposed alternatives;
- a survey on the City website.

All pertinent project documents are located on the City's website.

Attachment #3 is the project Frequently Asked Questions document. It is a compilation of questions about the project gathered from the various community outreach events to date. It also provides good background information on the project.

Discussion Outcomes: The community has been engaged in the process, with considerable interest shown in this subject.

The community ruled out using solely mechanical means (such as cooling towers) of treatment early on in the process, primarily due to the life-cycle cost and negative environmental impacts of these types of solutions. Considerable interest was expressed for an all "natural" solution involving planting trees along streams banks (riparian areas) in nearby watersheds as a way to cool the water. DEQ has a mechanism to give offsetting temperature credits to dischargers if they plant trees on a certain number of miles of streams. A community workshop was organized to explore this option, with subject matter experts invited to the meeting. The outcome of the meeting was that planting trees alone was not the best solution to the City's compliance issue, however, riparian shading could be part of the overall compliance plan. The main objections were the cost, administrative burden of implementing the solution and maintaining the investment, and the lack of waterways within the City's Urban Growth Boundary needing tree cover (i.e. spending ratepayer money outside the City). Interest was expressed in the City developing multi-solution options, and riparian planting is a temperature only solution. Staff has carried riparian shading forward as a component of all of the options brought to the community since the workshop. See Attachment #4 for a summary of the workshop.

The meetings were centered around the presentation of four solution alternatives, termed the North, South, East, and West Alternatives (because of their geographic locations). Common to each alternative is removing some or all of the warm season wastewater plant flow from the River and treating it in a constructed wetlands along with beneficial reuse of some of the water for irrigation purposes. Initially there were three alternatives under consideration, however, the West alternative was added following a presentation by an OSU class at one of the community meetings. A description of each of these alternatives, including their life-cycle costs, carbon footprint, and TBL scores is included as Attachment #5.

The community expressed the least interest in the North and South alternatives, in large part due to their higher life-cycle cost estimates. Both the East and West options have significant positive environmental attributes in addition to providing compliance with the temperature TMDL regulations. They both provide for recycling water and offer the City an opportunity to satisfy some anticipated water quality regulations in addition to the current temperature requirement.

As the options have been developed only to the conceptual level, more detailed work needs to be done to further assess the viability of each one, including: land use considerations, construction impacts, permitting, and regulatory acceptance. Then a more detailed construction, operation and maintenance cost estimate can be developed.

Summary

The City must comply with DEQ temperature TMDL requirements. The wastewater treatment plant treated discharge does not meet the temperature standards at times currently during the warm summer months. Noncompliance is anticipated to increase as the community grows. DEQ expects the City to make substantial progress toward developing and implementing a solution over the next five years.

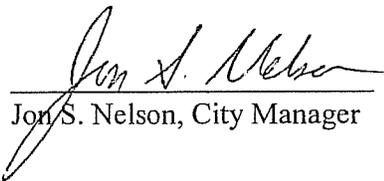
A planning level compliance alternatives evaluation has been completed and presented to the community through a number of public meetings. The community's preference has been expressed for a multiple water quality regulation solution, and not one focused solely on complying with the temperature requirement. Additional preference has been expressed for a solution(s) that includes a "natural" treatment option with beneficial reuse of treated wastewater, including riparian shading as a component of the final solution. Staff proposes the options be reduced to two, the East and West alternatives.

The next steps would be to further develop the details and cost estimates of these two alternatives, test them with the community, and then come back to the City Council with a recommended solution.

Staff Recommendation

The Urban Services Committee recommend to the City Council that staff further develop the East and West Alternatives.

Reviewed and concur:



Jon S. Nelson, City Manager

- Attachment #1 - Executive Summary of the February, 2009 Report
- Attachment #2 - Plan Transmittal Memorandum, November 5th USC Minutes, Final Plan (Attachment B to the USC Minutes)
- Attachment #3 - Frequently Asked Questions
- Attachment #4 - Public Workshop Summary
- Attachment #5 - Alternative Descriptions

February 12, 2009

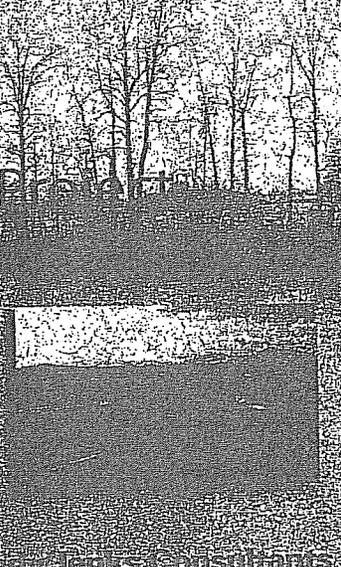
Final Report

Willamette River TMDL

Alternatives Evaluation Report

Prepared for
City of Corvallis

Prepared by
Kerny Jones Consultants
Engineers & Scientists



Green Steps
Educate • Demonstrate • Advocate

Report contents were printed on 100% recycled, Forest Stewardship Council-certified paper, made with renewable wind energy.

Engineers & Scientists

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Executive Summary

The City of Corvallis retained Kennedy/Jenks Consultants to complete a Total Maximum Daily Load (TMDL) Alternatives Evaluation for the Corvallis Wastewater Reclamation Plant (WWRP) discharge to the Willamette River. The purpose of the project is to evaluate long-term compliance with current National Pollutant Discharge Elimination System (NPDES) Permit limits, assess the economic impacts of current and potential future regulations, and evaluate alternatives to direct Willamette River discharge. The evaluation consists of two Technical Memoranda (TM):

TM 01 Regulatory Requirements and Treatment Costs – The first TM assesses current and future regulatory requirements, including the Willamette River TMDL, and summarizes potential economic impacts associated with continued long-term direct river discharge over a 50-year planning period.

TM 02 TMDL Alternatives Screening – The second TM evaluates alternatives outside of direct river discharge as a means of reducing the long-term costs and meeting regulatory requirements associated with the Willamette River TMDL and continued long-term direct river discharge in the summer months.

Current and Emerging Regulatory Issues

The current regulatory requirements for WWRP discharge include the City's NPDES permit regulating direct discharge to the Willamette River and waste load allocations (WLAs) in the Willamette TMDL for temperature, bacteria and mercury. The current regulatory issue with the greatest potential to limit direct Willamette River discharge over time is effluent temperature (as limited by the Willamette River Basin Temperature TMDL).

Projected excess thermal loads (ETLs) in effluent discharge were calculated for current conditions and 20- and 50-year planning horizons. Effluent temperature limits in the current NPDES Permit will be a compliance issue during the months of October in the future. These projections also indicate that ETLs will exceed monthly limits based on biological temperature criteria during the summer discharge season from April to October. Several temperature compliance alternatives were investigated, such as mechanical cooling, temperature trading, and stage-based river discharge coupled with water recycling or alternate discharge options. Design flows of 6.0 MGD and 10.8 MGD in 2028 and 2058 were identified to eliminate a portion of WWRP direct discharge to the Willamette River for temperature compliance. Additionally, design flows of 12.7 MGD and 18.3 MGD in 2028 and 2058 were identified to completely eliminate direct discharge to the Willamette River and recycle 100 percent of treated effluent during the summer season.

Emerging regulatory issues are continuously evolving, generally through stricter effluent limitations on point source dischargers in the Willamette River Basin. Four emerging regulatory issues were identified for the City to continue monitoring, including: 1) anticipated Oregon water quality standards updates, such as for turbidity and ammonia; 2) future Willamette River TMDLs for other constituents; 3) potential toxics discharge limitations, including the proposed increase in fish consumption rate, toxics monitoring programs and increased listings; and the status of

mixing zone rules; and 4) future regulation of contaminants of emerging concern (CEC), such as pharmaceuticals and personal care products.

Potential Economic Impacts of Current and Future Regulations

Potential economic impacts of tightening Willamette River regulations were estimated over 20-year and 50-year planning horizons for 2028 and 2058, respectively. Future WWRP requirements will include the temperature excess thermal load included in the City's current renewal draft NPDES Permit, but could also include Ammonia-Nitrogen, toxics and other contaminants of emerging concern (CECs). Lifecycle costs for

Potential economic impacts for long-term temperature compliance through use of cooling towers and chillers were evaluated. Capital and lifecycle costs were projected over 20- and 50-year horizons for both mechanical cooling methods. Lifecycle costs for cooling towers were approximately \$14.1 million and \$20.2 million in 2028 and 2058, respectively. Lifecycle costs for chillers were approximately \$24.6 million and \$35.1 million in 2028 and 2058, respectively.

Additionally, the costs for future toxics removal of CECs and trace contaminants could require significant WWRP upgrades. The 20- and 50-year lifecycle costs to address temperature, toxics and other CECs are summarized in Table ES-1.

Table ES-1 Lifecycle Costs for WWRP Effluent Limits

	Estimated 20-Year (2028) Lifecycle Cost	Estimated 50-Year (2058) Lifecycle Cost
Temperature – Cooling Towers	\$14.1 million	\$20.2 million
Temperature - Chillers	\$24.6 million	\$35.1 million
Toxics – Coagulation/Flocculation/Filtration	\$28.7 million	\$31.7 million
Toxics – Ammonia Removal	\$59.7 million	\$64.9 million
Toxics	\$149 million	\$248 million
Total Estimated (with Cooling Towers for Temp)	251.5 million	\$364.8 million

Recycled Water Regulations and Discharge Systems

In order to comply with the Willamette River Temperature TMDL, a portion of the treated WWRP flow will be diverted from the direct discharge and beneficially recycled. A summary of Oregon recycled water regulations, allowable uses, and effluent quality standards is presented in the Technical Memoranda. Discharge of municipal wastewater treatment plant effluent to the hyporheic zone is an acceptable alternative to discharging effluent directly to surface water bodies. Three land-based discharge options (surface and subsurface) for WWRP effluent were evaluated: constructed wetlands; rapid infiltration basins; and exfiltration galleries.

Inside Urban Growth Boundary Alternatives

Water recycling alternatives and their associated water demands were evaluated inside the City's urban growth boundary (UGB), including irrigation, subsurface discharge, and other urban water recycling end uses. Recycled water irrigation demand was evaluated for two large contiguous City parcels at Avery Park and the Crystal Lake Sports Complex at Willamette Park. Golf course irrigation inside the UGB was evaluated at Marysville Golf Course and Corvallis Country Club. Open space irrigation demand was evaluated at three large parcels: Oregon State University (OSU) Land Grant properties, the Hewlett-Packard campus, and Oaklawn Cemetery. Two sites were evaluated to determine the potential for subsurface discharge of recycled water; however, the local conditions deemed subsurface discharge infeasible and were better suited for constructed wetlands. Four urban end users were identified for recycled water demand, including OSU's new Energy Center and Dairy Center, and two car washes.

Outside Urban Growth Boundary Alternatives

Water recycling alternatives and their associated water demands were also evaluated outside the City's UGB, including irrigation, subsurface discharge, constructed wetlands, and impoundments. Recycled water irrigation demand was evaluated at City-owned Alan B. Berg Park and Orleans Natural Area, as well as at Trysting Tree Golf Course and agricultural lands such as Greenberry Irrigation District (GID). Gravel mining operations such as Knife River Corporation were evaluated for use of recycled water as part of the company's mine reclamation plan upon completion of active mining, including discharge to impoundments. Subsurface discharge potential was evaluated at three sites outside the City UGB. Four parcels were evaluated for constructed wetland feasibility.

Combined Alternatives Evaluation

In order to meet the current and future alternate WWRP discharge demands—today, 20-year horizon, and 50-year horizon—and provide flexibility and cost efficient compliance with the Willamette River TMDL and potential future regulations, the individual alternatives presented must be combined into groups of alternatives. These alternative groupings will provide for reduced costs in WWRP upgrades to meet water quality requirements and provide adequate capacity to reduce or eliminate direct discharge to the Willamette River in the summer season from April to October.

Combined water recycled alternatives were clustered by geographic proximity to keep infrastructure and related project development costs to a minimum. Five initial combined alternatives were presented and screened down to three combined alternatives, based on inadequate water demand or other constraints that would make them economically infeasible. The three remaining combined alternatives were:

- **East Alternative.** This alternative would involve coupling various water recycling alternatives on the east side of the Willamette River in close proximity to the City. Beneficial reuse of recycled water includes providing wetland hydrology for treatment and constructed wetlands at Berg Park and the Orleans Natural Area, irrigation at Trysting Tree Golf Course, and impoundment in Knife River's 12-acre Clark Pond. The Orleans Natural Area was excluded from further evaluation for environmental reasons. The estimated 50-year lifecycle cost is \$14.9 million.

- **South Alternative 1.** This alternative combines irrigation and land discharge (constructed wetland or indirect discharge) options south of the City UGB. Agricultural irrigation would require an approximately 12-mile pipeline south to Greenberry Irrigation District (GID). Recycled water would be used to provide hydrology for a constructed wetland at the Muddy Creek Sporting Club, or indirect discharge to Muddy Creek. The estimated 50-year lifecycle cost is \$45.6 million.
- **North Alternative.** This alternative includes potential recycled water end users along the Highway 20 corridor, approximately one mile northeast of the WWRP. Treatment and constructed wetlands east of Highway 20 would receive recycled water, with subsurface discharge to the Willamette River. Recycled water would also be used to irrigate HP grounds. The estimated 50-year lifecycle cost is \$25.9 million.

* The "triple bottom line" (TBL) methodology was used to evaluate these three combined alternatives, ranking various weighted metrics under the three subcategories of Social, Environmental, and Economic Considerations. A maximum TBL evaluation score of 100 points was divided among the Social, Environmental, and Economic subcategories by 20 points, 40 points, and 40 points, respectively. Alternatives were ranked based on a total composite score out of the maximum possible 100. Carbon footprints were calculated for each of the three combined alternatives and factored into the Sustainability metric under Environmental Considerations.

Conclusions and Recommendations

The potential cost over the next 50-years for continued year-round Willamette River discharge could be as high as \$365 million under the most stringent regulatory scenario. Water recycling presents an opportunity to reduce these long-term costs significantly and provide for a more sustainable solution with many ecological benefits. For this reason, Kennedy/Jenks recommends the City move forward with the development of a water recycling program over the next five years as the WWRP discharge approaches the effluent temperature limits in the City's current draft renewal NPDES Permit.

No combination of current water recycling opportunities inside the City's current UGB would provide long-term WWRP TMDL compliance. Additionally, no single water recycling alternative will, by itself, provide adequate, reliable recycled water demand to provide long-term WWRP TMDL compliance. The East Alternative is the apparent best WWRP water recycling alternative, based on TBL evaluation score of 84 and lowest estimated capital and lifecycle costs of \$13.2 million and \$14.9 million, respectively.

Kennedy/Jenks recommends the City continue discussions with representatives from OSU (owners of Trysting Tree Golf Course), Knife River, and other interested parties like Ducks Unlimited and Wildlands to explore grants and other funding sources for completion of engineering studies or evaluations to further define the East Alternative.

If the City chooses to move forward with the implementation of a water recycling program to address current and future WWRP effluent limitations, the City should also consider initiating a public education and involvement program to educate citizens and ratepayers about the issues and potential costs associated with continued Willamette River discharge over the next 50 years. The public education and involvement program should also introduce water recycling and

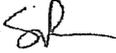
potential alternatives identified for reducing the long-term environmental and economic impacts to Corvallis citizens. Results and recommendations of the water recycling public opinion survey conducted by the OSU Institute for Water and Watersheds and the Master of Public Policy Program should be used by the City to help shape the public involvement plan for a future water recycling project in the City of Corvallis.

Kennedy/Jenks also recommends the City consider updating the WWRP Facilities Plan to incorporate any modifications that would be required for a future water recycling program.

MEMORANDUM

October 12, 2009

To: Urban Services Committee

From: Steve Rogers, Public Works Director 

Subject: Willamette River Total Maximum Daily Load Compliance Alternatives:
Public Education, Outreach and Plan Approval Process and Schedule

Issue Statement

Staff requests feedback from the Urban Services Committee (USC) on the proposed Willamette River Total Maximum Daily Load (TMDL) compliance alternatives public education, outreach, and plan approval process. See Attachment #1 for the proposal.

Background

On September 24, 2009, staff presented the USC with several models for conducting the public outreach and decision making process to determine the City's compliance option(s) for meeting Oregon Department of Environmental Quality TMDL regulatory requirements pertaining to the wastewater reclamation plant treated discharge to the Willamette River. Included with the model options was an abbreviated public outreach plan.

The USC decided on the model where the USC would act as the entity to take public input from the community and then recommend actions to the City Council. The City Council approved this model on October 5, 2009.

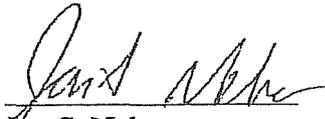
The USC directed staff to develop an expanded public education, outreach, and plan approval process task list and time line. Attachment #1 is the proposed plan.

Recommendation

Staff recommends that the USC review the proposed plan, make adjustments as needed, and recommend to the City Council approval of Willamette River TMDL compliance alternatives public education, outreach, and plan approval process and schedule.

Attachment

Reviewed and concur.



Jon S. Nelson,
City Manager

**CITY OF CORVALLIS
WILLAMETTE RIVER TOTAL MAXIMUM DAILY LOAD (TMDL)
COMPLIANCE ALTERNATIVES PROCESS**

**PUBLIC EDUCATION, OUTREACH, AND PLAN APPROVAL
PROCESS AND SCHEDULE**

Prepared for the Urban Services Committee : October 12, 2009

Phase 1: Public Education and Outreach:

Date:

1. **Staff to present proposed overall Project Plan and Schedule to the Urban Services Committee (USC).** November
2. **Prepare Informational Materials.** Develop informational materials and disseminate them, including: webpage on City's Website; nontechnical discussion points and project messages; frequently asked questions; articles for *The City* newsletter; preparation of project display materials for use at public events and in public spaces; displays at Public Library and City booth at public events. December
3. **Contact Local Media.** Contact local media to generate community interest in the project. Disseminate information regarding the project and provide background information. Media outlets to be contacted include the *Corvallis Gazette-Times*, *OSU Barometer*, radio stations, selected organizations' newsletters, and other media venues. January, 2010
4. **Provide Briefings to Key Stakeholder/Interest Groups.** Contact key stakeholder/interest groups, such as Marys Peak Group of the Sierra Club, Corvallis Sustainability Coalition, League of Women Voters, Corvallis Environmental Center, Cascade Pacific Resource Conservation & Development, Benton Soil & Water Conservation District, Marys River Watershed Council, and the Chamber of Commerce. Provide two briefings: discuss regulatory drivers for the project; provide current wastewater plant operational information; discuss TMDL Alternatives Evaluation Project report prepared by City's technical consultant; request comments on the alternatives; solicit alternative solution options. Consultant team will more fully develop a tree planting/shading option and present it along with the alternatives previously identified in the TMDL report. February
5. **Conduct Public Meetings:** Conduct two public meetings. Provide the community with background information on regulatory drivers, current wastewater plant operational information; discuss TMDL Alternatives Evaluation Project report prepared by the technical consultant; request comments on the alternatives; solicit alternative solution options. March

6. **Compile and Synthesize Public Input.** Prepare a summary report of the discussion and suggestions derived from the stakeholder/interest group briefings and public meetings and present a report to the USC. April
7. **Develop Additional Technical Solution Alternatives (if needed).** Based on direction from the USC/City Council, direct the technical consultant to develop up to three additional TMDL compliance alternatives. May

Phase 2: TMDL Compliance Plan Approval Process:

In Phase 2, the USC will act as the public advisory body to take community input on the proposed plan, decide on a final draft plan, and make a recommendation to the City Council for final plan adoption.

1. **Staff to provide USC with a report on solution alternatives.** Staff will prepare a summary report on the solution alternatives (including those generated in step 7 above) and a recommended plan; develop briefing materials for USC review in preparation for public input. June
2. **Disseminate Solution Alternatives Information.** Staff will disseminate the solution alternatives summary report and recommended plan to the community and the media. June
3. **Receive Public Input on Solution Alternative(s).** USC will conduct a public meeting to receive input from the community. July
4. **USC Deliberations.** The Committee will deliberate on input received from the community and develop a final draft plan for recommendation to the City Council. July
5. **Receive Additional Public Input (if needed).** The USC may conduct another public meeting to solicit additional public input. August
6. **Recommended final draft Solution Alternative(s) Plan.** USC will present the final draft TMDL Solution Alternative(s) Plan to the City Council for consideration of adoption. August

**URBAN SERVICES COMMITTEE
MINUTES
November 5, 2009**

Present

Richard Hervey, Chair
Patricia Daniels
David Hamby

Staff

Jon Nelson, City Manager
Steve Rogers, Public Works Director
Tom Penpraze, Utilities Division Manager
Emely Day, City Manager's Office

Visitors

Kent Daniels
Dave Eckert
Liz Frenkel

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Harrison Corridor Review			Did not support reviewing Corridor Study recommendation.
II. Total Maximum Daily Load Public Process			Approve the Willamette River Total Maximum Daily Load compliance alternatives public education, outreach, and plan approval process and schedule as amended by the Committee
III. Mutual Aid for Water/Wastewater Operations			Approve the mutual aid agreement and have the City become a member of Oregon Water/Wastewater Agency Response Network
IV. Other Business			

CONTENT OF DISCUSSION

Councilor Hervey called the meeting to order at 4:00 pm.

I. Harrison Corridor Review (Attachment)

Public Works Director Rogers explained that Mayor Tomlinson asked the Bicycle and Pedestrian Advisory Commission (BPAC) to review gaps in bicycle lanes on City streets classified as arterial and collector streets. The City's Transportation Plan includes the need for bicycle lanes on all arterial and collector streets. The BPAC reviewed the bicycle lane gap on NW Harrison Boulevard (Harrison) between NW 30th and NW 34th Streets. The BPAC reviewed information from staff and the Harrison Corridor Study conducted during the 1990s.

Mr. Rogers noted that the Council adopted a policy in 1998, which provides that corridor studies should not be done until potential projects have available funding. He explained that studies conducted long before funding is available can lose viability because of changes of interested parties or changes of priorities. Therefore, it is best to conduct studies shortly before projects may be pursued.

Mr. Rogers said the earlier Harrison Corridor Study recommended not installing bicycle lanes on the subject portion of the street but reviewing the recommendation every five years. The Study recommendation has not been reviewed since it was originally made. The BPAC recommended that the Council review the Study recommendation.

Mr. Rogers said the Capital Improvement Program (CIP) does not include a project related to the subject portion of Harrison. However, a project to add bicycle lanes to the street could be funded through street systems development charge (SDC) funds; this funding source may be more available than others. Bicycle lanes could be added to the street by inclusion in the CIP. If the Council decides not to review the Study recommendation, the BPAC may present a recommendation to pursue the project; although, the BPAC has not discussed this option. This would be contradictory to the Study recommendation.

Mr. Rogers explained that, if the Council approved reviewing the need for bicycle lanes on the subject street section, staff would conduct public outreach, including notification to the applicable neighborhood association, a neighborhood meeting, and a public meeting with the BPAC to receive public comments. The proposal would then be presented to Urban Services Committee and the Council.

In response to Councilor Hamby's inquiry, Mr. Rogers confirmed that installing bicycle lanes would require widening the south side of Harrison by ten to 12 feet, depending upon the width of the bicycle lanes. The project would encompass 500 linear feet, 5,000 square feet, at approximately \$10 per square foot; the project would cost \$50,000 to \$75,000.

In response to Councilor Hamby's further inquiry, Mr. Rogers explained that the 2000 SDC methodology update recognized bicycle lanes on collector and arterial streets as extra-capacity facilities eligible for SDC funding. Therefore, bicycle lanes on collector and arterial streets are included on the list of projects to be funded by SDCs.

Councilor Daniels noted reference in the staff report to concerns regarding bicycle lanes on Harrison but did not find information regarding the Council's concerns that prompted them to not pursue installation of the lanes.

Mr. Rogers surmised that the concerns involved the issue of removing trees from along Harrison to allow room for bicycle lanes. Staff suggested widening Harrison on the south side of the street, which has smaller trees in the park strips. Following adoption of the Study, staff and volunteers planted trees along the south side of Harrison close to the sidewalk edge of the park strips to reserve space for widening the street. He recalled earlier discussions regarding the necessity of bicycle lanes on the subject portion of

The motion failed one to two, with Councilor Hamby supporting and Councilors Daniels and Hervey opposing.

II. Total Maximum Daily Load Public Process (Attachment)

Mr. Rogers said today's presentation was an update to a previous Committee discussion regarding a public process to identify the most-reasonable solutions for meeting total maximum daily load (TMDL) requirements immediately (water discharge temperature) or in the future (water discharge components). The staff report included a draft public outreach process that would focus on more than temperature-related TMDLs, as the final solution should help the City respond to all future TMDL requirements and restrictions. Staff anticipates needing to respond to temperature-related TMDL requirements in the immediate future and expects other TMDL restrictions to be imposed in a few years.

Mr. Rogers referenced from the process description Phase 1 (Public Education and Outreach) step 4 (Provide Briefings to Key Stakeholder/Interest Groups), which concludes with a statement that the consultant team would more fully develop a tree-planting/shading option and present it with alternatives previously identified in the TMDL report. He clarified that the process was prepared prior to an attempt by the City's consultant to gather a consultant team to pursue a tree-planting/shading option. The latest study report includes a brief section on shading and tree planting and concludes with several unanswered questions. Based upon the Committee's previous discussions, staff sought to develop how this option could be evaluated through the public process. The consultant was unable to gather a consultant team of people suggested by staff, including Kendra Smith of the Bonneville Environmental Foundation (BEF), who conducted a recent presentation on the issue. Ms. Smith suggested a workshop with interested parties; staff concurred with the suggestion, even though it is not standard City procedure.

City Manager Nelson distributed copies of an e-mail exchange regarding Mr. Rogers' last comments (Attachment A), noting that the exchange was shared with Committee members via e-mail.

Mr. Rogers added that staff recently received Department of Environmental Quality (DEQ) guidelines regarding how tree shading would be done. Staff does not know how the new guidelines vary from the pilot project conducted in the Tualatin River basin; however, the guidelines are very definitive and may include changes based upon what was learned through the Tualatin River project. He cautioned the Committee that the actions undertaken for the Tualatin River may not meet current DEQ guidelines, and the possibility of variances will be considered through the solution evaluation process.

Kent Daniels is a member of the Cascade Pacific Resource Conservation and Development (CPRCD) Board and was a member of the e-mail exchange referenced by Mr. Nelson. He said the BEF developed a model watershed program that may be implemented in portions of the Marys River and other local watersheds. The CPRCD will continue working with the BEF and did extensive work with local watersheds and soil and

Harrison, based upon the lack of bicycle activity on the street. He noted that installing bicycle lanes would require removal of at least one tree on the north side of Harrison near 30th street to allow alignment of vehicle and bicycle travel lanes. Bicycle lanes were extended east of NW 35th Street when traffic signals were installed at Harrison and NW 35th and NW 36th Streets.

Councilor Daniels said she drove through the subject area before today's meeting and observed the newer trees Mr. Rogers referenced. She considered planting the trees a good long-term plan, as they would essentially replace older trees on the north side of Harrison that may die and be removed. She questioned how reviewing the Study recommendation would change the issue of tree removal to allow installation of bicycle lanes. She inquired whether staff considered using a street parallel to Harrison but one block to the north or south as a bicycle route around the subject portion of Harrison.

Mr. Rogers responded that an alternate bicycle route was discussed but not accepted by the BPAC. Other alternatives have been discussed more recently by the BPAC, including signage and wider sidewalks to accommodate pedestrians and bicycles; these alternatives were not considered acceptable for vehicle or bicycle commuters.

Mr. Rogers noted that the subject portion of Harrison is not in excellent condition but does not warrant re-construction or re-surfacing beyond patching. The street has a concrete underlay, which provides a solid base. The street does not have excessively heavy traffic loads and is not deteriorating rapidly. It might be appropriate to consider street widening if the street must be re-constructed in the future, which would include State-mandated installation of bicycle facilities. Staff does not anticipate such a situation in the near future.

Councilor Daniels said she was willing to reconsider routing bicycle traffic one block north or south of Harrison, since citizens' views change over time. However, if the BPAC does not support that alternative, she considers the review "fruitless."

Kent Daniels is a member of the Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF). He suggested that the Committee could ask the BPAC to speak with the CBUF before the Committee presents a recommendation to the Council. He noted that the two advisory bodies may be able to find a solution.

It was moved and seconded by Councilors Hamby and Daniels, respectively, that the Committee recommend that Council review the Harrison Corridor Study strategy.

Councilor Hervey said he commuted by bicycle through the subject area for several years and found successful alternatives to bicycling on Harrison. Therefore, he was not inclined to reconsider the Study recommendation. As a bicycle commuter, he did not consider Harrison a critical bicycle route. He concurred with Councilor Daniels' comments regarding making alternative routes easier for bicyclists. He did not believe that reviewing the earlier recommendation would result in a different outcome. Councilor Daniels concurred.

water conservation districts. He referenced an article from the October 20th edition of *The Oregonian* regarding watershed improvement work done in the Tualatin River watershed. He supports the suggested workshop model to evaluate potential solutions.

Councilor Daniels surmised that Mr. Daniels proposed that the CPRCD could help staff facilitate a workshop. When staff evaluated various options, little was known about the tree-shading option. A workshop would provide opportunity to gather more information and explore the capacities of potential partners to pursue the options.

Councilor Hervey said he understood staff was concerned about available time for a workshop.

Mr. Daniels opined that there should be sufficient time for a workshop. He believes the City's needs should guide the evaluation process, rather than the desires of the BEF or the CPRCD.

Dave Eckert said he liked the open workshop suggestion to consider more than a few options and allow experts and interested people to present and explore ideas. He expects that more organizations would be interested in participating than were present at Ms. Smith's earlier presentation. He believes an open workshop represents a good community approach to an intensive issue. Community involvement by multiple agencies and groups can be more "comforting" to people not involved in government activity. A workshop would also convey the message that the process of evaluating options was not simply a government action. He encouraged the Committee to pursue a workshop with experts from throughout the area, believing adequate time is available for a workshop.

Councilor Hervey noted that Mr. Eckert suggested a workshop to consider options other than tree shading, which was initially suggested as the sole focus of the workshop. He questioned who might represent the other options.

Mr. Eckert responded that he did not know who might be appropriate experts, but he would like more options considered in the workshop. He would like to consider what is available in the entire watershed.

In response to Councilor Daniels' inquiry, Mr. Rogers said the City's consultant would be asked to attend the workshop.

Councilor Daniels noted that the Tualatin River basin project included tree shading and other mitigating actions, some of which the City may not be able to pursue.

Mr. Rogers expressed staff's belief that more than one potential solution may exist.

Councilor Daniels inquired whether the action of the consultant team fully developing a tree-planting/shading option and presenting it with alternatives previously identified in the TMDL report (Phase 1 step 4) should occur before Phase 1 step 2 (Prepare Informational

Materials). She noted that information gathering should occur before information is disseminated.

Mr. Rogers opined that the cited action should occur as a separate step, probably before step 4. It is different action from providing information regarding various alternatives to stakeholders or during public meetings. He noted that step 5 (Conduct Public Meetings) includes soliciting alternative solution options.

Councilor Daniels suggested that the group of key stakeholders include a representative of Oregon State University's Institute for Natural Resources.

Councilor Hervey referenced Phase 1 step 4 and the workshop focusing on TMDL issues other than water temperature. He suggested that CH2M Hill might be interested in participating in the workshop regarding discharge pollutants.

Mr. Rogers responded that the City would not be able to invite people directly involved in businesses that provide services related to wastewater discharge. Staff would seek volunteers. Utilities Division Manager Penpraze added that the City's consultant can provide the suggested information.

Councilor Hervey noted that the original consultant's report did not address issues other than water temperature, which must be incorporated into consideration of alternative solutions. Staff must also be aware of potential legislation governing wastewater discharge, and he questioned how these factors might be incorporated into the alternatives evaluation.

Mr. Rogers responded that re-use options would mitigate wastewater pollutants in a natural manner. He believes a consultant would be able to provide the needed information.

Councilor Hervey concurred with Councilor Daniels regarding the timing of the workshop and would like that issue confirmed, so the Committee can present a definite plan to the Council. He questioned whether the aspect of Phase 1 step 4 regarding the consultant fully developing a tree-planting/shading option should be included in the description of Phase 1 step 5 (Conduct Public Meetings).

Mr. Penpraze responded that the task was included in Phase 1 step 4 to indicate additional analyses that would be conducted for consideration of multiple options by key stakeholders and at public meetings thereafter.

Mr. Rogers added that development of the tree-planting/shading option was originally in Phase 1 step 7 (Develop Additional Technical Solution Alternatives) but was advanced as a viable alternative needing more information.

Councilor Hervey expressed concern that public views might prevent all options from being equally considered. He would like to see other groups with interests in the issue invited to participate in the workshop.

Mr. Rogers commented that staff typically determines community interests and then presents the preferred options to a technical advisor or consultant, who provides additional information; additional community input is then sought. The proposed scenario does not match well with information already presented.

Councilor Hamby said he did not believe the process plan needed to be reviewed again by the Committee; he suggested that the revised plan be presented directly to the Council. Councilors Hervey and Daniels concurred.

Mr. Nelson opined that staff needs to know the timing, breadth, and focus of the workshop. The Committee needs to recommend action to the Council so staff knows the Council's expectations of a workshop.

Mr. Rogers concurred. He would like the workshop to encompass Phase 1 steps 4 and 5 and further develop the tree-shading option. If other ideas need additional technical work, that could be addressed through Phase 1 step 7. In that case, additional public hearings may be needed. Mr. Nelson concurred.

Councilor Hervey summarized that Phase 1 step 2a would be a workshop regarding the tree-planting/shading option only as a means to develop a complete presentation to the public later. Councilor Daniels concurred, adding that it is yet to be determined whether potential partners have ability to pursue tree shading. She believes a focused workshop is needed.

Mr. Nelson suggested that the workshop focusing on the tree-planting/shading option occur in Phase 1 step 1a, so all possible solutions have the same degree of review. Committee members concurred.

Councilor Hervey referenced Phase 2 step 4 (USC Deliberations) and surmised that the Committee would develop a draft final plan, possibly containing many elements. He suggested that this action be conducted through a work session, rather than a regular meeting.

Mr. Rogers acknowledged that multiple meetings may be needed to develop a draft final plan. Staff plans that the action would be conducted during regular Committee meetings.

Councilor Hervey noted that Committee meetings are rather formal, while work sessions have more flexibility. He suggested that the draft final plan be developed in a work session to allow a free-flowing conversation. He would like staff's input prior to the work session.

Councilor Hamby suggested that staff present initial information during a regular Committee meeting and that the Committee conduct a work session, if necessary, the following week to discuss the proposed plan.

Mr. Nelson confirmed that Councilor Hamby's suggestion would meet the City's public meeting notification requirements.

Councilor Hervey clarified that the work session would occur as Phase 2 step 4a.

Based upon a motion moved and seconded by Councilors Daniels and Hamby, respectively, the Committee unanimously recommends that Council approve the Willamette River Total Maximum Daily Load compliance alternatives public education, outreach, and plan approval process and schedule as amended by the Committee. *[A revised Process and Schedule outline is incorporated into these minutes as Attachment B].*

III. Mutual Aid for Water/Wastewater Operations (Attachment)

Mr. Penpraze noted that the Oregon Water/Wastewater Agency Response Network (ORWARN) was established during 2007, and staff believes it is appropriate for the City to join the organization. He explained that no funds would be expended without approval. Governmental entities can assist other ORWARN members or receive assistance from other members, if they choose to do so. An agreement would be signed in advance to provide for reimbursement to entities for time, materials, and personnel. He recalled that the mutual aid partnership was utilized last year when Detroit, Oregon, was inundated with snow. Detroit received assistance from Salem, Oregon, to uncover the Detroit water system for access in case of fire. He recommended that the City join the organization.

Mr. Penpraze confirmed for Councilor Hamby that the City would only incur an expense if it assisted another governmental entity. He explained for Councilor Daniels that a non-profit entity was developed to oversee the mutual aid partnership, based upon models in other states. The organization is housed at the City of Salem, which dedicated some staff to support the organization.

Mr. Penpraze reviewed the list of member governmental agencies in the Corvallis area: Salem, Eugene, Cottage Grove, Keizer, Silverton, Toledo, Coburg, Springfield Utility Board, and Eugene Water and Electric Board.

Councilor Hervey inquired whether the City would designate an employee to be a member of the governing board, with a resultant budgetary impact. Mr. Penpraze responded that the governing board meets annually, but staff did not budget for board participation

Councilor Hervey referenced Article VII (Disputes) of the proposed agreement, which includes a detailed description of selecting mediators (Step Two) but does not address how the firm of mediators is selected. He questioned the language in Article IX (Signatory Indemnification).

Mr. Rogers noted that the agreement was prepared by the partnership organization and must be accepted or rejected; it cannot be modified. The City Attorney's Office reviewed and approved the agreement form. Mr. Penpraze added that the agreement was drafted by several Oregon city attorneys.

Councilor Hervey referenced Article XII (Insurance) and inquired whether participating in the partnership would have cost implications for the City's insurance rates.

Mr. Nelson responded that the City has mutual aid agreements with other governmental entities that did not negatively impact insurance requirements. Mr. Rogers added that the City has transportation agreements administered by Oregon Department of Transportation.

Based upon a motion moved and seconded by Councilors Hamby and Daniels, respectively, the Committee unanimously recommends that Council approve the mutual aid agreement and have the City become a member of Oregon Water/Wastewater Agency Response Network.

IV. Other Business

- A. The November 19th Urban Services Committee meeting was canceled because no issues are ready for Committee discussion.
- B. The next regular Urban Services Committee meeting is scheduled for December 10, 2009, at 4:00 pm, in the Madison Avenue Meeting Room.

Councilor Hervey adjourned the meeting at 4:58 pm.

Respectfully submitted,

Richard Hervey, Chair

Day, Emely

Attachment A

From: Nelson, Jon
Sent: Friday, October 30, 2009 10:45 AM
To: 'trish and kent daniels'; Strohmeyer, Karen - Corvallis, OR; prestonvanmeter@kennedyjenks.com; Xan Augerot; Penpraze, Tom; Kendra Smith
Cc: Tomlinson, Charles; Rogers, Steve; Todd Reeve; Ward 2; Ward 3; Ward 8; Day, Emely; Louie, Kathy
Subject: RE: Corvallis Temperature TMDL Discussion

Hi All,

Thanks for the offer and opportunity Kent and Kendra.

For those I have not met, I am City Manager Jon Nelson responding to Kent's request for a staff response.

I am copying the Urban Services Committee (USC) as this relates directly to the TMDL public process proposal they will be reviewing next week (11/5; 4pm; Madison Avenue Mtg Rm). Following this meeting, USC will make a recommendation to City Council (CC) at their November 16 meeting on the education, outreach, plan approval and schedule to meet TMDL compliance. At this point City staff will follow the lead of Council on the plan approval process. So conducting a workshop in the first two weeks of November does not match up well with the USC and CC review and direction timeline. But I hope we are able to take advantage of the expertise offered. We do have time based upon the proposed schedule.

One option is to build this opportunity into the schedule in February 2010 to more fully flesh out the alternative prior to the larger public meetings scheduled for March 2010. But Councilors may have other ideas as well and we will be following their lead after the 11/16 CC meeting.

The USC staff report is on the City's web site and USC Chair Hervey will be asking for public input on this agenda item at the 11/4 meeting. I hope you are able to attend.

Jon

From: trish and kent daniels [mailto:wally@peak.org]
Sent: Thursday, October 29, 2009 11:32 PM
To: Strohmeyer, Karen - Corvallis, OR; prestonvanmeter@kennedyjenks.com; Xan Augerot; Penpraze, Tom; Kendra Smith
Cc: Tomlinson, Charles; Nelson, Jon; Rogers, Steve; Todd Reeve
Subject: Re: Corvallis Temperature TMDL Discussion

Hello Kendra and everyone else. I apologize for not responding earlier. I am speaking here as both a member of the Cascade Pacific Resource Conservation and Development (CPRC&D) Board and a local citizen with long-term involvement in local governance issues and collaborative decision-making.

Thanks Kendra for suggesting what I view as an excellent possible path to developing the information (needs, constraints, costs, etc.) the City's consultant would need for City evaluation of a watershed-based approach as a possible option to address the City of Corvallis's TMDL issues. I talked with Karen Strohmeyer today, and she and I agreed that the CPRC&D will be very willing to provide support and assistance to you, Preston, the City and other potential partners in proceeding to conduct a workshop such as you are proposing.

The CPRC&D is interested in helping facilitate the flow of information about the watershed approach to the public, the city staff, and the city council. We recognize that this is only one of several possible options under City consideration, and that they are still a fair ways from choosing a final option; however, we believe it's important that the workshop be held soon so as to yield the specific information needed by the city in its comparative evaluation process.

As you know, the CPRC&D has a long history of working with local watershed organizations and has worked extensively to address wetland and riparian restoration problems. The City of Corvallis is a current member of the CPRCD. Considering a watershed approach regarding the TMDL issues could also dovetail closely with one of the Covallis City Council's current goals to:

10/30/2009

Work with RC&D and others to seek funding for acquisition or restoration of, and improvements to, publicly owned or protected wetlands, riparian, and natural areas.

Karen Strohmeier and I are currently doing background work regarding that goal, and some of the possibilities we see could potentially assist the City in addressing the TMDL issues as well.

I don't know if it is possible to plan to conduct a workshop as soon as you suggest, but if we are all going to consider doing this, then one of the first steps would be to determine from City staff how quickly they will be needing the information (the workshop "product") from the consultant about this option. I believe they are preparing a proposed schedule for public education and outreach about the TMDL issue and the possible options, and so it seems likely they could determine the approximate date by which they'd need the information. A response to this email by City staff would be appropriate before doing anything else is considered.

Again, thanks so much, Kendra, for your willingness to work with our community on the issues it faces.

Sincerely,

Kent Daniels
CPRC&D Board

----- Original Message -----

From: Kendra Smith

To: Tom.Penpraze@ci.corvallis.or.us ; Xan Augerot ; prestonvanmeter@kennedyjenks.com ; Strohmeier, Karen - Corvallis, OR

Cc: Todd Reeve

Sent: Tuesday, October 20, 2009 5:39 PM

Subject: Corvallis Temperature TMDL Discussion

Preston and I had a conversation yesterday about the Corvallis temperature TMDL and the role BEF might play in that discussion. For BEF, it is critical that any effort we put forth supports and builds capacity within the local watershed community. So while I could sit down with Kennedy Jenks and offer a brain dump on the costs for a comprehensive revegetation or flow restoration programs, methods of prioritization and analysis, data and monitoring infrastructure that must be in place to have a successful program, it would be inconsistent with our approach to supporting local community capacity and knowledge.

Instead, I would propose the collective "we" participate in a half day workshop to discuss the City needs, goals/capacity of the local watershed groups, and look for alignment opportunities (which I believe there are many).

There are several elements of a diversified strategy that need to be considered, and I think everyone would benefit from hearing all the opportunities and constraints. We could then identify tasks to be completed by various parties, to support the necessary analysis you need to make your decisions regarding WWTP compliance. I facilitated similar discussions internally at CWS around reuse, flow restoration, and revegetation as part of our integrated water resources management strategy.

If this sounds reasonable to all of you, BEF would be happy to participate in such a process (and even help on an agenda and some facilitation). In addition, I am willing follow up with my contacts in temperature trading to make sure that any changes in requirements on trading strategies are accounted for in our discussions.

Please let me know if you feel such an approach would be appropriate and supportive. Such a meeting could occur as early as the second week in November.

Best,

Kendra

--

10/30/2009

Kendra Smith
Director, Willamette Model Watershed Program
Bonneville Environmental Foundation
240 SW 1st Ave
Portland, OR 97204
503.553.3949 office direct
503.248.1905 x149 office
503.719.3009 mobile

CITY OF CORVALLIS
WILLAMETTE RIVER TOTAL MAXIMUM DAILY LOAD (TMDL)
COMPLIANCE ALTERNATIVES PROCESS

PUBLIC EDUCATION, OUTREACH, AND PLAN APPROVAL
PROCESS AND SCHEDULE

Prepared for the Urban Services Committee : October 12, 2009

Phase 1: Public Education and Outreach:

Date:

1. **Staff to present proposed overall Project Plan and Schedule to the Urban Services Committee (USC).** November
2. More fully develop a tree planting/shading temperature TMDL compliance alternative. Conduct a public workshop on the alternative with assistance from the Marys River Watershed Council and the Bonneville Environmental Foundation. January, 2010
3. **Prepare Informational Materials.** Develop informational materials and disseminate them, including: webpage on City's Website; nontechnical discussion points and project messages; frequently asked questions; articles for *The City* newsletter; preparation of project display materials for use at public events and in public spaces; displays at Public Library and City booth at public events. February
4. **Contact Local Media.** Contact local media to generate community interest in the project. Disseminate information regarding the project and provide background information. Media outlets to be contacted include the *Corvallis Gazette-Times*, *OSU Barometer*, radio stations, selected organizations' newsletters, and other media venues. March
5. **Provide Briefings to Key Stakeholder/Interest Groups.** Contact key stakeholder/interest groups, such as OSU Institute for Natural Resources, Marys Peak Group of the Sierra Club, Corvallis Sustainability Coalition, League of Women Voters, Corvallis Environmental Center, Cascade Pacific Resource Conservation & Development, Benton Soil & Water Conservation District, Marys River Watershed Council, and the Chamber of Commerce. Provide two briefings: discuss regulatory drivers for the project; provide current wastewater plant operational information; discuss TMDL Alternatives Evaluation Project report prepared by City's technical consultant; request comments on the alternatives; solicit alternative solution options. April
6. **Conduct Public Meetings.** Conduct two public meetings. Provide the community with background information on regulatory drivers, current wastewater plant operational information; discuss TMDL Alternatives Evaluation Project report prepared by the technical consultant; request comments on the alternatives; solicit alternative solution options. June

7. **Compile and Synthesize Public Input.** Prepare a summary report of the discussion and suggestions derived from the stakeholder/interest group briefings and public meetings and present a report to the USC. June
8. **Develop Additional Technical Solution Alternatives (if needed).** Based on direction from the USC/City Council, direct the technical consultant to develop up to three additional TMDL compliance alternatives. July

Phase 2: TMDL Compliance Plan Approval Process:

In Phase 2, the USC will act as the public advisory body to take community input on the proposed plan, decide on a final draft plan, and make a recommendation to the City Council for final plan adoption.

1. **Staff to provide USC with a report on solution alternatives.** Staff will prepare a summary report on the solution alternatives (including those generated in step 7 above) and a recommended plan; develop briefing materials for USC review in preparation for public input. August
2. **Disseminate Solution Alternatives Information.** Staff will disseminate the solution alternatives summary report and recommended plan to the community and the media. August and September
3. **Receive Public Input on Solution Alternative(s).** USC will conduct a public meeting to receive input from the community. October
4. **USC Deliberations.** The Committee will deliberate on input received from the community regarding final draft plan recommendations to the City Council. October
5. **USC Work Session.** The Committee may hold a work session to develop their final draft plan recommendations to the City Council. November
6. **Receive Additional Public Input (if needed).** The USC may conduct another public meeting to solicit additional public input. November
7. **Recommended final draft Solution Alternative(s) Plan.** USC will present the final draft TMDL Solution Alternative(s) Plan to the City Council for consideration of adoption. December



**CITY OF CORVALLIS TMDL ALTERNATIVES EVALUATION PROJECT
DECEMBER 2010**

FREQUENTLY ASKED QUESTIONS

1. *What is a TMDL?*

TMDL stands for Total Maximum Daily Load. A TMDL is a pollution load limit calculated by the Oregon Department of Environmental Quality (DEQ) used to address water quality problems on a watershed scale. The TMDL describes the amount of pollution that can enter waterways and still not violate state water quality standards. TMDLs take into account pollution from all sources, and set limits for each discharge, including City of Corvallis wastewater. TMDLs include a safety margin for uncertainty and growth that provide for future discharges to a stream without exceeding water quality standards.

The Willamette River Basin TMDL was issued by DEQ and approved by the U.S. Environmental Protection Agency (EPA) in September 2006, and addresses mercury, bacteria, and temperature. The City ensures that the levels of mercury and bacteria in its wastewater effluent meet TMDL requirements with present practices, and is currently evaluating options for meeting temperature limits. The City anticipates additional TMDLs will be developed for the Willamette River in the future.

2. *Why is temperature considered a 'pollutant'?*

Aquatic life in the river need water temperatures to be within a specific range to thrive. Temperature increases from human causes, such as a discharge of warm water to surface waters, can alter natural stream temperatures and harm salmonids and other aquatic life. The temperature TMDL is designed to protect these natural systems in the Willamette Basin.

3. *What is the TMDL Alternatives Evaluation Project?*

The City must develop a plan to ensure the temperature of the wastewater effluent meets the Willamette River Temperature TMDL limits. The TMDL Alternatives Evaluation Project was initiated to identify and evaluate potential ways to achieve this goal. Looking forward, the City is aware of a number of new federal and state regulations under development for improving the water quality of rivers and streams. The City will have to comply with these additional regulations at some point in the future. Ideally, the solution selected by the City will meet near-term temperature requirements as well as assist in complying with new TMDLs and regulations anticipated in the future.

In order to comply with current and future regulations, the two primary options considered to date in the TMDL Alternatives Evaluation Project were (1) to build facilities at the treatment plant to cool the effluent before it is discharged to the Willamette River or (2) to reduce the amount of effluent discharged to the River by diverting some portion of the flow to an alternative use. In general, the second option would provide greater benefits to the overall health of the Willamette River at a lower cost to Corvallis citizens

than upgrades to the Wastewater Reclamation Plant (WWRP). Project planning, therefore, has concentrated on the second option, which has multiple alternatives that are being evaluated.

4. *What are the new water quality problems or issues that are driving this project?*

In addition to temperature limitations, new DEQ regulations and policies may dramatically affect the requirements and associated costs for discharging highly treated effluent from the WWRP to the Willamette River. These regulations include compliance with Oregon Senate Bill 737, which has established limits for 118 toxic pollutants. There are also emerging concerns about the impacts on aquatic species of pharmaceuticals and personal care products typically present in wastewater effluent.

5. *How soon do new water quality requirements need to be met?*

New water temperature limits are included in the City's draft National Pollutant Discharge Elimination System (NPDES) Permit that will be issued in 2011. Other requirements related to SB 737 may also be required based on water quality testing currently being completed on water discharged from the WWRP to the Willamette River.

6. *How were alternatives for meeting water quality standards evaluated?*

A wide range of potential alternatives were considered in the earlier phases of the TMDL Alternatives Evaluation Project, including reusing all wastewater effluent inside the City's Urban Growth Boundary and planting vegetation along rivers and streams to cool the water.

The TMDL alternatives analysis completed by the consultant indicates there are insufficient water recycling opportunities inside the City's UGB and that no single water recycling alternative will, by itself, provide reasonable assurance of long-term WWRP TMDL compliance. As a result, three TMDL alternatives that are a combination of water recycling and indirect river discharge were developed.

A variety of water recycling alternatives and their associated water demands inside and outside the City's urban growth boundary (UGB) were evaluated for cost and sustainability considerations. A "triple bottom line" (TBL) methodology was developed to assess social, environmental and economic considerations, and carbon footprints were estimated for each alternative.

7. *What alternatives are currently being considered?*

After a number of alternatives were identified and evaluated, three that combine water recycling and wetland natural treatment systems were selected for more in-depth review and presentation to the public. The primary goals of each alternative are to meet current regulatory requirements and provide a solution with a capacity of 7 to 10 million gallons per day (MGD).

The **East Alternative** involves pumping wastewater effluent across the Willamette River to the Trysting Tree Golf Course for irrigation purposes. It includes a wetland at Berg Park that will provide natural treatment of the effluent as it travels below the surface to the Willamette River through the Knife River Inc. Clark Pond. The estimated construction cost for the East Alternative is \$13.2 million and the lifecycle cost over a 50 year period is \$14.9 million.

The **South Alternative** involves pumping wastewater effluent south of Corvallis to the Greenberry Irrigation District (GID) for agricultural irrigation on non-consumable crops (crops not intended for human consumption), and the construction of a wetland near Finley Wildlife Refuge for natural treatment of the effluent and to add flow to Muddy Creek. The estimated construction cost for the South Alternative is \$40.1 million and the lifecycle cost over a 50 year period is \$45.6 million.

The **North Alternative** involves pumping wastewater effluent north of the WWRP to the area around Hewlett Packard to irrigate landscape and non-consumable crops, and the construction of a wetland to provide natural treatment of the effluent as it travels below the surface to the Willamette River. The estimated construction cost for the North Alternative is \$24.1 million and the lifecycle cost over a 50 year period is \$25.9 million.

Each of these combined alternatives provides a solution to the near-term temperature regulations and the potential new water quality regulations. The alternative ultimately selected by the City may be one of these alternatives, a combination of these alternatives or another alternative yet to be identified.

A potential fourth TMDL alternative, called the **West Alternative**, was recommended by a group of students from Oregon State University in October 2010. This alternative involves pumping wastewater effluent west of the WWRP to the OSU Dairy on Harrison Boulevard to provide recycled water for agricultural irrigation. An additional benefit of this alternative is the potential to eliminate a dam in Oak Creek, which would remove a barrier to fish passage for endangered salmonid species. This alternative was evaluated, but the estimated demand of 2.2 MGD for this alternative falls short of the desired 7 to 10 MGD capacity for the TMDL alternatives. However, this opportunity could be a part of the TMDL solution ultimately selected by the City.

8. What happens to pollutants remaining in the City's wastewater if a natural treatment system alternative is selected?

There are trace, or very small, concentrations of many pollutants in the City's treated wastewater, including metals, toxic compounds, pharmaceuticals and personal care products. The natural treatment systems proposed in the City's TMDL alternatives combine a wetland treatment system with a subsurface discharge component. As the discharged wastewater is retained in the natural treatment system for several days the various physical and chemical processes will further "polish" or reduce the concentrations of these pollutants.

Furthermore, the planned seasonal operation of the City's natural treatment system from May through October will also allow the system to "rest" during the winter months. This long-term annual "resting" period will allow pollutants that have collected in the constructed wetlands and subsurface soils to continue to break down without additional loading from the WWRP effluent discharge. The subsurface portion of the natural

treatment system will also benefit from higher groundwater flows in the winter months that will further reduce pollutant concentrations in the subsurface before the water enters the Willamette River.

9. *It will take several years for the establishment of plants in the wetland treatment system. What will the City do to address treatment requirements in the interim?*

While wetland plantings can take 3 years or more to become established, the WWRP currently meets all requirements for discharging to the Willamette River and no additional restrictions are anticipated in the time it will take for establishment of wetland plantings. The one possible exception in the near-term are the temperature limits included in the City's NPDES Permit renewal. However, studies conducted by Oregon State University and others show that wetlands can provide cooling of effluent while wetlands plants before wetlands plantings are fully established and the proposed subsurface discharge downstream of the constructed wetlands would provide additional cooling benefits prior to discharge to the Willamette River or another receiving stream.

10. *What are other jurisdictions that discharge into the Willamette River doing to meet water quality regulations?*

The City of Albany, in partnership with local industries, recently broke ground on a large, constructed wetlands natural treatment system that will cool the effluent and help remove toxics. These functions are similar to the ones anticipated to be achieved with TMDL alternatives currently being considered by the City.

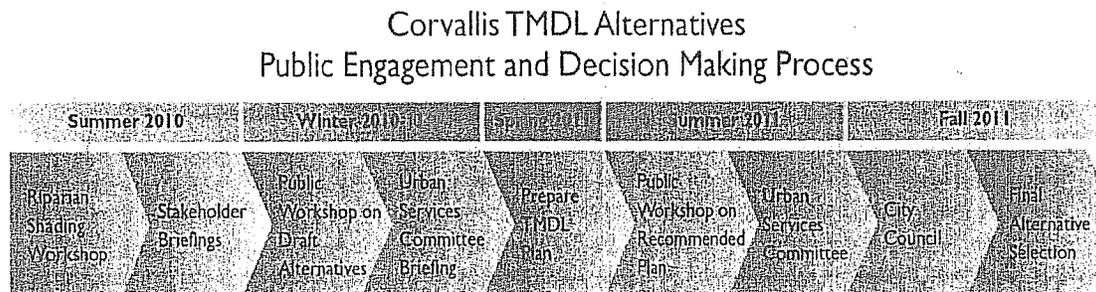
The communities of Eugene and Springfield are considering the expansion of their existing recycled water program to remove up to 10 million gallons per day (MGD) of wastewater effluent that would otherwise be discharged to the Willamette River. Many other communities around Oregon will be working to address temperature and toxics limits and will need to go through a similar TMDL alternatives evaluation process as is being conducted in Corvallis.

11. *Can't we solve our temperature problem by using less water in our homes?*

The City has promoted water conservation in the community since the late 1980's through a variety of methods, including cash rebates for water saving devices, home and irrigation system water audits, and premium pricing for irrigation water use over a prescribed minimum amount. An analysis of Corvallis' water use data from 1990-2009 indicates that per capita production has decreased from 158 to 133 gallons per capita per day. Continuing to conserve drinking water is important for many reasons, but this is not considered to be a stand-alone solution to the effluent temperature restrictions that have been placed on water discharged from the wastewater reclamation plant. Continued voluntary water conservation in our community will help, but is only one part of a larger TMDL solution that will need to be implemented by the City.

12. What is the process for selecting an alternative?

A public education and outreach process will be completed over the coming months to seek public input about the three alternatives developed in the TMDL Alternatives Evaluation Project and other potential alternatives. After the initial public education and outreach process is completed, a subcommittee of the City Council, the Urban Services Committee, will consider the public input and the work of the City's staff and engineering consultant, accept additional public input and select a preferred TMDL alternative in the summer or fall of 2011.



For more information please visit the project website.
<http://www.ci.corvallis.or.us/tmdl>

Public Workshop

Wastewater Reclamation Plant Total Maximum Daily Load (TMDL) Alternatives

December 7, 2010

Presenters



▼ Tom Penpraze



▼ Preston Van Meter

Workshop Overview

- ▼ Discuss Willamette River water quality regulations
- ▼ Summarize results of the citizen survey on water reuse
- ▼ Present TMDL alternatives & evaluation
- ▼ Breakout into groups: Community Values Assessment
 - Review Triple Bottom Line (TBL) evaluation criteria
 - Comments on TBL criteria and weightings
 - Other options to consider?
- ▼ Review next steps

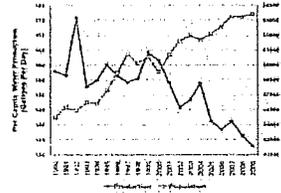
WWRP NPDES Permit Status

- ▼ National Pollutant Discharge Elimination System (NPDES) permit renewal
- ▼ Excess thermal load (temperature) limits
- ▼ Temporary reserve capacity allocation
- ▼ City must pursue longer term temperature TMDL solution

Current and Future Regulations

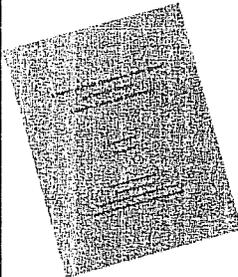
- ▼ Current Willamette River TMDLs
 - ┆ Mercury, Bacteria and Temperature
 - ┆ Temperature is greatest concern
- ▼ Future points squarely to more stringent regulations
 - ┆ More Willamette River TMDLs
 - ┆ Toxics
 - ┆ Constituents of Emerging Concern (CEC)
 - Pharmaceuticals
 - Personal care products
- ▼ Potential WWRP Treatment Costs: >\$100 Million

The Role of Water Conservation



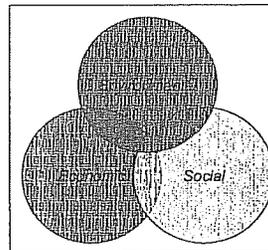
- ▼ Water conservation important for many reasons
- ▼ Has been focus of City for 20 years!
- ▼ Corvallis uses 133 gallons per person per day
- ▼ Water conservation alone will not address the temperature issues associated with our wastewater discharge

OSU Citizen Survey



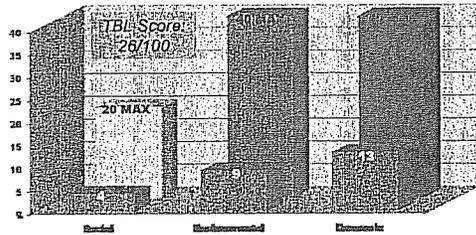
- ▼ Conducted by Oregon State University Public Policy Program Graduate Student
- ▼ Seek community input before developing TMDL Alternatives
- ▼ Assess public acceptance and opinions about water reuse
- ▼ Help develop public engagement and outreach process
- ▼ Mailed survey to 1,116 registered voters with 46% response rate

Factors influencing acceptance



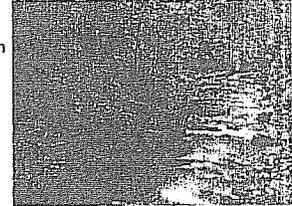
- ▼ Sustainability
- ▼ Trust in city/public utility
- ▼ Community culture
- ▼ Environmental effects
- ▼ Health effects
- ▼ Awareness of water problems/issues
- ▼ Project cost

Mechanical Cooling Alternative



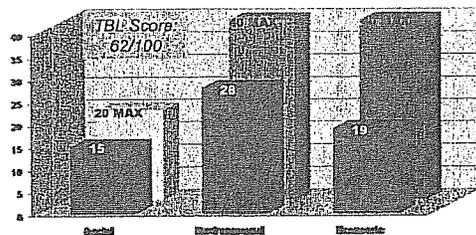
Riparian Shading

- ▼ Temperature only solution
- ▼ Multiple local and regional riparian shading options considered
 - Require 40-80 miles of riparian shading on local tributaries
 - Focus on Willamette Tributaries
- ▼ Riparian Shading Workshop
 - Should be a part of the temperature solution
 - Focus on local watershed enhancements/investments
- ▼ Level of riparian shading to be determined



Cost: \$5 - \$10 Million over first 5 years plus 2-3 FTE City program staffing

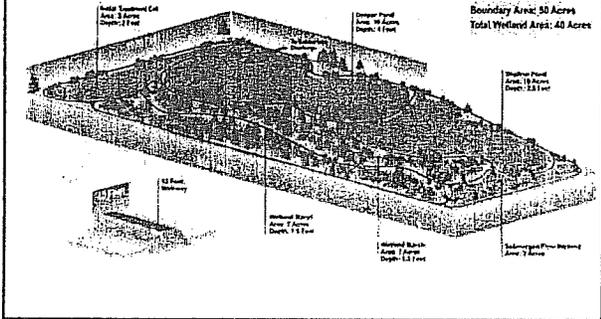
Riparian Shading Alternative



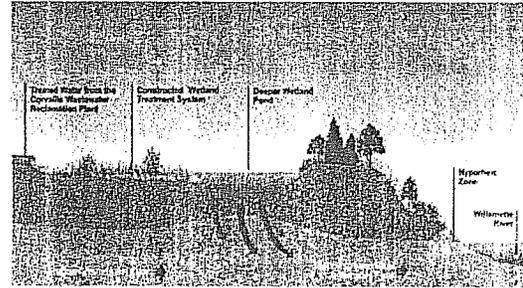
Current TMDL Alternatives

- ▼ TMDL Alternatives targeting multiple benefits incorporate reuse and natural treatment systems
 - Irrigation in parks, open space and for Agricultural uses
 - Treatment: temperature, nutrients, toxics, CECs, etc.
 - Consider habitat, natural areas and public use
 - Capacity: 7-10 Million Gallons per Day (MGD)
- ▼ Focus on natural treatment systems
 - Riparian shading
 - Constructed/treatment wetlands
 - Subsurface (hyporheic) discharge
 - Water recycling
- ▼ Inadequate demand in City's Urban Growth Boundary
 - Maximum ~ 3 MGD

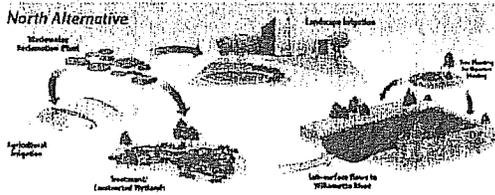
Multiple Benefit Alternatives: Constructed Wetlands



Multiple Benefit Alternatives: Subsurface Discharge

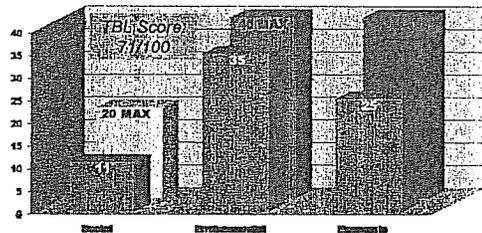


North Alternative

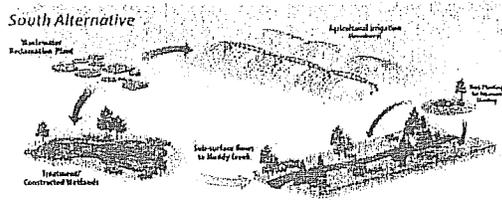


Capital Cost	\$ 24.1 Million
50-Year Lifecycle Cost	\$ 25.9 Million
Est. Carbon Footprint	130 MTCO ₂ per year

North Alternative

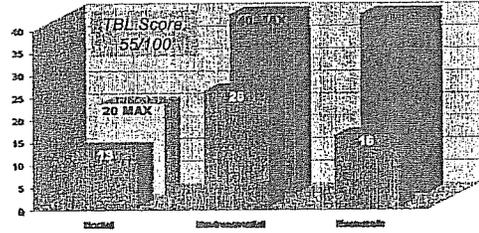


South Alternative

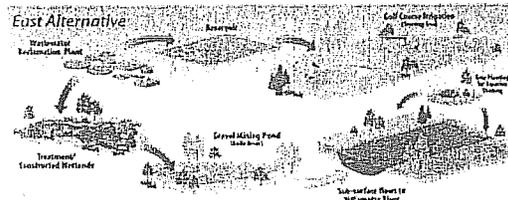


Capital Cost \$ 40.1 Million
 50-Year Lifecycle Cost \$ 45.6 Million
 Est. Carbon Footprint 580 MICO₂ per year

South Alternative

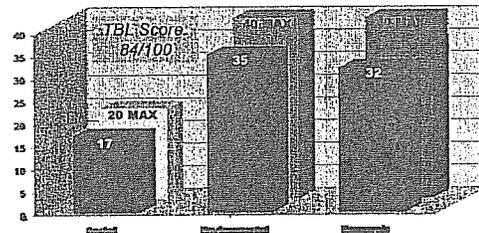


East Alternative



Capital Cost \$ 13.2 Million
 50-Year Lifecycle Cost \$ 14.9 Million
 Est. Carbon Footprint 130 MICO₂ per year

East Alternative

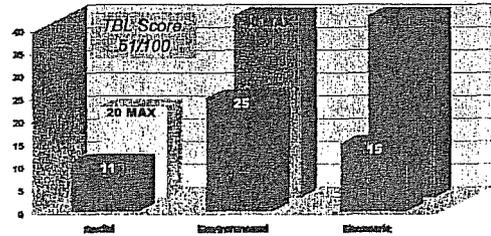


West Alternative

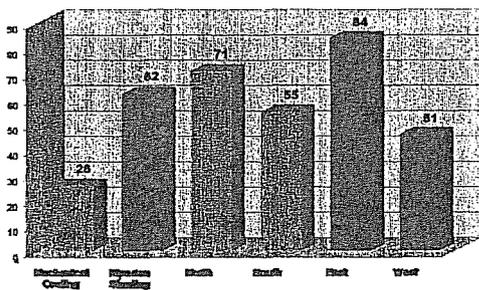


Issue: Maximum Capacity ~ 2.2 MGD
 Capital Cost \$ 13.4 Million
 50-Year Lifecycle Cost \$ 14.1 Million
 Est. Carbon Footprint 20 MTCO₂ per year

West Alternative



TBL Scores for TMDL Alternatives



General questions and discussion followed by breakout work groups

Next Steps in Public Process

- ▼ City staff update Urban Services Committee & City Council
- ▼ Additional public meetings may be scheduled in early 2011
- ▼ Send comments to the Public Works Department
- ▼ Project Website at www.ci.corvallis.com/lmdl

Corvallis THDL Alternatives
Public Engagement and Decision Making Process





PUBLIC WORKSHOP

ROLE OF RIPARIAN SHADING IN MEETING WATER QUALITY REQUIREMENTS CITY OF CORVALLIS TMDL ALTERNATIVES PROJECT

June 9, 2010

6:00 – 8:30 pm

Main Fire Station Meeting Room (Council Chambers)
400 NW Harrison Blvd., Corvallis, OR 97330

Please join us for a public workshop to discuss how riparian shading (tree planting) can help the City of Corvallis comply with current and future regulations for wastewater discharge into the Willamette River. While the focus of the workshop will be on tree planting as an option to reduce the temperature effects of wastewater discharge on Willamette River water quality, other options to reduce temperature and regulatory compliance issues such as toxic pollutants will be examined.

Doors open at 6:00 pm with informational displays and informal discussions with staff and consultants.

The workshop program begins at 6:30 and includes:

- Panel discussion with Kendra Smith, watershed specialist with Bonneville Environmental Foundation, Tom Penpraze, City's Utilities Division Manager, and Preston Van Meter, project manager with Kennedy/Jenks Consultants.
- Small breakout groups to discuss the role that riparian shading can play in the City's efforts to meet water quality regulations, the factors that need to be considered, and the available opportunities.
- Reporting out the results of the breakout group conversations.
- Identification of the next steps in the process.

For more information, contact Tom Penpraze, Utilities Division Manager, Corvallis Public Works Department at tom.penpraze@ci.corvallis.or.us or 541-766-6916 or Jim Owens, Jim Owens Cogan at jim.owens@cogancogan.com or 503-225-0192 x204.

Information on the City's TMDL Alternatives Project can be found at:
http://www.ci.corvallis.or.us/index.php?option=com_content&task=view&id=3878&Itemid=4429

Sponsored by:

Urban Services Committee, Corvallis City Council
City of Corvallis Public Works Department
Benton County Soil & Water Conservation District
Cascade Pacific Resource Conservation & Development
Marys River Watershed Council

Attachment B

Flyer Announcing the Workshop



**ROLE OF RIPARIAN SHADING IN MEETING WATER QUALITY REQUIREMENTS
CITY OF CORVALLIS TMDL ALTERNATIVES PROJECT**

JUNE 9 PUBLIC WORKSHOP SUMMARY

Overview

The City of Corvallis Public Works Department conducted a public workshop on June 9, 2010 in support of its TMDL (Total Maximum Daily Load) Alternatives Project. Approximately 22 local citizens participated. The complete list of attendees is included in Attachment A.

The purpose of the workshop was to explore how riparian shading (tree planting) can help the City comply with state regulations for wastewater discharge into the Willamette River. Additionally, the workshop was designed to:

- Provide background on issues and options, focusing on the role of riparian shading in addressing compliance with water quality regulations.
- Design a practical, cost-effective, sustainable riparian shading strategy.
- Define the best path(s) forward.

The workshop, "The Role of Riparian Shading in Meeting Water Quality Requirements" was co-sponsored by:

- Urban Services Committee, Corvallis City Council
- City of Corvallis Public Works Department
- Benton County Soil & Water Conservation District
- Cascade Pacific Resource Conservation & Development
- Mary's River Watershed Council.

The June 9 workshop was an initial step in the City's public education and outreach program for the TMDL Alternatives Project. It was specifically requested by the Urban Services Committee as part of an analysis of the role of riparian shading in addressing water temperature requirements.

The workshop was publicized on the City's website and through email notices to a targeted set of organizations and stakeholders, with media releases and flyers posted throughout the City.

Workshop Program

The workshop program was developed cooperatively with the workshop co-sponsors in a February 18 planning session.

Community members were welcomed at 6:00 to informally meet with staff and view informational posters and materials. Utilities Division Manager, Tom Penpraze, opened the meeting at 6:30 by thanking everyone in attendance, introducing City and consultant staff and explaining the meeting approach and purpose.

Preston Van Meter with Kennedy/Jenks Consultants and Kendra Smith of the Bonneville Environmental Foundation presented background information and discussed the following issues:

- Regulatory challenges facing the City
- The City's approach to these challenges
- Alternative approaches being studied
- Benefits and limitations of riparian shading
- Opportunities for riparian shading.

A question and answer session followed the presentation (see Attachment F), after which participants broke out into two smaller groups for a facilitated discussion.

Input Received

During the question and answer session following the presentation, the following questions were raised by meeting participants with answers provided by the presenters and other meeting attendees:

How much would water use in the City need to decrease in order to avoid increasing temperature impacts to the Willamette River over time?

City staff indicated that water conservation would certainly play a role, but that the City must plan for projected population growth in the City and cannot rely solely on conservation for WWRP regulatory compliance.

How much of Clean Water Services' temperature reduction was solved by riparian shading, relative to flow diversion and other strategies?

Kendra Smith did not recall the exact proportion of temperature reduction from shading versus flow diversion, but indicated that the ratio can change annually based on shading conditions. Ms. Smith indicated that the control of Scoggins Dam discharge from Haag Lake to the Tualatin River provides a buffer to increase cooler flows during periods when temperature reductions cannot be met by riparian shading alone.

How are dams regulated for temperature impacts in the Willamette River Basin?

Ranei Nomura of the Oregon Department of Environmental Quality (DEQ) indicated that Willamette River basin dams are regulated by different permits than wastewater treatment plants, but that temperature is regulated in dam

discharges with a goal of protecting endangered salmonids and other beneficial uses in the Willamette River.

Meeting participants were then asked to address three questions in two small group discusses facilitated by Xan Augerot from the Marys River Watershed Council and Karen Strohmeier from Cascade Pacific Resource Conservation & Development. Detailed small group discussion transcriptions are included in Attachment G.

1. What role can riparian shading play in the City's efforts to meet water quality regulations?

There was general agreement that riparian shading should be part of a diverse portfolio of approaches for meeting temperature and other water quality permitting requirements at the wastewater reclamation plant (WWRP). However, it was pointed out that the role of riparian shading for WWRP temperature compliance is difficult to estimate in the Corvallis area because much of the land adjacent to streams is privately owned, whereas the riparian shading program for Clean Water Services in the Tualatin River Basin had an abundance of public lands available for their riparian shading program.

A suggestion was made to develop incentive programs for property owners along local streams to encourage riparian restoration and tree planting along with providing access for future maintenance as would be required for a riparian shading program tied to WWRP temperature compliance.

Temperature reduction, carbon sequestration and resource restoration were identified as benefits of riparian shading. It was mentioned that riparian shading programs provide opportunities to purchase land for preservation through conservation easements. Another comment was that conservation easements are often perceived negatively by farmers as a way of converting "farmland into parkland."

It was noted that planting trees for riparian shading is a true investment that will continue to grow over time and provide other ecological benefits. Other discussion noted that natural systems like wetlands and gravel mining reclamation associated with several of the TMDL alternatives also provide multiple, long-term ecological benefits and opportunities for a similar investment in the environment.

2. What factors need to be considered in pursuing riparian shading?

In developing a riparian shading program, participants suggested the City consider the following factors:

- Long-term operations and maintenance costs and requirements, including additional City staff;
- The cost of purchasing access or conservation easements for maintaining trees as required to assure WWRP temperature compliance;
- Buffer widths and other standards that may impact both the adjacent property and the effectiveness of shading;
- Opportunities for building local and regional partnerships and collaborations;

- The need to address toxics and emerging contaminants (pharmaceuticals, personal care products, etc.) through other means;
- Pursuing local demonstration projects to begin to build support for a riparian shading program in the City; and
- Identifying the role that individual community members can play in improving and maintaining local streams.

A suggestion was made to investigate the ability to develop a local riparian shading program that would meet WWRP temperature requirements (i.e. Marys River Watershed) rather than the more regional solutions presented. This would require building a local restoration economy including ensuring capacity in local nurseries to provide trees and other supplies for restoration projects, and mobilization of local groups to help facilitate installation and perhaps assist in ongoing maintenance.

It was also noted that restoration and planting techniques are constantly evolving and are specific to each restoration site. Much work has been done in effective tree planting and protection of streams by the US Forest Service Region 6 and this expertise could prove helpful for a riparian shading program in the City. It was also pointed out that changes in hydrology related to shading may have other effects, for example, on agricultural activities that will need to be taken into account in some restoration areas.

Another important factor for developing a riparian shading program will be to have early successes to help build public support for the program. An attendee also said the EPA is developing an ecosystems services approach that may be relevant and could provide an opportunity for homeowners to leverage ecological improvements on their private property. For example, a homeowner who plants trees along a stream could develop carbon credits that could ultimately be sold under a carbon cap-and-trade system.

3. Where are the opportunities for riparian shading?

There was general agreement from most participants that the City should focus on areas within the City first before exploring the more regional opportunities summarized in the presentation. City staff noted the City has new, high resolution aerial photographs that could be used to help identify potential restoration areas in the City. The Marys River Watershed Council also has some data on potential restoration opportunities.

The Marys River Watershed presents local opportunities, but it was noted that many more miles of river frontage would need to be restored to provide enough temperature reduction due to the relative good health of the watershed. Other impacted streams like the Long Tom River near Eugene have more flow and better restoration opportunities that would provide more cooling and, therefore, fewer required river miles of riparian shading. However, many felt there were local shading opportunities on both the Marys River, Muddy Creek and other local streams that would be a better local investment.

Meeting participants suggested that opportunities for riparian shading in the Corvallis vicinity will ultimately depend on the interest and motivation of private

landowners, along with a willingness to potentially provide access to their property for maintenance for a minimum of 5 years and perhaps longer. A common opinion of many in attendance was that local streams are largely well shaded with a good riparian shade canopy and that riparian restoration efforts would largely need to be outside the City's Urban Growth Boundary to provide the level of riparian shading needed for the WWRP.

Oregon DEQ representatives noted that it may not be feasible for the City to plant trees regionally on a stream like the Long Tom River due to an opinion provided by the Environmental Protection Agency that there be a "nexus" or direct linkage between the location of riparian shading (the location of credits) and the point source location (WWRP outfall). Project staff indicated that this seemed contrary to the understanding that the City was able to obtain credits for riparian shading above the point of maximum impact in the Willamette River at the confluence of the South Santiam River. Staff will be following up on this issue with DEQ to identify boundaries for a riparian shading program for WWRP temperature compliance.

Conclusions

Based upon the presentations and input received, conclusions from the workshop are:

- There are a number of water quality issues facing the City's wastewater reclamation plant. The Willamette River Temperature TMDL is the most immediate water quality issue, but anticipated future regulations on toxics could have a far greater impact on cost of treating the City's wastewater.
- TMDL alternatives should include riparian shading as part of a diverse portfolio of approaches to address multiple water quality issues and maximize the City's investment in wastewater treatment. As such, riparian shading is a temperature-only alternative and is not being considered as a stand alone alternative for WWRP compliance.
- Preference should be given to natural treatment systems like wetlands and hyporheic river discharge providing treatment for multiple pollutants, including temperature and toxics, in lieu of expensive WWRP upgrades.
- Among the benefits of riparian shading are temperature reduction, carbon sequestration, and resource restoration. Riparian shading may also provide opportunities to purchase land for preservation through conservation easements and for collaborative efforts to increase public awareness of water quality issues.
- Incentive programs will be needed to encourage private landowner participation in riparian shading projects. Landowner willingness may be the greatest challenge to riparian shading.
- A variety of factors and costs need to be considered in pursuing riparian shading, including long-term operation and maintenance costs and requirements, the cost of purchasing easements, and buffer widths and other standards that may limit shading opportunities.
- Building partnerships and collaborations with local watershed and other interest groups as well as demonstration projects will be important for building support for the City's riparian shading program.
- In seeking locations for riparian shading projects, the City should first focus on riparian shading opportunities in close proximity to the City (i.e. Marys River and

Muddy Creek) before exploring more regional opportunities (i.e. Long Tom River).

ATTACHMENTS

- Attachment A - List of meeting attendees
- Attachment B - Flyer announcing the workshop
- Attachment C - Press release announcing the workshop
- Attachment D - Workshop program
- Attachment E - Frequently Asked Questions
- Attachment F - Workshop presentation
- Attachment G - Small group discussion transcriptions
- Attachment H - Comment Form

Attachment A

List of Meeting Attendees

LIST OF MEETING ATTENDEES

Public Attendees *(Note: Only those persons who signed in are listed.)*

Alan Amoth
Sarah Bice
Mary Dasch
Dave Eckert
Liz Frankel
Todd Greely
John Meha
Rochelle Murphy
Ed Radke
Alan Req
Jeanne Riha
Adam Stebbins
Reenie Summer
Denis White

Workshop Co-Sponsors

Melena Ashford, Marys River Watershed Council
Xan Augerot, Marys River Watershed Council
Jennifer Ayotte, Benton County Soil and Water Conservation District
Tim Dehne, Benton County Soil and Water Conservation District
Karen Strohmeier, Cascade Pacific Resource Conservation & Development
Thom Whittier, Marys River Watershed Council

Regulatory Agencies

Chris Bayha, Oregon Department of Environmental Quality
Ranei Nomura, Oregon Department of Environmental Quality

City Council and Staff

Richard Hervey, City Council
Jon Nelson, City Manger
Steve Rogers, Public Works Director

Tom Penpraze, Utilities Division Manager
Mary Steckel, Administrative Division Manager
Dan Hanthorn, Wastewater Operations Supervisor

Presenters

Kendra Smith, Bonneville Environmental Foundation
Preston Van Meter, Kennedy/Jenks Consultants

Facilitator

Jim Owens, Cogan Owens Cogan

OVERVIEW OF THE CITY OF CORVALLIS TMDL ALTERNATIVES EVALUATION PROJECT AND PUBLIC OUTREACH PROCESS

The Corvallis Public Works Department is addressing new Oregon Department of Environmental Quality (DEQ) regulations that will dramatically affect the requirements and associated costs for discharging from the City's wastewater reclamation plant (WWRP) into the Willamette River. These include water temperature limitations to protect endangered salmon and steelhead, and Oregon Senate Bill 737 requiring monitoring and reduction of toxic pollutants and new Nitrogen limitations. There are also emerging concerns about pharmaceuticals and personal care products.

To address these new and future water quality regulations, the City retained a consultant to complete a Total Maximum Daily Load (TMDL)¹ Alternatives Evaluation. The purpose of the TMDL Alternatives Evaluation project was to evaluate what the City would need to do over the long-term to comply with current National Pollutant Discharge Elimination System (NPDES) Permit limits, assess the economic impacts of current and potential future regulations, and evaluate the alternatives identified for diverting Willamette River discharge during the spring, summer and fall. To reduce impacts on ratepayers, the focus of the TMDL alternatives considered to date are lower cost natural treatment systems and indirect river discharge. The options currently under consideration include a combination of riparian shading (tree planting), recycling wastewater for irrigating parks or golf courses, agricultural irrigation, wetlands development and other uses.

A variety of water recycling alternatives and their associated water demands inside and outside the City's urban growth boundary (UGB) were evaluated for cost and sustainability considerations. A "triple bottom line" (TBL) methodology was developed to assess social, environmental and economic considerations, and carbon footprints were estimated for each alternative. The following is a summary of the TBL methodology and the 100-point scoring system utilized in evaluating the alternatives:

- **Social** considerations include activities that shape local, national and international public policy, equality, treatment of minorities, quality of life and issues of public concern. Twenty (20) points was allocated to social considerations for community quality of life, working conditions, local job creation and public policy leadership.
- **Environmental** considerations include the effect of processes, products or services on the environment. These may include air, water, land, natural resources, flora, fauna and human health. Forty (40) points was allocated to environmental considerations for sustainability and regulatory compliance.

¹ TMDL (Total Maximum Daily Load) is a pollution load limit calculated by the Oregon Department of Environmental Quality (DEQ) used to address water quality problems on a watershed scale. The TMDL describes the amount of pollution that can enter waterways and still not violate state water quality standards. TMDLs take into account pollution from all sources, and set limits for each discharge, including City of Corvallis wastewater.

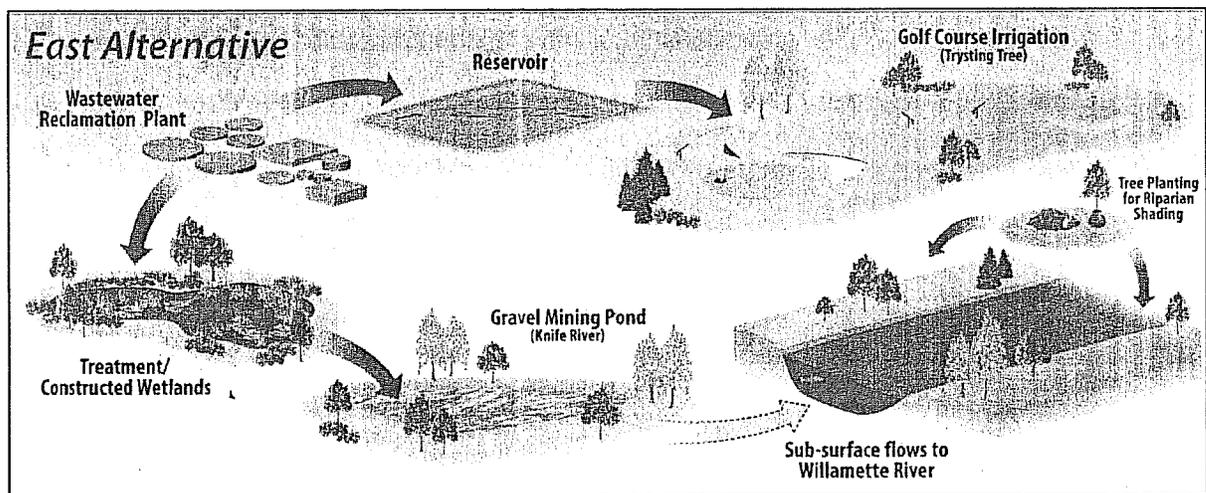
- **Economic** considerations reflect activities related to shaping demand for products and services, employee compensation, community contributions, local procurement policies and other monetary issues. Forty (40 points) was allocated to environmental considerations for capital cost, lifecycle cost, permitting and land acquisition.

The TMDL alternatives analysis completed by the consultant indicates there are insufficient water recycling opportunities inside the City's UGB and that no single water recycling alternative will, by itself, provide reasonable assurance of long-term WWRP TMDL compliance. As a result, three TMDL alternatives that are a combination of water recycling and indirect river discharge were developed that include a combination of golf course irrigation, agricultural irrigation, natural wetland treatment systems and indirect river discharge.

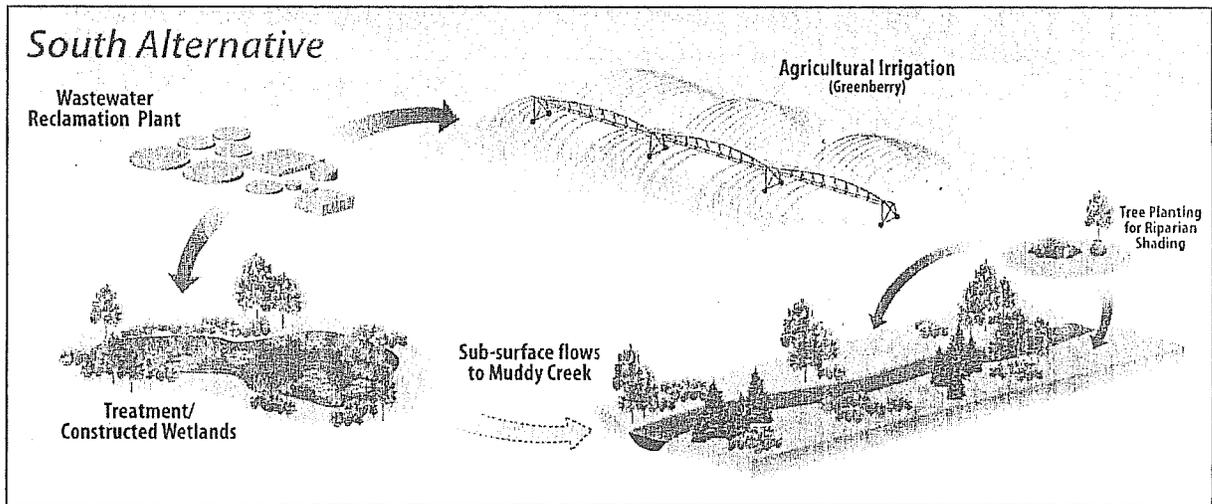
On June 9, 2010 the City hosted a workshop to explore the benefits of riparian shading (tree planting) along local streams in meeting water quality requirements. Based on the workshop results, riparian shading is considered to be an essential part of the strategy to address water temperature requirements, but is not considered a stand-alone alternative for long-term WWRP TMDL compliance. Riparian shading will be included as a component of the TMDL alternative ultimately selected by the City.

The TMDL alternatives developed to date are located geographically north, south, east and west of the WWRP. It is important to note that these alternatives are largely conceptual in nature, and that not all the property owners identified have entered into discussions with the City regarding the proposed water recycling and natural treatment facilities.

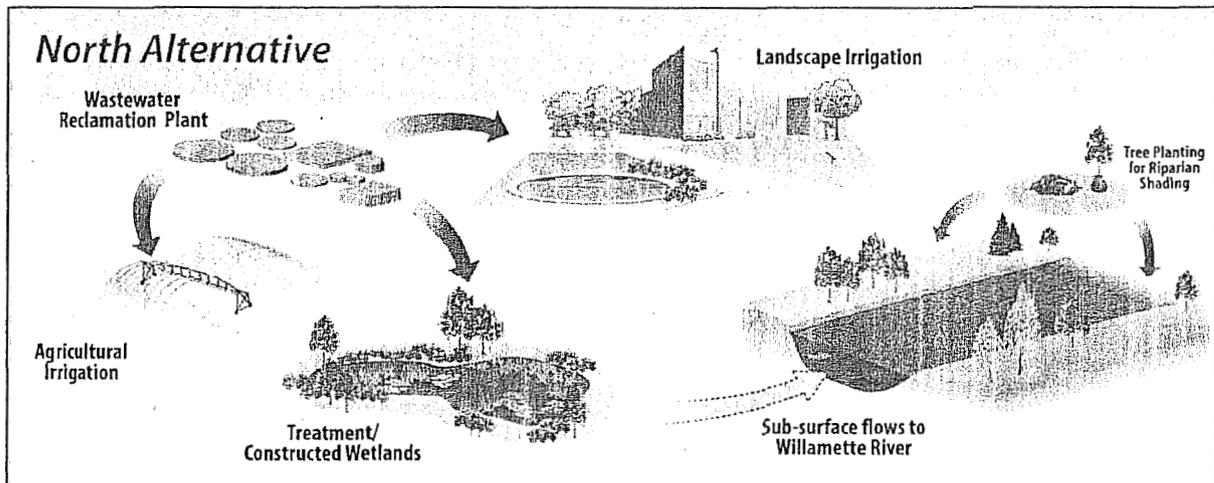
Of these alternatives, the East Alternative has the lowest 50-year lifecycle cost, TBL score and carbon footprint. The 50-year lifecycle cost is a combination of the initial construction cost and annual facility operations and maintenance (O&M) costs for a 50-year period. The current TMDL alternatives are summarized below, along with the 50-year lifecycle cost, TBL score and carbon footprint. The estimated costs are preliminary and do not include a riparian shading component that will be included in any alternative selected by the City.



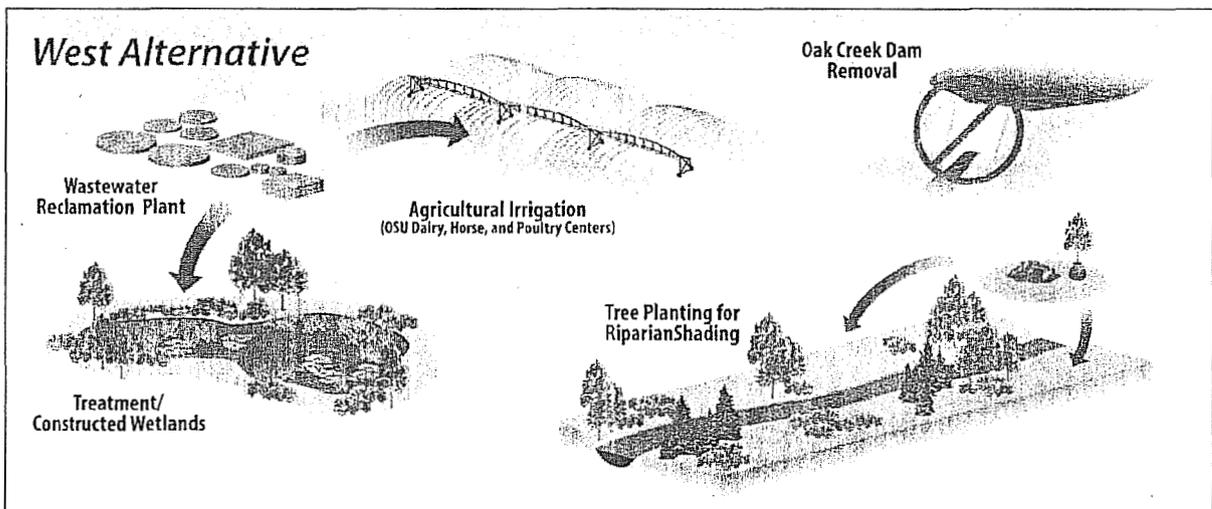
The **East Alternative** involves pumping treated WWRP water across the Willamette River for irrigation at Trysting Tree Golf Course and construction of a wetland natural treatment system at Berg Park. Water leaving the wetland treatment system would flow into Clark Pond currently owned by Knife River Inc. (formerly Morse Brothers, Inc.) and flow underground in shallow groundwater to the Willamette River. Development of the East Alternative would provide opportunities to expand the water features at Trysting Tree Golf Course and develop Berg Park into a natural area with walking paths and interpretive stations that will be attractive locations for observing migrating birds and other species. For the East Alternative, the estimated 50-year lifecycle cost is \$14.9 million, the TBL score is 84, and the carbon footprint is 130 metric tons of CO₂.



The **South Alternative** combines irrigation and land discharge (constructed wetland or indirect discharge) options south of the City's UGB. Agricultural irrigation would require an approximately 12-mile pipeline south to Greenberry Irrigation District (GID). Recycled water would be used to provide hydrology for a constructed wetland at the Muddy Creek Sporting Club, or indirect discharge to Muddy Creek. For the South Alternative, the estimated 50-year lifecycle cost is \$45.6 million, the TBL score is 55, and the carbon footprint is 580 metric tons of CO₂.



The **North Alternative** includes recycling water with potential end users along the Highway 20 corridor, approximately one mile northeast of the WWRP. Treatment and constructed wetlands east of Highway 20 would receive recycled water, with subsurface discharge to the Willamette River. Recycled water could also be used to irrigate the grounds at the Hewlett-Packard campus. For the North Alternative, the estimated 50-year lifecycle cost is \$25.9 million, the TBL score is 71, and the carbon footprint is 130 metric tons of CO₂.

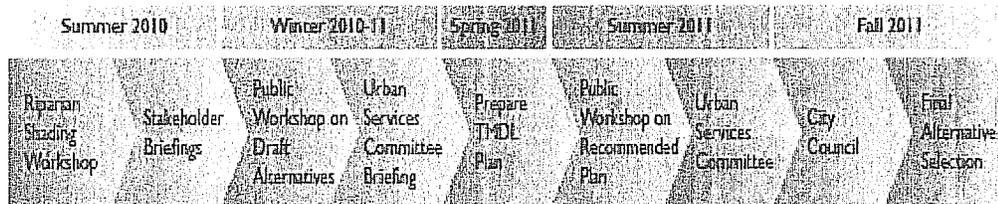


A potential fourth TMDL alternative, called the **West Alternative**, has been recommended by a group of Oregon State University graduate students. This alternative involves pumping wastewater effluent west of the WWRP to the OSU Dairy on Harrison Boulevard to provide recycled water for agricultural irrigation. An additional benefit of this alternative is the potential to eliminate a “pushup” dam in Oak Creek used to support dairy operations in the summer. This dam is a barrier that prevents endangered fish from migrating up Oak Creek to spawn. The estimated demand of 2.2 MGD for this alternative falls short of the desired 7 to 10 MGD capacity for the TMDL alternatives. For the West Alternative, the estimated 50-year

lifecycle cost is \$14.1 million, the TBL score is 51, and the carbon footprint is 20 metric tons of CO₂.

The City is currently undertaking a public engagement strategy with regional stakeholders and the general public. Over the next several months, input will be gathered on the existing alternatives and other potential options that should be considered. These efforts will include public workshops to solicit comments on the criteria used to evaluate alternatives, an appropriate range of alternatives, and a recommended (best performing) alternative.

Corvallis TMDL Alternatives Public Engagement and Decision Making Process



For more information or to discuss these issues with City staff, please contact the Public Works Department at (541)766-6916 or visit the project website at <http://www.ci.corvallis.or.us/tmdl>. The executive summary for the TMDL Alternatives Evaluation can be viewed at <http://www.ci.corvallis.or.us/downloads/pw/TMDL/ExecutiveSummary.pdf>



CORVALLIS CITY ATTORNEY
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Corvallis, OR 97333
Telephone: (541) 766-6906
Fax: (541) 752-7532

MEMORANDUM

To: Urban Services Committee

From: Jim Brewer, Deputy City Attorney 

Date: February 17, 2011

Subject: Sidewalk and Street Tree Liability Issues

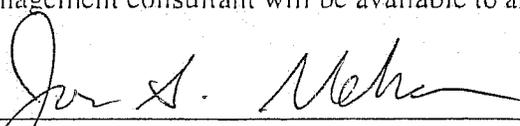
Issue:

The City Council referred the issue of whether to continue limiting the City's liability for damage caused by street trees and sidewalks back to the Urban Services Committee for consideration.

Background:

Currently the City has ordinances assigning liability resulting from hazardous street trees and improperly maintained sidewalks to the adjoining property owners. In the context of the City Council's recent action approving the Sustainability Initiatives Funding (SIF) ordinances, the Committee considered whether the City should assume liability in these situations as well as the financial responsibility to make the repairs.

At the last meeting staff provided a report and recommended draft language which would have continued assigning liability to the adjoining property owner. The minutes of the last meeting and the staff report are attached for your consideration. Staff and representatives from the City's risk management consultant will be available to answer questions the Committee might have.



Review and Concur
Jon S. Nelson, City Manager

USC- Liability and SIF Ordinances
Page 1

**URBAN SERVICES COMMITTEE
MINUTES
January 20, 2011**

Present

Hal Brauner, Chair
Richard Hervey
Roan Hogg

Staff

Jon Nelson, City Manager
Ellen Volmert, Assistant City Manager
Karen Emery, Parks and Recreation
Director
Steve Rogers, Public Works Director
Jim Brewer, Deputy City Attorney
Mary Steckel, Public Works Administration
Division Manager
David Phillips, Park Operations Supervisor
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Municipal Code Review: <ul style="list-style-type: none"> • Chapter 2.15, "Sidewalk Improvements" • Chapter 2.19, "Tree and Park Strip Planting" • Chapter 3.06, "City Services Billing" 			Amend Municipal Code by means of an ordinance to be read by the City Attorney Amend Municipal Code by means of an ordinance to be read by the City Attorney Amend Municipal Code by means of an ordinance to be read by the City Attorney
II. Council Policy Review: CP 91-7.08, "Sidewalk Policy"			Amend Policy
III. Other Business			

CONTENT OF DISCUSSION

Councilor Brauner called the meeting to order at 5:00 pm.

I. Municipal Code Review: (Attachment)

Public Works Director Rogers explained that the proposed ordinances were prompted by the recently adopted Sustainability Initiatives Funding (SIF) ordinances. Existing Municipal Code provisions must be amended to be consistent with the SIF ordinances.

- Chapter 2.15, "Sidewalk Improvements"

Mr. Rogers noted an error in the staff report. The second-to-last sentence on the first page states, "Second, new language is added, specifically for the repair of sidewalk panels, that puts in place a liability handoff from the abutting property owner to the City." 'Financial responsibility' should replace 'liability' in this sentence. He clarified that the financial responsibility for sidewalk repair would be transferred from the abutting property owner to the City; however, the liability would remain with the property owner. The Code excluded driveway approaches and hazards caused by snow, ice, or vegetation on the sidewalk.

Mr. Rogers said the existing Municipal Code Chapter 2.15, "Sidewalk Improvements" should be amended as follows [*staff report Attachment B*]:

- In two places, the word 'shall' should be changed to 'may.' The change applies to several situations, including driveway approaches, new sidewalk construction, and sidewalk repair. Code flexibility was needed for these situations because the City Manager may still give notice for all these situations, except sidewalk repair, in which case the City would perform the repair.
- A new Section 2.15.170 2) would provide that the City would be financially responsible for sidewalk repairs, per the Council Policy regarding sidewalks. The new provision would also indicate that repairs would be dependent upon available resources, the degree of sidewalk defect, the City budget, City staffing, and other elements affecting prioritization of sidewalk repairs. The new provision would exclude repair of driveway approaches and clearing sidewalks of obstructions, ice, snow, leaves, or vegetation.

Based upon a motion moved and seconded by Councilors Hervey and Hogg, respectively, the Committee unanimously recommends that Council amend Corvallis Municipal Code Chapter 2.15, "Sidewalk Improvements," **by means of an ordinance to be read by the City Attorney.**

- Chapter 2.19, "Tree and Park Strip Planting"

Parks and Recreation Director Emery explained that the proposed significant amendment to Municipal Code Chapter 2.19, "Tree and Park Strip Planting," would require that property owners contact City staff in writing when they noticed a defective tree. As with the previous ordinance, a new Section 2.19.160 2) would include provision that the City's remedies of tree failures would be based upon available resources, degree of tree defect, budget, staff, and other factors as deemed appropriate by the City Manager [*staff report Attachment D*].

In response to Councilor Hogg's inquiries, Deputy City Attorney Brewer explained that a property owner who notified the City in writing about a failing tree would still be liable for any personal or property damage caused by the tree. The proposed ordinance would change the funding responsibility for maintenance or removal of hazardous street

trees. The property owner would remain liable for any damages until the tree problem was abated.

Mr. Brewer further explained that the City inventoried trees identified as hazards. When a tree might drop a branch or fail was not predictable. Staff used its professional judgment to determine the priority of tree removal, given available resources.

Ms. Emery clarified that City Forester Merja inventoried and assessed the condition of the City's street trees. The inventory included trees that prompted concern but were not yet deemed hazards. The proposed ordinance would require property owners to notify the City in writing when they observed defects in street trees.

Councilor Hogg expressed concern that a property owner would notify the City of a defective tree but would not be financially responsible for remedying the problem. The property owner would be liable for any damages if the tree failed before the City remedied the problem.

Ms. Emery responded that the property owner could pay for remedying the tree problem. This procedure was currently used if the City no longer had funds for tree remediation. The City Forester would be involved in the remediation.

City Manager Nelson noted that staff spoke with the City's agent of record and insurance carrier regarding the scenario Councilor Hogg described. The agent of record and City County Insurance Services indicated that the City could establish methods allowing the City to collect and pay for tree removal, urban forest work, and sidewalk work. The insurance carrier would not accept the transfer of liability from property owners to municipalities. Communities with similar programs do not absolve property owners of liability exposure, partially because the insurance industry will not absorb the additional liability for governmental entities.

Assistant City Manager Volmert added that the SIF fee was not intended to pay the City's liability expenses; it was intended to provide financial resources that did not previously exist for sidewalk and tree safety.

Mr. Brewer commented that incorporating self-insurance into the SIF fees would result in significantly higher fees.

Ms. Volmert explained that Oregon law provided for discretionary liability for public officials, based upon the officials' decisions regarding budgeting or fees. When the designated funding is exhausted, the officials are not liable. Mr. Brewer added that the provision is termed "discretionary immunity."

Councilor Hogg noted that Ward 2 had many older trees. Ward 2 property owners expressed concern regarding their liability if the trees failed, as they would not have

financial responsibility for tree maintenance. The property owners believed they should not be liable for damages after notifying the City of tree hazards.

Councilor Brauner summarized that the proposed ordinance would change how street tree maintenance was funded but would not change liability.

Mr. Brewer responded that, barring Council direction otherwise, the proposed ordinance would change street tree maintenance financial responsibility from property owners to the City but would not change liability for property owners.

Councilor Brauner further summarized that property owners could pay for street tree maintenance, but they must notify the City in writing and coordinate the maintenance work with the City Forester.

In response to Councilor Hervey's inquiry, Ms. Emery said Ms. Merja typically responds to reports of hazard trees within one or two days. The current level of reports is manageable. With the funding responsibility shifting to the City, she did not know if the number of reports would increase dramatically.

Based upon a motion moved and seconded by Councilors Hervey and Brauner, respectively, the Committee, by majority vote, with Councilor Hogg opposing, recommends that Council amend Corvallis Municipal Code Chapter 2.19, "Tree and Park Strip Planting," **by means of an ordinance to be read by the City Attorney.**

- Chapter 3.06, "City Services Billing"

Mr. Rogers explained that Municipal Code Chapter 3.06, "City Services Billing" outlines the procedures for billing for City services. Staff recommended several changes throughout the Code Chapter [*staff report Attachment E*]:

- Added definitions for three new fees.
- Amended existing definitions to improve readability.

Mr. Rogers directed Councilors' attention to two specific Code sections:

- Section 3.06.050, "Billing and Payments," subsection 1)a)4] states, "Other City services are considered to be used if a utility services account is active." This means any property with a water, sewer, or storm drainage account would be billed for the other SIF fees. This provision was not proposed for amendment.
- Section 3.06.050 subsection 5) details how payments, including partial payments, are applied to accounts. Payments will be applied first to the SIF fees, then the drainage fees, with the remainder applied to the water fees. Incomplete payment of water service can result in termination of City services; drainage services cannot be terminated for incomplete payment or non-payment.

In response to Councilor Hervey's inquiry regarding people who receive wastewater services only, Mr. Rogers explained that staff periodically determines the average

annual water usage for households. The last estimate was 5.7 units (multiplied by 748 to determine gallons; each unit is 100 cubic feet). This estimate is typically used for rate comparisons with other communities. Prior to 2010, staff assumed the average rate was closer to 8 but used 6 after estimating the average. The wastewater rate was reduced in 2010 because of the newer average calculation.

Based upon a motion moved and seconded by Councilors Hervey and Hogg, respectively, the Committee unanimously recommends that Council amend Corvallis Municipal Code Chapter 3.06, "City Services Billing," **by means of an ordinance to be read by the City Attorney.**

II. Council Policy Review: CP 91-7.08, "Sidewalk Policy" (Attachment)

Mr. Rogers explained that the Council adopted a policy many years ago regarding implementing Corvallis Municipal Code Chapter 2.15, "Sidewalk Improvements." When the Policy was adopted, the Code specified that the abutting property owner was liable and financially responsible for damage claims and sidewalk repairs. The Policy was developed to delineate the annual sidewalk inspection program, how property owners were notified of necessary repairs, the financing program for repairs, the appeal process, and similar elements. Under the recently adopted SIF ordinance, the City is financially responsible for sidewalk repair, making much of the Policy obsolete. Staff recommended some additions to the Policy regarding how repairs are prioritized, as indicated in the Code, and the resources available for the annual sidewalk inspection program. Staff also recommended Policy language specifying how priorities would be determined [*Section 7.08.042*].

Mr. Rogers said staff intended that the SIF fee would be used to hire contractors to perform sidewalk repairs. A long-term contract would be used for services resulting from sidewalk hazards outside of the current year's sidewalk inspection district. An annual contract would be used for repairs staff identified within the current year's sidewalk inspection district. Staff anticipated that, since the City would now be financially responsible for sidewalk repairs, complaints of sidewalk hazards may increase. The annual sidewalk inspection districts may be smaller during the first few years of the new SIF program to ensure funds were available to respond to reports of sidewalk hazards outside the current year's sidewalk inspection district.

In response to Councilor Hervey's inquiry, Municipal Code Section 5.04.050 2)c) (referenced in Policy Section 7.08.031) is attached to these minutes as Attachment 1. Mr. Rogers said the Code reference was added to the Policy because it and Code Chapter 2.15 both dealt with the Policy. Staff did not propose amending Code Section 5.04.050. Public Works Administration Division Manager Steckel added that Code Section 5.04.050 pertained to property owners being responsible for removing snow and ice from sidewalks.

Councilor Hervey referenced Policy Section 7.08.042, which provided that the City may elect to mitigate sidewalk hazards until repairs could be made. He asked whether the Policy allowed property owners to make sidewalk repairs.

Mr. Rogers responded that the Policy did not permit property owners to repair sidewalks. He said staff would probably roll asphalt over sidewalk hazards as a temporary mitigation measure until repairs could be made.

Based upon a motion moved and seconded by Councilors Hervey and Hogg, respectively, the Committee unanimously recommends that Council amend Council Policy CP 91-7.08, "Sidewalk Policy."

Councilor Brauner said he shared Councilor Hogg's concerns regarding liability from hazardous street trees. He approved the SIF fees because of his desire that all public rights-of-way be treated equally. The SIF fees would not provide a complete solution, but they would help create partial equality among rights-of-way.

Mr. Rogers said the policies and legislation regarding sidewalks were very similar to those of other rights-of-way. If the City was notified of a street pothole but had not remedied the pothole before a vehicle hit it, the City and the adjacent property owner would not be liable for the resulting damage.

Mr. Brewer added that the insurance carrier objected to language that would transfer liability to the City.

Councilor Hogg suggested that property owners be educated, possibly through "*the City*" newsletter, regarding street tree maintenance procedures, responsibilities, and liabilities.

III. Other Business

- A. The next regular Urban Services Committee meeting is scheduled for February 10, 2011, at 5:00 pm, in the Madison Avenue Meeting Room.

Councilor Brauner adjourned the meeting at 5:38 pm.

Respectfully submitted,

Hal Brauner, Chair

**City of Corvallis Municipal Code
Excerpt from Section 5.04 Nuisances**

Section 5.04.050 Nuisances affecting public safety.

The following are nuisances affecting the public's safety and may be abated as provided herein:

- 1) Attractive nuisances.
 - a) An abandoned, unattended, or discarded icebox, refrigerator, or similar container accessible to children which has an airtight door with a snap lock or lock or other mechanism which may not be released for opening from the inside.
 - b) Unguarded machinery, equipment, or other devices on such property which are attractive, dangerous, and accessible to children.
 - c) Lumber, logs, or piling placed or stored on such property in a manner so as to be attractive, dangerous, and accessible to children.
 - d) An open pit, quarry, cistern, or other excavation without erecting adequate safeguards or barriers to prevent such places from being used by children.
 - e) This subsection shall not apply to authorized construction projects if during the course of construction reasonable safeguards are maintained to prevent injury or death to playing children.
 - 2) Surface waters, drainage, snow, ice, mud, gravel, leaves, and other debris.
 - a) No owner or person in charge of any building or structure may suffer or permit rainwater, ice, or snow to fall from such building or structure onto a street or public sidewalk or to flow across such sidewalk.
 - b) The owner or person in charge of property shall install and maintain in a proper state of repair adequate drainpipes or a drainage system so that any overflow water accumulating on the roof or about such building is not carried across or upon the sidewalk.
 - c) **It is hereby made the joint and several duty of all owners and/or persons in charge of property adjacent to a sidewalk to maintain such sidewalk free of ice and/or snow, mud, gravel, leaves, and other debris and such owners and occupants are hereby declared to be liable for all damages to whomsoever resulting or arising from their fault or negligence in failing to keep any such sidewalk free and clear of ice and/or snow, mud, gravel, leaves, and other debris.**
- (Ord. 99-05 § 1, 05/17/1999; Ord. 92-29 § 5, 1982)

MEMORANDUM

January 7, 2011

To: Urban Services Committee

From: Steve Rogers, Public Works Director *SR*
Karen Emery, Parks and Recreation Director *KE*
Nancy Brewer, Finance Director *NB*

Subject: Municipal Code Changes for Chapters 2.15, 2.19 and 3.06

Issue

Passage of the transit operations fee, sidewalk maintenance fee and urban forest management fee requires changes in Municipal Code Chapters 2.15, "Sidewalk Improvements"; 2.19, "Tree and Park Strip Planting"; and 3.06, "City Services Billing".

Background

In December 2010, the City Council approved the three new fees noted above with an implementation date of February 1, 2011. This action created the need to make changes to Municipal Code chapters that dealt with related topics. Municipal Code 3.06 directs the collection of City utility fees and language in this code needs to be modified to account for the collection of the three new fees.

Municipal Code Chapters 2.15 and 2.19 contain sections that designate which parties are responsible for the provision and the maintenance of sidewalks and street trees. The sidewalk maintenance fee and urban forest management fee are intended to relieve the abutting property owner of some of this responsibility, and these Code sections need to be modified accordingly.

Discussion

Municipal Code 2.15, Sidewalk Improvements

Attached are the current version of Municipal Code 2.15 (Attachment A) and a proposed ordinance (Attachment B) modifying selected sections of Chapter 2.15.

This chapter of the Code deals with new construction of sidewalks and driveway approaches, the repair of both, and requirements related to other sidewalk hazards such as snow, ice and vegetation. Because the new fees only affect the requirements for repair of sidewalk panels, only limited changes are needed. First, in two places, "shall" is changed to "may", providing flexibility to address various situations. Second, new language is added, specifically for the repair of sidewalk panels, that puts in place a liability handoff from the abutting property owner to the City. This addition also limits the City's risk exposure.

Municipal Code 2.19, Tree and Park Strip Planting

Attached are the current version of Municipal Code 2.19 (Attachment C) and a proposed ordinance (Attachment D) modifying one section of Chapter 2.19.

The proposed change adds a section to require property owners to give prompt written notice of defective trees, and to establish that the City Manager or designee has the discretionary authority to determine what trees are a hazard and to prioritize a response based on available resources.

Municipal Code 3.06, City Services Billing

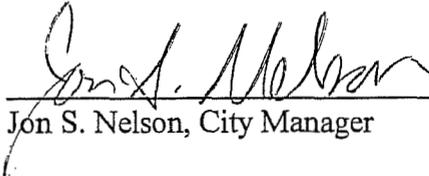
Attached is a proposed ordinance (Attachment E) modifying Chapter 3.06.

The primary change proposed creates a distinction between 'utility services' (which are water, wastewater and storm water) and 'City services' (which are utility services, and the transportation system maintenance, transit operations, sidewalk maintenance, and urban forest management fees). New definitions are created for each and the terms inserted in the draft ordinance where appropriate.

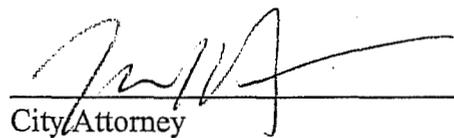
Recommendation

Urban Services Committee recommend to the City Council adoption of the three proposed ordinances.

Review and concur,



Jon S. Nelson, City Manager



City Attorney

Attachments

- Attachment A - Municipal Code Chapter 2.15, Sidewalk Improvements
- Attachment B - Proposed Changes to Selected Sections of Municipal Code Chapter 2.15
- Attachment C - Municipal Code Chapter 2.19, Tree and Park Strip Planting
- Attachment D - Proposed Changes to a Selected Section of Municipal Code Chapter 2.19
- Attachment E - Proposed Changes to Municipal Code Chapter 3.06, City Services Billing

Corvallis Municipal Code

Chapter 2.15

Sidewalk improvements.

Sections:

- 2.15.010 Definitions.
- 2.15.020 Improvements required.
- 2.15.030 Compliance with standards/guidelines.
- 2.15.040 Standard specifications/guidelines.
- 2.15.050 When improvements required.
- 2.15.060 Abandoned driveway approach.
- 2.15.070 Permit requirements.
- 2.15.080 Concrete finisher's qualifications.
- 2.15.090 Order; notice to owner.
- 2.15.100 Performance of required work by City.
- 2.15.110 Notice of cost; lien.
- 2.15.120 Appeal.
- 2.15.130 Appeal procedures.
- 2.15.140 Hearing.
- 2.15.150 Improvement district.
- 2.15.160 Sidewalk repair implementation policy.
- 2.15.170 Liability of property owner.
- 2.15.180 Penalties.
- 2.15.190 Captions.

Section 2.15.010 Definitions.

- 1) Curb - A raised concrete edging on the side of a street, forming a gutter.
- 2) Driveway approach - The portion of a driveway in the public right-of-way, including, if applicable, the adjacent curb and gutter.
- 3) Sidewalk - A paved pedestrian pathway located in the public right-of-way.
- 4) Owner - A person who holds title to real property or a contract purchaser of real property of record according to the latest assessment roll in the office of the Benton County Assessor.
(Ord. 94-20 § 3, 1994)

Section 2.15.020 Improvements required.

1) All owners of land adjoining any public street in the City shall construct, reconstruct, repair, and maintain in good condition the sidewalks and driveway approaches within the public right-of-way in front of, along, or abutting their land in accordance with the provisions of this Chapter. Construction, reconstruction, repair, and maintenance of sidewalks and driveway approaches is declared to be a routine obligation of the adjacent property owner and deemed necessary to protect the health and safety of persons in the City.

2) The City Manager shall, at such times as he or she determines appropriate, survey or inspect the condition of sidewalks in all or any part of the City. When a survey or inspection reveals sidewalk conditions that may pose a threat to the health and safety of persons in the City, the City Manager shall issue an order to repair the sidewalk pursuant to Section 2.15.090.
(Ord. 94-20 § 3, 1994)

Section 2.15.030 Compliance with standards/guidelines.

Corvallis Municipal Code

No person shall construct, reconstruct, or repair any sidewalk, driveway approach, or curb in a public right-of-way within the City except in compliance with the specifications and guidelines of this Chapter, or exceptions thereto approved as provided in this Chapter.
(Ord. 94-20 § 3, 1994)

Section 2.15.040 Standard specifications/guidelines.

1) The City Manager shall adopt and, from time to time, may amend standard specifications for sidewalks, driveway approaches, and curbs to be built within the City. The specifications may include provisions relating to the kind, type, width, length, location, materials, elevation, and grade of sidewalks, driveway approaches, and curbs. The specifications shall be regarded as the minimum standards reasonably necessary for the health and safety of the public.

2) The City Manager shall adopt and, from time to time, may amend guidelines for the repair of sidewalks and driveway approaches within the City. The guidelines may establish conditions requiring repair provisions relating to the manner of repair, including materials and method, and standards for repair, including the kind, type width, length, location, elevation, and grade of sidewalks and driveway approaches. The guidelines shall be regarded as the minimum standards reasonably necessary for the health and safety of the public.

3) The City Manager may approve exceptions to the standard specifications or guidelines if the circumstances, including but not limited to topography, right-of-way width, pedestrian usage, landscaping, and other aesthetic considerations, reasonably require an exception and the public health and safety will not be unreasonably affected. When granting an exception to the specifications or guidelines, the City Manager may attach conditions which the Manager finds reasonably necessary to protect or enhance the public welfare.

(Ord. 94-20 § 3, 1994)

Section 2.15.050 When improvements required.

1) Newly developed property.

a) The owner of property which abuts any public street improved with hard surface paving and curbs but lacking a sidewalk shall construct a sidewalk within the public right-of-way along the entire frontage of the property when any building on the property, other than an accessory structure as defined in the Land Development Code is constructed, renovated added on to, or remodeled or within three (3) years from final recording of the plat, whichever comes first.

b) No building permit shall be issued for construction, renovation, or remodeling of any building on such property unless the construction plans filed to support the application for the building permit provide for construction of sidewalks and driveway approaches in accordance with this Chapter.

c) Construction of the required sidewalk must be complete and approved by the City within thirty (30) days of completion of the work described in the building permit or occupancy of the building, whichever is sooner.

2) Other property.

The City Manager may determine that the public health and safety require construction of sidewalks or driveway approaches adjacent to property other than that described in subsection (1) above. In that event, the City Manager shall issue an order as provided in Section 2.15.090.

(Ord. 2003-39 §1, 11/17/2003; Ord. 94-20 §3, 1994)

Section 2.15.060 Abandoned driveway approach.

When the City Manager determines that an owner or occupant of a property has discontinued the

use of a driveway approach, the City Manager may issue an order, as provided in Section 2.15.090, requiring the owner to remove the driveway approach and restore or construct a curb and sidewalk in accordance with the provisions of this Chapter.
(Ord. 94-20 § 3, 1994)

Section 2.15.070 Permit requirements.

No person shall construct or repair any sidewalk, driveway approach, or curb within the public right-of-way unless the person holds a valid City permit to perform the specific work. Applications for the permit shall be made on forms provided by the City and shall specify the name and address of the owner of the property, the location of the property, and the name of the person who will perform the work. A person contracted to perform the work must be registered with the Construction Contractors Board, and must demonstrate to the satisfaction of the City Manager the ability to perform the work in accordance with the City's specifications. A permit fee for the construction of a sidewalk or driveway approach or the cutting or altering of a curb as provided in the fees code (Chapter 8.03) shall be paid to the City at the time the application is filed.

(Ord. 2003-39 §2, 11/17/03; Ord. 95-17 §2, 1995; Ord. 94-20 §3, 1994)

Section 2.15.080 Concrete finisher's qualifications.

No person shall accept remuneration for constructing or repairing any sidewalk, driveway approach, or curb in the public right-of-way unless the person is registered with the Construction Contractors Board, and has demonstrated to the satisfaction of the City Manager the ability to perform the work in a workmanlike fashion according to the City's specifications.

(Ord. 94-20 § 3, 1994)

Section 2.15.090 Order; notice to owner.

1) When the City Manager determines that construction, restoration, or repair of a sidewalk is necessary to protect public health and safety, she or he shall issue an order requiring the property owner to perform the required work.

2) Notice of the City Manager's order shall be served upon the owner by personal service or by certified mail, return receipt requested, directed to the owner at the address on the County assessor's most recent property tax assessment roll. The notice shall be deemed served at the time of personal service, or three days after mailing.

3) The notice shall state:

- a) The work required to be performed;
- b) That the City has determined the work is necessary for public health and safety;
- c) That the work must be completed in accordance with City standards within sixty (60)

days of service of the notice;

d) That, if the owner fails to complete the work within the required time, the owner may be subject to a fine of \$250 per day, the City may perform the work at the owner expense, and the cost of the work performed by the City may become a lien against the property;

e) That the owner may appeal the order by filing an appeal within ten (10) days of service of the notice.

(Ord. 99-20 § 1, 11/15/1999; Ord. 94-20 § 3, 1994)

(99-20, Amended, 11/15/1999)

Section 2.15.100 Performance of required work by City.

If the owner fails to complete the required work within the time prescribed by a final order, the City may complete the work at the owner's expense. Upon completion of the work, the City Manager shall compile a report containing an itemized statement of costs, including actual administrative costs.
(Ord. 94-20 § 3, 1994)

Section 2.15.110 Notice of cost; lien.

1) Upon completion of the report required by Section 2.15.100, the owner shall be served with a notice of costs. The notice of costs shall be served in the manner prescribed by Section 2.15.090.

2) The notice of costs shall state:

a) The total cost, including administrative costs, of the work performed by the City;

b) That the costs will accrue interest at the rate of ten (10) per cent per annum, beginning 30 days from service of the notice, and that the costs will become a lien against the property unless paid within 30 days of service of the notice;

c) That the owner may appeal the cost determination by filing an appeal within ten (10) days of service of the notice.

3) If the costs are not paid within 30 days of a final notice of cost determination, the costs as determined shall be entered in the docket of City liens, and from that time the City shall have a lien upon that described property for the total amount of the charge. That lien shall have priority over all other liens and encumbrances of any character, and may be enforced in any manner permitted by law.

4) Any lien imposed under this Chapter is hereby declared to be an incurred charge imposed on property by reason of the owner failure to meet routine obligations of ownership necessary to protect health and safety.

(Ord. 94-20 § 3, 1994)

Section 2.15.120 Appeal.

An owner may appeal the City Manager's order to construct, alter, or repair or the City Manager's determination of costs to a hearings officer. If an appeal is not filed within 10 days from service of the notice, the owner shall be deemed to have waived the right to appeal and the order or determination of costs shall become final.

(Ord. 94-20 § 3, 1994)

Section 2.15.130 Appeal procedures.

1) An appeal shall be filed in writing with the City Manager within 10 days of service of notice of an order or cost determination.

2) The appeal shall include a copy of the notice, and shall state the specific reasons for the owner's objection to the order or cost determination.

3) The appeal shall be accompanied by a \$50.00, nonrefundable appeal fee.

(Ord. 94-20 § 3, 1994)

Section 2.15.140 Hearing.

1) If an appeal is properly filed, a hearing shall be held in accordance with this Section.

2) The hearing shall be held before a hearings officer appointed by the City Manager. The hearing shall be set and conducted within 96 hours of receipt of the request, holidays, Saturdays and

Sundays not to be included. The hearings officer may adopt rules and procedures for the conduct of the hearing. The hearing may be continued to a later date upon the request of the owner. Except as this Chapter or rules adopted by the City Manager prior to the hearing provide otherwise, the hearing shall be conducted in accordance with the Attorney General's Model Rules of Administrative Procedure, 1993 edition.

3) If the appeal is from an order to construct, restore, or repair a sidewalk, curb, or driveway approach, the issue before the hearings officer shall be limited to whether the work ordered is necessary for the health and safety of the public. If the hearings officer determines that it is necessary, the hearings officer shall issue an order requiring that the work be completed within sixty (60) days. If the hearings officer finds that the work is not necessary for the health and safety of the public, the hearings officer shall issue an order so stating.

4) If the appeal is from a cost determination, the issue before the hearings officer shall be limited to the accuracy of the costs assessed. The hearings officer shall issue an order affirming or modifying the costs assessed, and requiring payment within thirty (30) days.

5) The order of the hearings officer shall be made in writing, and shall include a statement of findings supporting the decision.

6) If the owner fails to appear at the scheduled hearing, the hearings officer shall issue an order affirming the City Manager's order or cost determination.

7) The order of the hearings officer shall be served on the City Manager and the owner, by personal service or first-class mail. The notice to the owner, if served by mail, shall be sent to the address provided in the notice of appeal.

8) The decision of the hearings officer shall be final, except that it may be appealed to the City Council as provided in Chapter 1.11. Any appeal to Council must be filed within 10 days of the decision of the hearings officer. If such an appeal is filed, no fines shall be levied, work performed by the City, or liens filed until after resolution of the appeal.

(Ord. 2003-39 §3, 11/17/2003; Ord. 99-20 §2, 11/15/1999; Ord. 94-20 §3, 1994)
(99-20, Amended, 11/15/1999)

Section 2.15.150 Improvement district.

Nothing in this ordinance shall prevent the City Council from forming a sidewalk improvement district or from improving a sidewalk as a part of any other improvement district.

(Ord. 94-20 § 3, 1994)

Section 2.15.160 Sidewalk repair implementation policy.

The City Manager will develop and maintain an administrative policy for sidewalk repairs abutting private property that provides for City financial and administrative assistance to property owners with the repair of sidewalks and driveways.

(Ord. 94-20 § 3, 1994)

Section 2.15.170 Liability of property owner.

It is not only the duty of all owners of land within the City to keep in repair all sidewalks and driveway approaches existing in front of, along, or abutting upon their respective lots or parcels of land or parts thereof, but the owners are hereby declared to be solely liable for all damages to whomsoever resulting or arising from their fault or negligence in failing to keep any sidewalk or driveway approach in repair.

(Ord. 94-20 § 3, 1994)

Section 2.15.180 Penalties.

Any person who violates any provision of this ordinance shall, upon conviction, be subject to a fine of not more than \$250.00. Each day's violation constitutes a separate offense.
(Ord. 94-20 § 3, 1994)

Section 2.15.190 Captions.

The Section captions and headings in this Chapter are for convenience and reference purposes only and shall not affect in any way the meaning or interpretation of this Chapter.
(Ord. 94-20 § 3, 1994)

ORDINANCE 2011-_____

AN ORDINANCE RELATING TO SIDEWALK MAINTENANCE, AMENDING CORVALLIS MUNICIPAL CODE CHAPTER 2.15, "SIDEWALK IMPROVEMENTS," AS AMENDED, AND DECLARING AN EMERGENCY

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 2.15.020(2) is hereby amended to read as follows:

2) The City Manager shall, at such times as he or she determines appropriate, survey or inspect the condition of sidewalks in all or any part of the City. When a survey or inspection reveals sidewalk conditions that may pose a threat to the health and safety of persons in the City, the City Manager ~~may~~ shall issue an order to repair the sidewalk pursuant to Section 2.15.090. (Ord. 2011- § , 2011; Ord. 94-20 §3, 1994)

Section 2. Municipal Code Section 2.15.090(1) is hereby amended to read as follows:

1) When the City Manager determines that construction, restoration, or repair of a sidewalk is necessary to protect public health and safety, she or he ~~may~~ shall issue an order requiring the property owner to perform the required work. (Ord. 2011- § , 2011; Ord. 99-20 §1, 11/15/1999; Ord. 94-20 §3, 1994)

Section 3. Municipal Code Section 2.15.170 is hereby amended to read as follows:

Section 2.15.170. Liability of property owner.

(1) General liability. It is not only the duty of all owners of land within the City to keep in repair all sidewalks and driveway approaches existing in front of, along, or abutting upon their respective lots or parcels of land or parts thereof, but the owners are hereby declared to be solely liable for all damages to whomsoever resulting or arising from their fault or negligence in failing to keep any sidewalk or driveway approach in repair.

(2) If the property owner participates in the sidewalk utility fee program, the property owner shall give prompt written notice for any defective sidewalks that fail to meet the standards referenced in Section 2.15.040(2). The City Manager or the City Manager's designee shall have discretionary authority to establish priority repairs of sidewalks under the sidewalk utility fee program, based on available resources, degree of defect, budget, staff, and other factors as deemed appropriate by the City Manager. This program shall not include repair of driveway approaches, clearing sidewalks of obstructions, ice or snow, or removing leaves or other vegetation from the sidewalk.

(Ord. 2011- § , 2011; Ord. 94-20 §3, 1994)

Section 4. The general welfare of the public will be promoted if this ordinance takes effect immediately. Therefore, an emergency is declared and this ordinance shall take effect immediately upon its passage by the City Council and its approval by the Mayor.

PASSED by the City Council this _____ day of _____, 2011.

APPROVED by the Mayor this _____ day of _____, 2011.

EFFECTIVE this _____ day of _____, 2011.

Mayor

ATTEST:

City Recorder

Chapter 2.19

Tree and Park Strip Planting

Sections:

2.19.010	Purpose.
2.19.020	Definitions.
2.19.030	Enforcement.
2.19.040	Tree Contractors Qualifications.
2.19.050	Standards/Guidelines.
2.19.060	Permit Requirement - Planting, Pruning, Removal.
2.19.070	Permit Issuance and Conditions.
2.19.080	General Conditions and Restrictions.
2.19.090	Appeals Procedure.
2.19.100	Prohibited Trees, Right-Of-Way.
2.19.110	Sewer Interference.
2.19.120	Removal.
2.19.130	Height Near Rights-Of-Way.
2.19.140	Sight Distances.
2.19.150	Nuisances.
2.19.160	Property Owner Compliance and Liability.
2.19.170	Abuse, Mutilation, Destruction or Topping.
2.19.180	Penalty.
2.19.190	Supplemental Materials.
2.19.200	Severability.

Section 2.19.010 Purpose.

The purpose of this ordinance is to promote and protect the public health, safety and general welfare by providing for the regulation of the planting, pruning and removal of trees, shrubs and vegetation in the public right of way or on public lands within the City of Corvallis. This ordinance will provide the framework to create a healthy, sustainable urban forest that contributes to the economic and environmental well being of Corvallis residents.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.020 Definitions.

1) ANSI A300 - an American National Standard for Tree Care Operations covering standard practices for tree, shrub and other woody plant maintenance. These standards are intended to apply to any person, or entity engaged in the business, trade, or performance of repairing, maintaining, or preserving trees.

2) ANSI Z133.1 - an American National Standard for Safety for Tree Care Operations. These safety requirements are intended to apply to any person or entity engaged in the business, trade or performance of pruning, trimming, repairing, maintaining and removing trees, and cutting brush.

3) Appraised Value – the value attached to a tree as determined by the Council of Tree and Landscape Appraisers Guide for Plant Appraisal.

4) Hazardous Tree - a tree that is dead, or alive and is so affected by a significant structural defect, damage or disease that the potential of the tree or tree part to fall or fail appears imminent and the tree poses a threat to life or property.

5) Arborist - ISA Certified Arborist is a professional who possesses the technical competence through experience and related training to provide for or supervise the management of trees and other

Corvallis Municipal Code

woody plants in the residential, commercial and public landscape as defined by the International Society of Arboriculture. An ISA Certified Arborist has through experience, testing and ongoing education demonstrated a basic level of tree care knowledge. Ongoing education is a requirement to keep this certification. An ASCA Consulting Arborist is a professional who possesses the highest levels of technical and business skill in the industry as defined by the American Society of Consulting Arborist. An ASCA Consulting Arborist is versed in the legal, environmental and regulatory issues concerning trees.

6) Park strip - the space between the curb and sidewalk.

7) Public trees - trees located in public rights of way not defined as street rights of way (i.e., drainage ways) or trees located on property designated as a public park or open space.

8) Property owner - Any person, firm or corporation owning, possessing or having the right to control any property in the City. In the event that more than one person, firm or corporation has joint or concurring ownership in, or has a right to possession or control of the same parcel of ground, then each of said persons, firms or corporations shall be jointly and severally responsible to comply with this ordinance.

9) Short Term Traffic Control Handbook - the most current edition of this quick reference manual for controlling traffic through short term work zones published by the Oregon Department of Transportation. A separate permit for traffic control may be required.

10) Shrub - a low woody perennial plant usually having several major branches and less than 15 feet in height.

11) Street trees - trees located in public rights of way within the City.

12) Topping - the severe cutting back of limbs to stubs within the tree's crown to such a degree as to remove or alter the natural growth habit of the canopy and/or disfigure the tree.

13) Tree - a self supporting, perennial woody plant characterized by one main trunk, or in some cases, multiple trunks with a trunk diameter of at least 1-1/2 inches at a point 6 inches above ground level at the base of the trunk and one main canopy of leaves, usually growing to a height of 15 feet or more.

14) Vegetation - woody shrubs and trees.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.030 Enforcement.

The City Manager or her or his duly authorized representative shall be charged with the enforcement of this Chapter.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.040 Tree Contractors Qualifications.

No person shall accept remuneration for pruning, root pruning, planting or removing any street, or public tree(s) within the City of Corvallis without first meeting or exceeding the current State licensing requirements. That person shall be registered with the appropriate Contractors Board, carry the required insurance and bond, abide by all state and local safety standards and perform the work in a professional fashion according to the City's tree standards/guidelines.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.050 Standards/Guidelines.

The City Manager, with advice from the Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF), shall adopt and from time to time update standards for pruning, planting, root pruning and removal of trees. In addition, a list of recommended trees shall also be maintained as a guide

for citizens who are interested in planting trees in the public rights of way. The City Manager may approve exceptions to the standards or guidelines if these exceptions, including, but not limited to, rights of way width, pedestrian usage, landscaping, utilities and other aesthetic considerations and public health and safety, will not be unreasonably affected. When granting an exception to the standards or guidelines, the City Manager may attach conditions which the City Manager finds reasonably necessary to protect or enhance the public welfare.
(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.060 Permit Requirement - Planting, Pruning, Removal.

1) No adjacent property owner shall plant, any tree, shrub or vegetation that has the potential to grow 24 inches or taller in the park strip areas and other public lands of the City without first obtaining a permit to do so from the City Manager. The City maintains a list of recommended trees.

2) No property owner shall prune or remove any street or public tree in the City without first obtaining a permit to do so from the City Manager. A separate permit for traffic control may be required, with a written plan that conforms to the Short Term Traffic Control Handbook.

3) In the event of a storm, freeze or other weather event resulting in damage to street and public trees, the City Manager may declare an emergency suspension of the permit requirements, for the removal and pruning only, of damaged trees set forth in this Chapter. Such declaration shall prescribe dates during which permits are not required, but in no event may any single declaration exceed 21 days.
(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.070 Permit Issuance and Conditions.

1) On receiving an application filed by an applicant containing all relevant facts relating to the request, the City Manager may, in his or her discretion, issue a permit or permits to the property owner or their authorized designee to plant, prune or remove trees, shrubs or vegetation in the park strip areas adjacent to his/her property. A separate permit for traffic control may be required, with a written plan that conforms to the Short Term Traffic Control Handbook.

2) The City Manager shall give consideration to the following factors in granting such permits and shall not grant a permit if she or he finds that to do so would be detrimental to the public interest:

- a) Width of the park strip or planting space.
- b) Species and growth habit of tree, shrub or vegetation.
- c) Location of parking meters, light standards, crosswalks, buildings, entrance and exit ways, streets, utility poles, alleys, loading zones, and other physical conditions and legal restrictions then existing or reasonably contemplated. Reference Corvallis Land Development Code 4.2.30 (Required Tree Planting), trees shall not be planted within 10 feet of fire hydrants and utility poles; within 20 feet of street light standards; or within 10' of a public sanitary sewer, storm drainage or water line.

- d) Purpose of applicant's proposed action.
- e) Any other factors found by her or him to be relevant.

3) The City Manager shall designate in the permit or in an exhibit attached to it the areas in which planting shall be allowed, the type of plantings allowed, and any other condition or restriction that she or he deems necessary or expedient to protect the public interest.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.080 General Conditions and Restrictions.

1) Each property owner planting, pruning and removing trees, shrubs, or vegetation under permit shall comply with the following general conditions and restrictions:

- a) The permittee shall abide by all of the terms, conditions and restrictions contained in the

permit and abide by the ANSI A 300 for Tree Care Operations, ANSI Z133 Safety for Tree Care Operations as well as all state and local safety regulations.

b) The permittee shall indemnify and save the City, its officers, agents, officials and employees, harmless from any claim or award for damages or injuries to property or persons, including costs and attorneys fees, allegedly arising in whole or in part out of the use, occupation, or disruption of park strip areas by permittee or those acting on his or her behalf or with his or her approval or ratification or allegedly arising in whole or in part out of the failure by the permittee to abide by the terms of this permit.

c) The permit shall be nontransferable.

d) The permit shall be revocable at any time with cause at the discretion of the City Manager and no expenditure of money, lapse of time, or any act or thing shall act as an estoppel against the City or be held to give permittee or the owner of any property any vested right.

e) The installation and care of such plantings shall be at the sole cost and expense of the permittee without cost to the City, and the park strip sidewalks and sidewalk areas in the vicinity of the plantings and the structure served thereby shall be maintained in a good state of repair and maintenance at the sole cost and expense of the permittee.

f) The permittee shall remove, replace or relocate individual plantings or vegetation as the public convenience or necessity warrants and at the request of the City Manager.

g) No permit shall become effective unless the permittee named shall simultaneously with the issuance file with the City Manager in form approved by her or him a notice of acceptance of the terms, covenants, and conditions and an agreement to abide by all of the terms, covenants, conditions, and obligations imposed on permittee.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.090 Appeals Procedure.

Any applicant who feels aggrieved by any action taken by the City Manager may file a written appeal with the City Council, describing in detail the reasons for the appeal within 10 days of City Manager's decision. The Council shall hear the appellant's concerns, along with any other relevant information and thereupon may confirm the decision made by the City Manager, or may choose another appropriate action in relation to the application.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.100 Prohibited Trees, Right-Of-Way.

Certain trees, due to their growth habits, invasive nature, fruit drop or tendency to block sight distance, cannot be planted in the park strip. The City Manager, with advice from CBUF, maintains an up-to-date list of the prohibited trees, which include but are not limited to the following trees: bamboo, poplar, willow, conifer, cottonwood, fruit and nut trees and ailanthus in or on any street rights-of-way or park strip in the City.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.110 Sewer Interference.

It shall be unlawful to plant willow, cottonwood, or poplar trees anywhere in the City unless the City Manager approves the site as one where the tree roots will not be likely to interfere with a public sewer.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.120 Removal.

The City Manager may cause any trees, shrubs, plants, or vegetation in or upon any park strip, street rights-of-way, or other public place in the City to be pruned, or removed and said pruning, or removal may be done by anyone designated to do so by said City Manager. The City shall adopt an administrative policy to eliminate public trees known to be hazardous in a timely and efficient manner, in order to reduce unsafe conditions.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.130 Height Near Rights-Of-Way.

Every property owner in the City shall have the duty to and shall prune or remove any tree, shrub, plant or vegetation in or upon a park strip abutting that owner's property to a height of not less than eight feet above any sidewalk and to a height of not less than 12 feet above any street pavement or curb. This work shall comply with current industry standards (ANSI A300, ANSI Z133).

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.140 Sight Distances.

Every property owner in the City shall have a duty to and shall prune, or remove any tree, shrub, plant or vegetation on her or his property so that such tree, shrub, plant, or vegetation shall not interfere with reasonable sight distance at street intersections, alley ways and private driveways. This work shall comply with current industry standards (ANSI A300, ANSI Z133).

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.150 Nuisances.

1) Any tree, shrub, plant, or vegetation growing in or upon any park strip, street rights-of-way, or public place, or on private property which is endangering or which in any way may endanger the security or usefulness of any public street, sewer or sidewalk, or which in any way may be dangerous to life or property is hereby declared to be a public nuisance, and the City or the City Manager may remove or prune such tree, shrub, plant, or vegetation or may require the property owner to remove or prune any such tree, shrub, plant, or vegetation in or upon private property or upon a street rights-of-way or park strip abutting said owner's property.

2) The failure by the property owner to remove or prune such tree, shrub, plant, or vegetation within 30 days after notice is given to do so by the City Manager shall be deemed a violation of this Chapter, and the City Manager or designee may at any time thereafter remove or prune said tree, shrub, plant, or vegetation and assess the cost against the property, consistent with the City's Administrative Policies regarding the removal of hazardous trees and vegetation. The amount of the assessment may be docketed by the City Manager in the City lien docket and shall be a lien against the property which can be foreclosed in the same manner as the foreclosure of a street assessment lien. That lien shall have priority over all other liens and encumbrances of any character.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.160 Property Owner Compliance and Liability.

It is not only the duty of all property owners within the City to comply with each and every provision of this Chapter, but such property owners are also hereby declared to be liable for all damages to any person, firm or corporation whomsoever resulting or arising from such property owner's failure to comply with the provisions of this Chapter.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.170 Abuse, Mutilation, Destruction or Topping.

1) It shall be unlawful for any person to abuse, destroy, top or mutilate any tree in or upon any street right-of-way, park strip or other public place in the City or to attach or place any rope or wire (other than one used to support a young or broken tree), sign, poster, handbill or other thing to, on or in any tree. Abuse and mutilation could include but not be limited to; pouring solvents on roots, girdling the tree, harming any part of the trunk or circumference of a tree, causing compaction around the tree roots, removing / harming any part of the roots, breaking branches by hanging on or climbing a tree etc.

2) Trees severely damaged by storms or other causes or certain trees under utility wires or other obstructions where normal pruning practices are impractical may be exempted at the determination of the City Manager.

3) This action shall not be construed to prevent abutting property owners from minor pruning of a tree, shrub or plant in or upon a street rights-of-way or park strip abutting her or his property in accordance with the ANSI A300's, nor shall it be construed to prevent the City or the City Manager from pruning or removing any tree, plant, shrub or vegetation from any street right-of-way, park strip or other public place in the City.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.180 Penalty.

Any person violating any provision of this Chapter shall, upon conviction thereof, be punished by a fine not to exceed \$500.00 per tree. A violation of this Chapter may be prosecuted as a Class A infraction under the procedures of ORS 153.110 to 153.310. The City Manager or duly authorized representative is authorized to issue a citation to any person violating any provision of this Chapter. In the event that a tree or trees are damaged, destroyed or wrongfully removed, the appraised value of the plant may be additionally applied to this penalty. The appraised value shall be determined by using the Council of Tree and Landscape Appraisers Guide for Plant Appraisal and applied by an ISA Certified or ASCA Consulting Arborist trained in this process. Fines shall be paid into the Urban Forestry Project Account.

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.190 Supplemental Materials.

1) The City shall from time to time adopt supporting administrative policies, standards, guidelines and supplemental material which by this reference are incorporated within this code as if set out completely. These supplemental materials shall be set out by title in this section.

- a) SUPPORTING POLICIES
 - 1. Hazard Tree Abatement
- b) SUPPORTING STANDARDS/ GUIDELINES
 - 1. Planting materials
 - 2. Panting methods
 - 3. Tree establishment
 - 4. Pruning standards
 - 5. Excavation and construction standards
 - 6. Recommended tree list
 - 7. ISA Arborist Certification
- c) SUPPLEMENTS
 - 1. ANSI Z 133.1
 - 2. ANSI A 300 Tree Care Standards
 - Part 1: Pruning
 - Part 2: Fertilization

Corvallis Municipal Code

Part 3: Cable and Bracing

3. Best Management Practices

Pruning

Tree & Shrub Fertilization

Cable/Bracing/Guying

4. Principles of Planting Trees & Shrubs (by G.W. Watson & E.B. Himelick)

(Ord. 2005-06 §3, 04/18/2005)

Section 2.19.200 Severability.

If any phrase, clause, or part of this Article is found to be invalid by a court of competent jurisdiction, the remaining phrases, clauses and parts shall remain in full force and effect.

(Ord. 2005-06 §3, 04/18/2005)

ORDINANCE 2011-_____

AN ORDINANCE RELATING TO THE URBAN FOREST MANAGEMENT FEE PROGRAM, AMENDING MUNICIPAL CODE CHAPTER 2.19, "TREE AND PARK STRIP PLANTING," AS AMENDED, AND DECLARING AN EMERGENCY

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 2.19.160 is hereby amended to read as follows:

Section 2.19.160. Property Owner Compliance and Liability.

(1) General liability. It is not only the duty of all property owners within the City to comply with each and every provision of this Chapter, but such property owners are also hereby declared to be liable for all damages to any person, firm or corporation whomsoever resulting or arising from such property owner's failure to comply with the provisions of this Chapter.

(2) If the property owner participates in the Urban Forest Management Fee program, the property owner shall give prompt written notice of any defective tree(s) or nuisances under the provisions of this Chapter. The City Manager or the City Manager's designee shall have discretionary authority to evaluate the tree(s) for hazard and establish priority for removal or abatement of defective trees or nuisances under the Urban Forest Management Fee program, based on available resources, degree of defect, budget, staff, and other factors as deemed appropriate by the City Manager.

(Ord. 2011- § , 2011; Ord. 2005-06 §3, 04/18/2005)

Section 2. The general welfare of the public will be promoted if this ordinance takes effect immediately. Therefore, an emergency is declared and this ordinance shall take effect immediately upon its passage by the City Council and its approval by the Mayor.

PASSED by the City Council this _____ day of _____, 2011.

APPROVED by the Mayor this _____ day of _____, 2011.

EFFECTIVE this _____ day of _____, 2011.

Mayor

ATTEST:

City Recorder

MEMORANDUM

January 7, 2011

TO: Urban Services Committee

FROM: Steve Rogers, Public Works Director 

SUBJECT: Council Policy Review - 91-7.08, Sidewalk Policy

ISSUE

The City Council Policy on sidewalks needs to be updated to incorporate the changes required by the passage of the Sidewalk Maintenance Fee.

BACKGROUND

The Council Policy was first adopted in September, 1961 to establish guidelines for sidewalk construction and repair and for the annual Sidewalk Safety Program.

On December 20, 2010, the City Council passed ordinance 2010-30 creating Corvallis Municipal Code Chapter 3.07, "Sidewalk Maintenance Fee." The funds generated by this fee are to be used by the City to pay for sidewalk repairs in the public right of way "in accordance with a sidewalk maintenance program as described in City Council Policy 91-7.08."

DISCUSSION

The City is now responsible to make the necessary repairs to sidewalks that are determined to be unsafe per established guidelines (Attachment B). As a result, staff is proposing changes to the annual Sidewalk Safety Program outlined in Council Policy 91-7.08 to shift the responsibility for funding these repairs from the adjacent property owner to the City. A draft policy is attached showing these changes (Attachment A).

The sections of the policy related to the construction of new sidewalks remain unchanged.

RECOMMENDATION

Urban Services Committee recommend to City Council that CP 91-7.08 be revised as proposed.

Review and concur:



Jon S. Nelson, City Manager

Attachments

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 7 - COMMUNITY IMPROVEMENTS

CP 91-7.08 Sidewalk Policy

Adopted September 18, 1961 & Revised September 8, 1970 (91-7.08.020)

Adopted May 21, 1973 (91-7.08.030)

Combined and Affirmed October 7, 1991

Revised June 20, 1994

Reviewed November 6, 1995

Revised November 3, 1997

Revised November 15, 1999

Affirmed October 16, 2000

Revised December 17, 2001

Revised November 4, 2002

Revised November 17, 2003

Revised December 20, 2004

Revised December 19, 2005

Revised _____, 2011

7.08.010 Purpose

To establish a policy regarding sidewalk construction and repair in the public right of way.

7.08.020 Policy - Sidewalk Construction

7.08.021 Sidewalk construction shall be as per Municipal Code Chapter (CMC) 2.15 Sidewalk Improvements, as amended.

7.08.022 The criteria used to base an order to construct a missing sidewalk in an area that generally has sidewalks will be as follows:

Undeveloped Lot - Where the plat was recorded after November 1997 and has been recorded three years or longer, or when the missing sidewalk creates a

Council Policy 91-7.08

threat to public safety and health as determined by the Public Works Director, and there is no sidewalk on the opposite side of the street unless there is no reasonably safe means for a person to cross the street.

Developed Lot - The City has received a complaint and review by City staff determines that the missing sidewalk presents a threat to public safety and health, and there is no sidewalk on the opposite side of the street unless there is no reasonably safe means to cross the street.

7.08.030 Policy - Sidewalk Repair

7.08.031 The owners of land adjoining any street in the City are responsible for the repair condition and maintenance of sidewalks in front of, along, or abutting their property as established by ~~Municipal Code~~ **CMC Chapters 2.15 and 5.04.050 (2) (c)**.

7.08.032 It is the responsibility of the City to construct and repair sidewalk wheelchair access ramps at intersections, repair and maintain sidewalks at public alley approaches, and repair and maintain sidewalks in front of, along, or abutting City owned property.

7.08.033 The City will maintain an ongoing annual program to identify hazardous sidewalk conditions, ~~notify those responsible of necessary repairs, and will~~ **determine the priority within which repairs for these hazardous sidewalk conditions may be completed, or the priority within which mitigation for these hazardous sidewalk conditions may be made, taking into account the resources available for the Annual Program, Section 7.08.040.** ~~ensure that repairs are completed.~~

7.08.034 The City will provide year-round inspections of sidewalk hazards identified by citizen complaints in all areas of the City. **The City may include repairs for these hazards, as needed, in the contract for repairs performed in the Annual Program, Section 7.08.040.**

~~7.08.035 As per Municipal Code Section 2.15.160, as amended, the City will establish an optional program as per 7.08.040 Annual Program - Sidewalk Safety Program to assist property owners with repairs to hazardous sidewalks as well as the financing of those repairs as per 7.08.060 - Optional Financing of Repair Costs.~~

7.08.0365 The City will attempt to accommodate trees and planting strips by considering sidewalk relocation options, including easements on private property.

7.08.040 Annual Program - Sidewalk Safety Program

Council Policy 91-7.08

- 7.08.041 Annually, the City will identify a district within the city limits containing public sidewalks to be inspected based on the Sidewalk Safety Districts map maintained by Public Works. The City will provide notification to all residents and owners of property within that year's district describing the program.
- 7.08.042 Sidewalk hazards will be identified and marked following guidelines prepared by the City Public Works Department. **The City will take responsibility for repairs of structural deficiencies identified in accordance with these guidelines. The City will prioritize repairs on the basis of highest risk to public health and safety. The City may elect to mitigate sidewalk hazards until repairs can be made. Sidewalk repairs will be performed within the available funds generated by the Sidewalk Maintenance Fee established per CMC Chapter 3.07. Structural deficiencies identified but not repaired will be included and prioritized with the repairs identified in the following year.**
- 7.08.043 In conjunction with the annual sidewalk inspection, City staff will identify locations in need of wheelchair access ramps, **substandard wheelchair access ramps and as well as** sidewalk repairs designated as City responsibility.
- ~~7.08.044 Property owners will be notified by letter of repairs to sidewalks abutting their property as per Municipal Code Section 2.15.090, as amended. An estimate of repair costs will be provided with the notification. For owners of property outside the Central Business District who participate in the annual program by utilizing the City's contract, if the sidewalk is wider than five (5) feet, the property owner shall be responsible for the costs related to a width of five (5) feet; the City shall be responsible for the cost of the additional width calculated on a proportional basis. Property owners who choose to arrange for the repairs themselves, regardless of sidewalk width, shall bear the entire cost of repairs.~~
- ~~7.08.045 Property owners will be given the option of insuring completion of the repairs themselves or notify their intent that the City coordinate repairs and will indicate their choice to the City. If a property owner chooses to insure the completion of the repairs, a permit must be obtained from the Development Services Division as per Municipal Code Section 2.15.070.~~
- ~~7.08.046 Property owners who choose to arrange for the repair work themselves will be required to complete all repairs by City permit, as per Municipal Code Section 2.15.070, as amended, and within 60 days of the initial notification of repairs. Property owners who fail to respond within 30 days from the date of the notice issued as per 7.08.044 will be issued an order as per Municipal Code Section 2.15.090. Copies of sidewalk construction standards and specifications are available from the Development Services Division.~~

Council Policy 91-7.08

- ~~7.08.047~~ — Property owners who choose to complete the work themselves will be required to sign a statement that they have reviewed and understand the adopted City sidewalk standards and provide proof of liability insurance in order to receive a permit. Property owners may also contract directly with a qualified contractor.
- 7.08.0484 The City will advertise ~~the all other~~ work for bids according to City purchasing code and State law requirements in conjunction with its annual program to construct **or retrofit** wheelchair access ramps and repair sidewalks designated as City responsibility.
- ~~7.08.049~~ — Once bids are received, the City will provide a notification of the actual repair costs to the property owners who indicated their intent that the City coordinate the repairs. Repair costs will include the actual cost of construction plus administrative.
- ~~7.08.050~~ — Once actual repair costs are made available to them, property owners will be given an additional opportunity to decide whether to arrange for the repairs themselves or commit to an agreement that the City coordinate repairs.
- ~~7.08.051~~ — Property owners who were notified as per 7.08.049 and choose to arrange for repairs themselves or fail to respond to the notification within 30 days from the date of that notification, will be given 60 days from the date of the notice in which to complete repairs.
- ~~7.08.052~~ — Property owners who request that the City coordinate repairs must, within 30 days of the notification issued as per 7.08.049, either pre-pay the entire cost of repairs or apply for optional financing with the City.
- ~~7.08.053~~ — Should the City coordinate repairs for the property owner and additional work that should have been identified by the City during the initial inspection be required during the course of construction, the additional cost to complete that work will not be passed on to the property owner.
- 7.08.060 — Optional Financing of Repair Costs
- ~~7.08.061~~ — An optional fixed rate loan will be made available to all property owners who request coordination of repairs by the City. The loan duration will be equal to one year for every \$250 borrowed up to a maximum of five years and will be secured by property liens. Loan applications will be distributed and collected by Public Works staff.
- ~~7.08.062~~ — The Finance Department will set loan rates by April 1 of each year for the following fiscal year. It is the intent of this policy to set loan rates lower than those currently offered for unsecured loans, yet high enough to discourage those who can afford to pay the full cost of repairs from tying up available loan funds.

Council Policy 91-7.08

- ~~7.08.063~~ — ~~Financing will be offered within loan funding levels at no interest to those property owners who qualify for low income assistance. Low income is defined as income at or below 80% of Benton County median income based on family size.~~
- 7.08.0750 Enforcement
- 7.08.0751 Property owners who fail to construct new sidewalks or complete the required repairs within the time frames established in this document and by Municipal Code will be subject to fines as established in the Municipal Code **CMC** Chapter 2.15, as amended.
- ~~7.08.072.~~ — ~~To ensure that property owners who are noticed as a part of the annual sidewalk safety program as per 7.08.040 are given every opportunity to comply; a follow-up letter will be sent after the 60-day repair period has expired; reminding them of their responsibility, and requesting that repairs be made within 30 days.~~
- ~~7.08.073~~ — ~~Those cases that do not respond to the follow-up letter sent as per 7.08.072 will be referred to the City Attorney's Office (CAO). The CAO will issue a new letter, requiring repairs to be made immediately.~~
- ~~7.08.074~~ — ~~Cases that are referred to the CAO will be evaluated individually to determine the reason for non-compliance. In each case, an effort to work out voluntary compliance will be exhausted before legal enforcement procedures are implemented. Legal action will seek compliance and recovery of legal costs incurred by the City.~~
- 7.08.080 Review and Update

This Community Improvement Policy shall be reviewed by the Public Works Director triennially in October and updated as appropriate.

SIDEWALK MARKING CODE & CONDITIONS REQUIRING GRIND OR REPLACEMENT



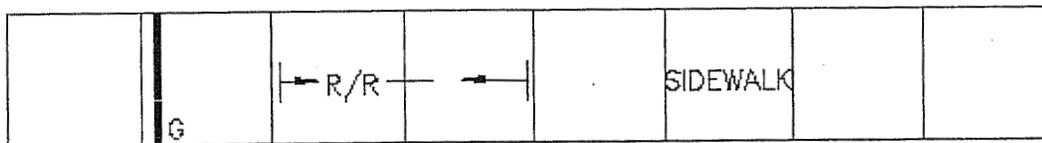
= GRIND

VERTICAL SEPARATION BETWEEN $\frac{1}{2}$ " AND 1". GROUND SURFACE SHALL HAVE A MAXIMUM SLOPE OF 1.5" PER FOOT (1:6). GROUND SURFACES 4" OR MORE IN WIDTH SHALL BE ROUGHENED.



= REMOVE AND REPLACE SIDEWALK, BETWEEN "TEE" MARKS WHEN THE FOLLOWING CONDITIONS APPLY:

- A VERTICAL SEPARATION OF MORE THAN 1" AT EITHER JOINT OR CRACK
- B HORIZONTAL SEPARATION OF 1" OR MORE AT EITHER A JOINT OR A CRACK
- C THE CROSS SLOPE OF SIDEWALK IS GREATER THAN $\frac{3}{8}$ " PER FOOT (1:16)
- D SEVERELY ROUGH, UNEVEN SURFACE DUE TO SPALLING OR SCALING
- E SEVERE CRACKING RESULTING IN MULTIPLE LOOSE OR UNSTABLE INDIVIDUAL PIECES WITHIN A PANEL



DESIGNED	
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CHECKED	
DATE	11/24/04
SCALE:	NTS

CITY OF CORVALLIS
Public Works Department
Sidewalk Marking Code



C:\Users\Public\Documents\Engineering\Capital Planning\Projects\Standards\Construction Specifications\Non-Standard Details\SIDEWALK MARKING CODE.dwg

INTER

MEMO

OFFICE

To: Mayor and City Council
From: Ellen Volmert, Assistant City Manager
Subject: City Manager Recruitment Process

PURPOSE

Allow City Council discussion over a recruitment process for the selection of a City Manager and to provide direction to staff in organizing the selection process and service.

BACKGROUND

City Manager Jon Nelson has given notice of his intent to retire effective July 1, 2011. Council leadership has selected the Assistant City Manager as the lead staff contact for the recruitment process to fill this vacancy. City manager search processes typically take four to six months and therefore time is of the essence in beginning the process.

DISCUSSION

Recruiting and selecting a local government administrator is one of the most important responsibilities of a local governing body. According to the International City Management Association (ICMA), for the selection process to be successful, local government leaders must provide the following:

- Strong, consistent political leadership,
- A well organized and coordinated recruitment process,
- A plan for administering the affairs of the local government while the recruitment process is under way, and
- A timetable that ensures prompt, comprehensive recruitment and guards against impulsive and premature action.

ICMA recommends that the local governing body act quickly to establish and announce a specific selection plan and timetable.

In general, there are two options available to the City Council for conducting an open recruitment process:

1. Sole source contract with the League of Oregon Cities
2. Request for Proposals process to select an executive search firm specializing in local government (can include LOC if they choose to submit a proposal).

The League of Oregon Cities includes executive recruitment as one of the services it provides to its members (see attached website description). Cost is determined by the size of the community and includes basic advertising (more can be added), working with the City Council to develop a candidate profile, screening resumes for minimum qualifications and making recommendations, conducting background checks, and assistance with interview preparation. They can also assist with contract negotiations with the chosen candidate. The basic cost for a city of Corvallis' size would be \$10,000 plus expenses. There is no cost for advertising in LOC publications or their website. They also include the cost of advertising in the ICMA newsletter/website as a part of the package. In all, the process generally

takes three to four months from the time a contract is signed. A flowchart of this process as well as the LOC proposal is attached. If this option is selected, the first step would be to finalize the contract and meet with the LOC consultant as soon as possible. LOC indicates for this recruitment the consultant would be handled jointly by Member Services Director Jennie Messmer and Executive Director Mike McCauley. Some additional materials about the LOC process are attached.

The other option is to select a private firm that specializes in local government executive recruitment. Several nationally recognized firms are available in the Western region that have experience in Oregon. They can coordinate the entire process, or assist with select aspects (identifying candidates, conducting background checks, developing part of the process, etc.). If the City Council decides to use this approach, staff will develop an RFP immediately and publish as soon as possible. A minimum response time of three weeks should be assumed with another week or two for selecting those firms to be interviewed and conducting the interviews and background checks. The City would also have to allow for a week for possible protests.

The steps from that point forward would roughly parallel the approach above with variation depending upon the approach of the consultant and the desire of the City Council. Typically, the firm will meet with the Council as a group as well as individually with City Councilors. In addition, they would want to also meet with selected stakeholders upfront to develop the candidate, organization, and community profile, including major upcoming issues/projects. All of the major firms have extensive experience in negotiating contracts with the chosen candidate. Costs can vary widely depending upon the level of support chosen and the amount of work the consultant is asked to do. Generally, the process could be expected to run \$20,000 to \$25,000 plus expenses. The process would likely take a little longer than the LOC process outlined above due to additional work the consultant does in the early stages. To the extent LOC is asked to also do additional work, this may not be a large time difference. It is reasonable to expect a period of 60-90 days between the selection of the recruiting firm and interviews with final candidates. The recruitment firm selection process would likely take a minimum of three weeks to a month. A possible flowchart of this process is also attached as are some sample firm websites and recruitment brochures.

In general, the advantages of each approach are:

Direct Contract with LOC

- * Sole source process saves time.
- * Shorter timeframe for the profile building process.
- * Unique knowledge of municipalities in Oregon and of the Oregon environment.
- * Ability to tailor the general process such as adding advertising or contract negotiation assistance.

Professional Recruitment Firm

- * More effort upfront to get the right profiles for the candidate, the organization, and the community.
- * Proactive outreach based on those profiles to a targeted list of candidates who fit the profile, but who are not actively in the market for a new position.
- * Expertise in the sorting process. Most recruitment firms will handle the initial interviews and screening themselves.
- * More experience assisting City Councils and candidates in the contract negotiations process.

FINANCIAL IMPACT

The process chosen does have a financial impact. The best estimate for the recruitment contract if the City Council selects a process coordinated by the League of Oregon Cities would be \$10,000-\$12,000 including costs for developing the candidate profile, developing and placing advertising, initial screening for qualifications, assistance with interview questions, conducting background and reference checks, and contract negotiations. If the City Council chooses to do a request for proposals process and select a private firm, the cost is likely to be in the \$20-30,000 range. In either case, the City would likely have additional expenses for the interview process, including candidate travel.

RECOMMENDATION

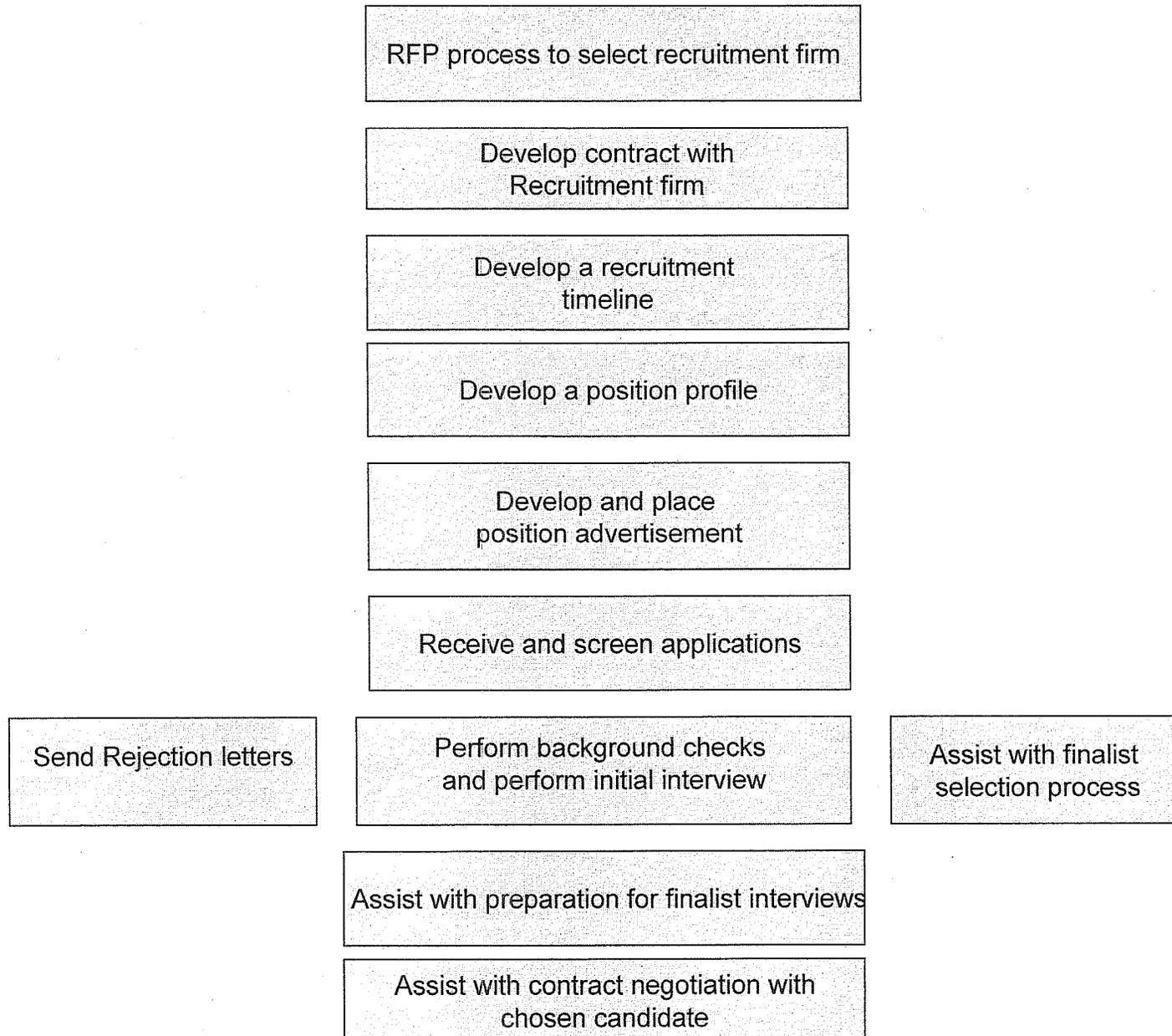
That the City Council provide direction relative to a process for selecting a City Manager.

A handwritten signature in cursive script, appearing to read "Ellen Volmert", written over a horizontal line.

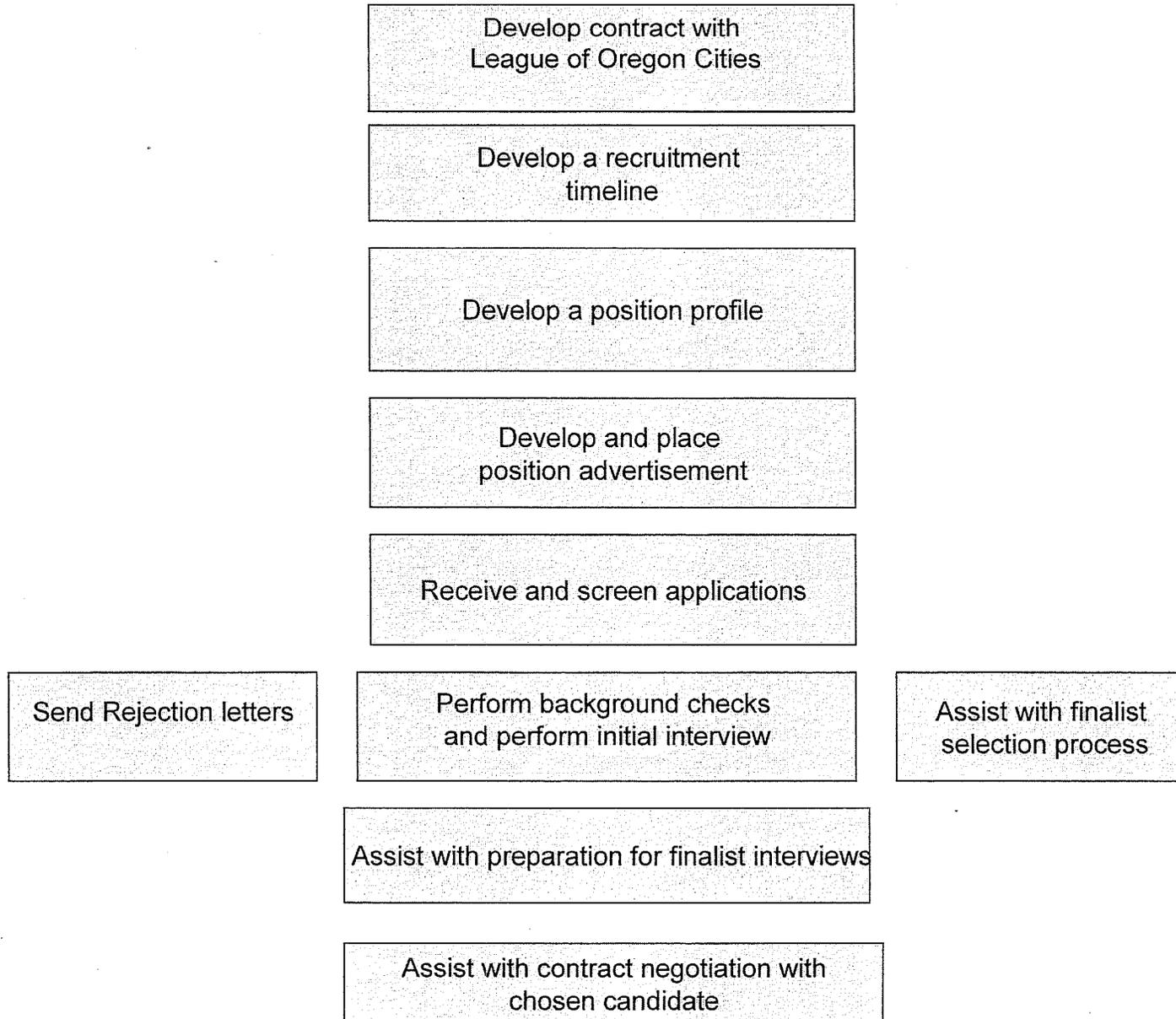
Ellen Volmert, Assistant City Manager

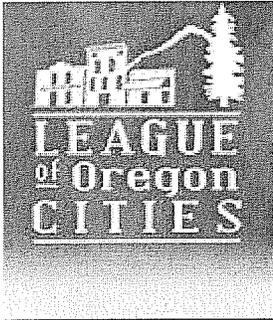
cc: J. Nelson
Attachments

City Manager Recruitment Process Executive Recruitment Service



City Manager Recruitment Process League of Oregon Cities





Getting it done for Oregon's cities!

Services » City Administrator Recruitment Service (CARS)

City Administrator Recruitment Service (CARS)

The League offers a fee-based recruitment service to assist cities in their search for a quality city manager or administrator. The services provided are custom-fit to the city's needs and can include any and all of the following:

- Develop a recruitment timeline
- Draft and place the position advertisement
- Meet with the city council to draft a position profile
- Receive applications and send acknowledgment letters
- Screen applications down to those which most closely fit the position profile
- Perform background checks on finalists chosen by the Council
- Send rejection letters to those not chosen for background checks

For more information, contact Julie Oke at the League office at (503) 588-6550; 1-800-452-0338; recruitment@orcities.org.

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- [RFPs](#)
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Copyright League of Oregon Cities

TO: ELLEN VOLMERT, ASSISTANT CITY MANAGER, CORVALLIS
FROM: JENNIE MESSMER, MEMBER SERVICES DIRECTOR, LOC
SUBJECT: RECENT RECRUITMENTS CONDUCTED BY LOC
DATE: MARCH 1, 2011
CC: FILE

Ellen,

The following are some of the City Manager Recruitments LOC has conducted in the past few years. Each recruitment has a contact person/reference for your convenience. I will also be attaching sample documents from one of our recent recruitments to the e-mail for your use and information.

City of Tillamook	Fall, 2010	Suzanne Webber, Mayor 503-842-4861
City of Independence	Summer, 2010	John McArdle, Mayor 541-917-4210
City of Canby	Spring, 2010	Richard Ares, Councilor 503-266-4021
City of Estacada	Spring, 2009	Becky Arnold, Mayor 503-630-8270
City of Sutherlin	Spring, 2009	Vickie Luther, Recorder (mayor gone) 541-459-2856
City of Gladstone	Summer, 2009	Wade Byers 503-656-5225

We are also currently recruiting for the following cities:

City of Gearhart

City of Warrenton

City of Vernonia

Let me know if you have any questions.

Jennie
503-871-5852 (cell)

Biographies

Michael J. McCauley

Michael J. McCauley, Executive Director of the League of Oregon Cities since July, 2006. Prior to coming to the League of Oregon Cities, he served as a city manager, city attorney, assistant county attorney, and assistant city attorney in Minnesota and Wisconsin. He also served on the board of directors of the League of Minnesota Cities, including service as president of the League. His experience also includes teaching graduate courses in public administration at Hamline University in St. Paul, Minnesota. He holds a bachelors degree from the University of Minnesota, a J.D. from Marquette University, and an M.P.A. from Harvard University.

Jennie Messmer

Jennie Messmer is the LOC Member Services Director, overseeing the League's member service programs including the Oregon Local Leadership Institute, the City Assistance Program, the LOC web site resources, research and information/data gathering services, City Manager Recruitment Services (CARS), the LOC Foundation, LOC's inquiry service, the Small Cities Network program, and the various membership benefit programs such as the LOC Capital Access Program (LOCAP) and National Purchasing Partners.

In addition to her role with LOC Member Services, Jennie served as the Executive Director of the Local Government Personnel Institute (LGPI) from April, 2004 through September, 2007. Prior to taking her position with LOC in September 2002, Jennie was the Assistant City Manager, Human Resources Director and Finance Director for the City of Klamath Falls.



P.O. Box 928 • Salem, Oregon 97308
(503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863
www.orcities.org

March 1, 2011

Ellen Volmert, Assistant City Manager
City of Corvallis
P.O. Box 1083
Corvallis, OR 97339

Dear Ms. Volmert :

The League of Oregon Cities provides executive level recruitment as part of its member services programming. The following is a general outline of the steps we take in a typical recruitment process. These steps may be customized to meet the City's expectations and wishes. You may add to, change or delete the steps in the following outline to suit your community's needs.

Step One:

Meet with the Mayor and City Council to review process and develop a candidate profile and advertisement (this process can include other community members if desired).

Profile discussion to include:

- a. Desirable characteristics of a successful candidate.
- b. Expectations of salary and benefits
- c. Expectations on residency and civic involvement
- d. Minimum educational and experience requirements
- e. Desirable skills and experiences
- f. View of the most important issues facing the City of Corvallis
- g. View of the position and its relationship to the Mayor and City Council, Community, other governmental entities, and staff.
- h. Overview of the community and descriptions of the community to market the attractiveness of the position and the community.
- i. Determine scope of advertising and any direct mailing of brochures to potential candidates.
- j. Determine how Mayor and City Council want to solicit or create opportunities for community input
- k. Suggest that the Mayor and City Council have the city attorney draft an employment agreement that reflects the general parameters within which the city would be comfortable negotiating an employment contract.

Step Two: (if desired)

Meet with other stakeholders as directed by the Mayor and Council

- a. Meet with staff identified by Mayor and Council to collect information on staff views of desired characteristics, issues facing the city, and the community.
- b. Meet with members of citizen advisory boards to collect information on views of desired characteristics, issues facing the city, and the community.
- c. Meet with other groups as requested

Step Three: (if desired)

Develop and design a recruitment brochure that describes the City's operations and services, the position, desirable experiences and skills, and overview of the community flavor.

- a. We would design and lay out the brochure and incorporate photos in jpg. format provided by the City.
- b. Printing costs for the brochure would be charged to the City based on the actual costs of printing.
- c. Mailing costs for direct mail recruitment efforts would be charged to the City based on actual mailing costs.

Step Four:

Meet with the Mayor and City Council to review and finalize the draft materials.

- a. Job Profile
- b. Advertisements
- c. Brochure

Step Five:

Begin advertising and recruiting for position.

- d. Place ads in ICMA newsletter (recommended 2 placements) at the City's expense and on the ICMA website.
- e. Place ads with through the League of Oregon Cities (no extra charge)
- f. League of Oregon Cities web site
- g. LOC Local Focus magazine
- h. Place the ad on the Association of Washington Cities website (no charge)
- i. Notice of the job opening and direction to the League's web site for full information would be distributed on several educational web sites and list serves.
- j. Additional advertising would be placed as directed by the Mayor and City Council. (List of options will be provided and discussed.)

Step Six:

Receive, acknowledge, review and screen applications based on candidate profile developed with the Council and the community.

- a. Identify top candidates based on application packet as compared to the candidate profile

Step Seven: (if desired)

Develop a set of supplemental questions for the candidates and conduct phone interviews with the top 15 (or so) candidates to obtain more detailed information on the following

- a. Interest in the city
- b. Specific experiences in the areas identified as important by the Mayor and Council
- c. Any issues in the candidate's employment history that should be clarified or explained

Step Eight:

Recommend five to eight candidates for semi-finalist interviews. Seek Council confirmation on semi-finalists and coordinate the semi-finalist interview scheduling, development of questions for panels, design the process components, and de-brief the various participants in the process. LOC will provide an interview booklet for each panelist to use during the interview process. Semi-final interviews can include some or all of the following elements:

- a. Individual City Tours guided by city staff or other appropriate persons
- b. Interviews with a panel of city managers assembled by LOC to ask technical and judgment questions of the semi-finalists
- c. Interviews with a panel of city department heads
- d. Interviews with an intergovernmental/community partners panel to ask about the person's ability to work with other civic and governmental organizations in the area
- e. Interviews with a panel of public representatives (as identified by the Mayor and City Council) to be asked questions related to community fit, knowledge of the community (have the candidates done their homework and do they have a realistic sense of the city), and approach to dealing with the public and community organizations.

Step Nine:

Conduct background checks on the finalists (as determined by the semi-finalist interview process) prior to final interviews. Background checks are charged at \$450 each, in addition to the base fee.

- a. Obtaining the appropriate legal releases from each candidate prior to conducting the background check
- b. Credit Check
- c. Academic Credential/Degree Verification
- d. Criminal History Search

- e. Interviews with references
 - i. Supplied by the candidate
 - ii. Augmented with employment references that are selected by the interviewer outside those supplied by the candidates

Step Ten: (if desired this step can be combined with the semi final interviews)

Recommend three to five finalists to the City Council and coordinate the logistics for final/Council interviews. LOC will develop the questions and process for the final interviews with the Mayor and City Council. LOC will provide an interview booklet for each Councilor to use during the interview process.

- a. Either Michael McCauley or Jennie Messmer will sit in on the interviews with the Mayor and City Council and provide any observations and additional information that would be of assistance

Final Steps:

LOC can assist the City with contract negotiations regarding the terms if desired. However, we would need to coordinate language modifications with the city attorney.

Additional Information:

Contact with applicants and candidates, in addition to the contacts describe above, would consist of:

- a. A letter acknowledging receipt of every application.
- b. Notification by letter to those candidates not selected as semi-finalists.
- c. Notification by letter to those semi-finalists not selected as finalists.
- d. Notification by telephone of finalists as to their status after the interviews with the City Council.

The League will charge a flat fee of \$10,000 for League staff work on the recruitment. The city will be responsible for out of pocket expenses such as:

- a. the actual costs of printing and mailing brochures (if the City wants them)
- b. The costs for facilities or meeting supplies, refreshments, and meals associated with the recruitment process.
- c. The League will charge \$450 for each background investigation.

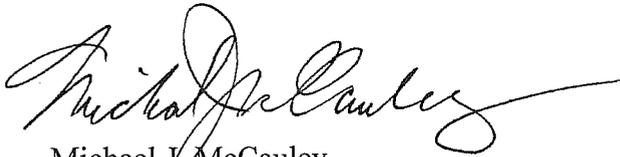
The City would directly pay for or reimburse candidates for authorized travel and interview expenses.

The primary League staff providing recruitment services will be Executive Director Michael McCauley and Member Services Director Jennie Messmer. Attached is additional information regarding prior recruitments, references, and brief biographical information.

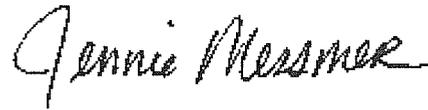
As indicated above, the League provides recruitment services as part of its member services offerings and will tailor the services to reflect the city's preferences and needs for a flat fee. We do not charge for staff travel to and from the community or for incidental expenses incurred by staff in attending meetings in the community. If for some reason, out of state travel were requested by the city we would charge the actual costs of the travel expenses, but not for staff time.

If you have any questions or would like to have a presentation to the City Council to answer questions about our services, please let us know.

Sincerely,



Michael J. McCauley
Executive Director



Jennie Messmer
Member Services Director



*"All About People"
"All About Fit"*



*You'll never feel lost
in the shuffle.*

With over 50 years of combined experience in executive search, management and local government, Peckham & McKenney brings a high level of understanding and service to their clients and candidates.

Peckham & McKenney provides Executive Search and Consulting services to local government agencies throughout the Western United States and is headquartered in Sacramento, California.

Peckham & McKenney was established on the premise that an executive search and consulting firm must be dedicated to providing its clients and candidates with professional service, as well as a personal, hands-on approach. Our business philosophy centers upon the understanding that this is a "people" oriented industry and that attention to others' needs is the key to providing excellent customer service. Not only are we committed to providing our clients with well-qualified candidates, but we also take pride in treating both clients and candidates with the utmost respect that they deserve.

New Searches

City Manager,
City of Encinitas, CA

County Attorney,
Garfield County, CO

Parks, Recreation, & Library Director,
City of Roseville, CA

City Manager,
City of Tulare, CA

City Administrator,
City of Waterford, CA

Latest News

RSS

Congratulations to Neal Taniguchi, the new Finance Director for the Superior Court of California, County of San Mateo.

Court Executive Officer John Fitton is excited to have someone with so much prior court financial experience, almost 10 years worth, from when Neal was Finance Director for the Superior Court in San Francisco. Congratulations once again to Neal Taniguchi.



"All About People"
"All About Fit"

Job Hunting Handbook for Local Government Professionals

Through our continuing efforts to contribute to the local government profession, Bobbi Peckham was appointed to an ICMA National Task Force with a mission to produce a handbook that would be useful to individuals at all levels as they chart a course for their professional career in local government. The Handbook also discusses what to expect from Executive Recruiters and lists sample interview questions, job-hunting resources, and what to do in the first 100 days on the new job. We believe this Handbook is a valuable resource to individuals at all stages of their career. It will be especially helpful to the Next Generation, as we encourage, coach and mentor them.

The Job Hunting Handbook for Local Government Professionals contains information pertaining to:

- Planning the job hunt
- Finding job vacancies
- Creating a resume and cover letter
- Preparing for interviews
- And negotiating compensation

At Peckham & McKenney, we truly do believe it's all about people, and we hope that this resource is helpful to you and others.

Downloads:

[Job-Hunting-Handbook.pdf](#)

Coaching Corner

Local government management is in the midst of a quiet crisis. Today's managers are nearing retirement, and fewer young professionals are in line and prepared to fill their shoes. As many local government executives retire, the Cal-ICMA Coaching Program aims to prepare talented mid-career professionals for senior management roles. Program elements include telephone panel discussions, small group coaching, networking events, and a management style analysis report. Peckham & McKenney supports the professional and personal development of new and aspiring managers and encourages you to visit the Cal-ICMA web site at www.icma.org/cal-icma.

In addition, a recent study was completed by work2future in conjunction with CAL-ICMA that further documents the upcoming workforce challenges facing the public sector. This study found that in five years half of the senior staff and management of local government agencies may be lost to retirement. To learn more about this "quiet crisis" and recommended strategies for dealing with it, [click here](#).

Peckham & McKenney is actively involved in the "Next Generation" issue on a national level and recently joined State Association leaders in exploring the development of collaborative programs throughout the country. Please open the following link to learn more about the 2005 ICMA Executive Recruiter Summit.

[2005 ICMA Executive Recruiter Summit.pdf](#)

Links

[International City/County Management Association \(ICMA\)](#)
[California Public Employer Labor Relations Association](#)
[California Society of Municipal Finance Officers](#)
[League of California Cities](#)
[Municipal Management Association of Southern California](#)
[Municipal Management Association of Northern California](#)
[California City Management Foundation](#)
[California State Association of Counties](#)
[California Special Districts Association](#)
[Colorado Municipal League](#)
[Western City Magazine](#)



City Manager

CITY OF TULARE, CALIFORNIA



PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH AND CONSULTING

THE COMMUNITY

The City of Tulare is an exceptional community of 60,000 situated in the Central San Joaquin Valley along Highway 99, just 45 miles south of Fresno and 60 miles north of Bakersfield. Its mid-state location benefits businesses needing same-day access to key California markets as well as residents seeking recreational opportunities in the beautiful Sierra Nevada Mountains to the east and the spectacular California coastline to the west.

Founded in 1874 by the railroad, Tulare overcame numerous disasters in the 1880's. Following three major fires and the departure of the railroad, the community's saving element was bringing water and farming to the area. Sitting in the heart of some of the most productive farmland in the world, Tulare is very attractive to food processors and distributors because of its central location and abundant supply of locally grown products. Tulare County is the number one milk processing county, and now the second largest agricultural producing county in the world, second only to neighboring Fresno County.

With its strong agricultural vitality, Tulare seeks to diversify its industrial and retail base. A growing community, Tulare's priorities focus on public safety and economic development. The City not only welcomes new industries and businesses, but it has become a regional attraction. Tulare has a historical downtown, first class historical museum, and an expanding outlet center providing 2.6 million square feet of retail space. In addition, Tulare is home of the International Agri-Center, sponsor of the largest farm equipment show in the world - the World Ag Expo.

Recognized in 2004 as one of 25 "Best Managed Small Cities" in the country, Tulare is also well known for its volunteerism and community spirit. The City organization has an excellent rapport with its citizenry and is currently undergoing very positive growth. Tulare offers an attractive housing market with reasonable opportunities for quality homes.

Tulare is a city challenging itself to provide new opportunities for all who call it home. Although Tulare is growing, it retains the caring atmosphere of a small town. The City honors and celebrates its culturally diverse heritage, while providing democratic and cost effective services to all its citizens.

THE ORGANIZATION

Tulare is a full-service Charter City with 350+ employees in the departments of Administrative Services; Planning & Building; Redevelopment; Engineering; Recreation & Parks; Library; Public Works; Police; and Fire. The City of Tulare also operates its own municipal airport, serving private planes. The City is governed by a five-member City Council elected at large. Adopted goals by the City Council include priorities in the areas of economic development, transportation and public safety issues, community relations, and infrastructure.



The City has a total budget of over \$152 million with an operating budget of \$75 million; capital improvement program of \$77 million; and Redevelopment Agency budget of \$11.4 million. Due to losses of revenue due, the general fund budget is not currently balanced.

Stability is a keystone of Tulare, having only three City Managers in close to 40 years. Like many local government agencies, Tulare will soon be faced with a number of retirements at the executive level. While the loss of institutional memory will be significant, this is an excellent opportunity for the new City Manager to select and introduce new talent to the organization.

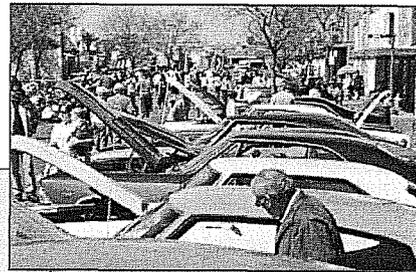
THE POSITION

The new City Manager will assist the City Council in addressing issues relating to mutually agreed upon policies and projects relating to well-managed growth, infrastructure improvements, economic development, budget and financing strategies. It is expected that the City

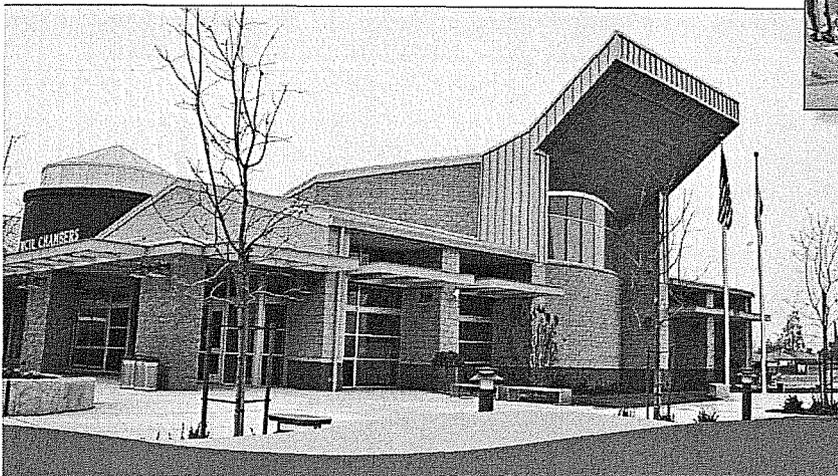
Manager will proactively assess the organization and, using a fresh perspective, identify creative opportunities for budgetary and operational efficiencies.

The ideal candidate for this position has been described as a proven visionary leader, a strategic thinker, and an energetic, team-oriented participative manager. The new City Manager will be of the utmost integrity and will quickly earn the respect of the organization. The City Manager will be fair, but firm; will take a team-oriented approach and inspire accountability as well as transparency; and will be able to make the difficult decisions based upon thorough research. He/she will lead the organization in its commitment of quality customer service to the community.

The City Manager will be politically astute, be responsive to Council requests, and will keep all members of the City Council equally informed. To be successful, the City Manager will have solid negotiation skills and will always be looking out for the best interests of the community. Most importantly, due to the nature of the City of Tulare, it is expected that the new City Manager will possess strong interpersonal skills, be loyal to and embrace the community, and be visible and accessible to residents as well as representatives of the business community.



Proven, successful local government management and leadership experience and the ability to move into a position of this level are critical. Skills in economic development, finance, and budgeting are highly desirable. The new City Manager will have a Bachelor's degree in public or business administration or a related field; a Master's degree is preferred.



THE COMPENSATION

It is expected that the City Manager will be appointed at a salary between \$140,000 and \$165,000, depending upon the qualifications of the successful candidate. In addition, the City of Tulare offers an outstanding benefits package including:

RETIREMENT – California Public Employees' Retirement System (2.5% at 55). Employee pays full employee contribution of 8%.

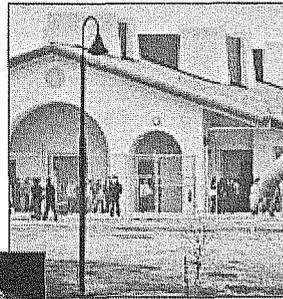
INSURANCE – Group medical, dental, vision, and life insurance (based on annual salary) is paid by the City. In addition, the City pays a portion of dependent coverage costs. Short- and long-term disability insurance also available.

LEAVE/HOLIDAYS – 88 hours of management leave; 12 days sick leave; 10 days vacation; 13 holidays annually. Vacation buyback each fiscal year. Compensation for 50% of earned sick leave exceeding the maximum accumulation either in reversion to vacation or in compensation at the employee's rate of pay, at the employee's option.

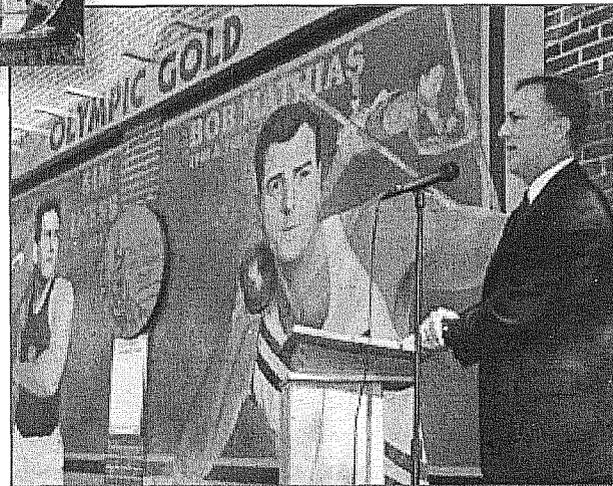
AUTO ALLOWANCE – Provided by City at a rate of \$400 per month.

VOLUNTARY PLANS – Voluntary deferred compensation program – 457 and Section 125 plan.

There is a strong desire on the part of the City Council that the City Manager resides in the community, and the Council will consider a relocation and housing incentive in the event that the selected candidate chooses to do so.



The City of Tulare is an Affirmative Action Equal Opportunity Employer.



SEARCH SCHEDULE

Resume Filing Deadline..... February 18, 2011
Preliminary Interviews..... March 1-4, 2011
Recommendation of Finalists to City Council.....
..... March 15, 2011
Final Interview Process with City of Tulare.....
..... March 25, 2011

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this outstanding career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to call Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.

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We'll make the process simple,
but your final choice tough.

(Promise!)

Executive Search

Waldron & Company has built a strong reputation based on our success in conducting executive searches for the public sector, nonprofit groups and foundations. Even in today's competitive environment, our clients have enjoyed exceptional tenure with the executives we recruit.



Experience has taught us that each search is unique and requires an individual approach. After determining your immediate and long-term goals, we talk to as many people in your organization as possible to gain a thorough understanding of all the issues involved concerning the position.

Next, we begin an exhaustive candidate recruiting process, which includes:

- Making effective use of our network contacts
- Employing our extensive targeted database
- Creative use of Internet resources and relevant professional journals

The end result is a choice of talented candidates who closely share the vision and values of your organization.

Waldron & Company is so confident in our Executive Recruitment expertise, that we offer something virtually unheard of in our industry:

We will guarantee that the candidate you select will remain on the job. Please ask us about our industry-leading guarantee.

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CITY OF RICHLAND

POLICE SERVICES DIRECTOR / CHIEF OF POLICE

REPORTING TO: CITY MANAGER

POLICE DEPARTMENT BUDGET: APPROXIMATELY \$12 M (2011)

THE COMMUNITY

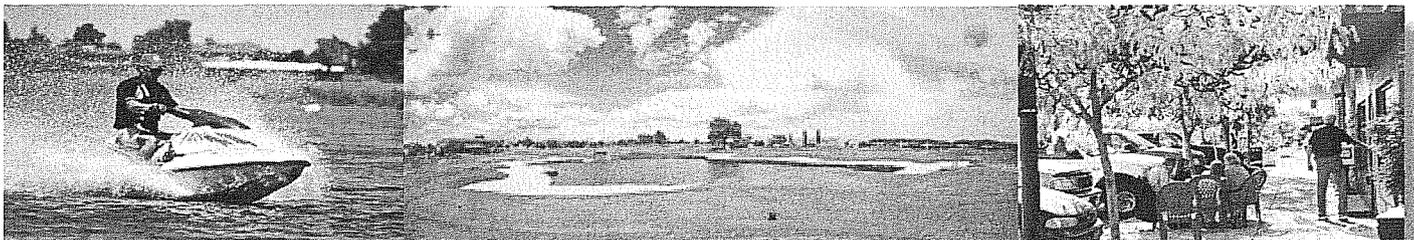
Richland is located at the junction of the Columbia and Yakima Rivers in southeastern Washington in the heart of the Pacific Northwest. Richland along with its sister cities of Kennewick, Pasco, and West Richland make up the Tri-Cities MSA (population 248,400). Richland is the third largest city with 48,580 residents.

Originally incorporated as a small farming community in the rich Mid-Columbia Valley, Richland now focuses on energy production, advanced research, environmental remediation, and technology. Richland is home to the Tri-Cities Research District with over 7000 technology workers. The Research District is anchored by the Pacific Northwest National Lab, which boasts the second largest technology workforce in Washington State behind Microsoft, and the rapidly growing Washington State University Tri-Cities.

Regionally the Tri-Cities is the center of the \$3 Billion Washington wine industry. WSU-Tri-Cities is the home of the State's Viticulture and Enology program. The wine industry and agriculture in general, play an important role in the region's economy and culture.

The U.S. Department of Energy's Hanford site has dominated the region for 50 years in terms of size, employment, and expenditures. Hanford's mission has evolved from defense production to waste management and environmental restoration. The clean up mission at Hanford is winding down and as a result, one of the City's primary goals is to further diversify its economy and expand its commercial and business sectors.

The City and its citizens are proud of the community's high quality of life, which includes higher education opportunities, outstanding health care providers and facilities, cultural and recreational amenities, and municipal services that consistently score very high in community surveys. Richland residents also enjoy a favorable cost of living and one of the lowest crime rates in the state.



Waldron

THE CITY ORGANIZATION

Richland is a full service, class 1 municipality serving a resident population of approximately 48,580. Also, several thousand additional Tri-Citians work in Richland every day. The municipal government employs approximately 507 people with a total budget for 2011 of \$252 million. The City's Capital Facilities Plan continues to be aggressive and includes over \$31 million in general purpose, transportation, economic development, and utility related projects for CY 2011.

The City is structured as a council-manager form of government. Like its neighboring cities, Richland delivers a variety of public safety, street maintenance, basic utility, and recreational services. The City is also an electric distribution utility, operates its own public library, and administers a regional emergency management and 911 dispatch center.

The City receives wide recognition for the beauty of its integrated parks, river-shore, commerce centers, and living spaces.

The City's Values

The City has intentionally migrated toward a values-based as opposed to rules bound organization. Employee-selected core values are:



TEAMWORK - We will work together, demonstrating collaboration through mutual reliability, openness, and flexibility to accomplish our goals.

INTEGRITY - We will demonstrate an uncompromising allegiance to the core values of honesty, respect for others, loyalty, consistency, accountability, and sincerity.

EXCELLENCE - We will deliver a superior level of commitment, responsiveness, performance, and provision of services to all, with the attitude that everything is worth our best effort.

THE POLICE DEPARTMENT

The Richland Police Department (RPD) enjoys a lengthy, rich history dating back to 1959 when the first Police Chief, Robert C. Marshall, was hired to organize and run a law enforcement agency serving the City that had incorporated just the year before.

The Department currently boasts 71 sworn and civilian employees organized into three operating units: Administrative Services; Field Operations; and Support Operations. Additionally, Benton County Emergency Services (BCES), a county-wide 911 dispatch center and emergency operations center is operated under the direction of the Police Department and employees 49 personnel. The 2011 operating budget for RPD is \$12 million excluding BCES.

RPD operates under the PARSTAT philosophy. PARSTAT is an acronym for Performance and Accountable Response to Statistics, and is the primary crime fighting strategy specifically designed for the Richland Police Department. It is a philosophy of policing based in part on the CompStat (Computerized Statistics) program first made famous by the New York City Police Department in 1994.



The PARSTAT process is comprised of four steps to crime reduction. They are:

1. Accurate and timely intelligence
2. Rapid deployment
3. Effective tactics
4. Relentless follow-up and assessment

The PARSTAT philosophy has helped guide the proactive and directed efforts for the Richland Police Department leading to very low crime rates and an enhanced quality of life for local residents.

Under the direction of the City Manager, The Police Services Director/Chief of Police (Chief) plans, organizes, controls and directs the activities and personnel of the Police Department; assures the protection of life and property, and prevention of crimes; directs department operations including crime prevention, law enforcement and related functions; supervises and evaluates the performance of assigned personnel, and is responsible for the Operation of Benton County Emergency Services (BCES), which includes Benton County Emergency Management and SECOMM (9-1-1 Services) functions.

The Chief also holds primary responsibility for budgeting, financial management, strategic planning, performance management, personnel development, resource and facilities planning, and succession planning on behalf of the Department. As the key leader of RPD, the Chief ensures that all Department operations are in strict compliance with the City Council's Strategic Leadership Plan and Vision 2030.

In addition, RPD has worked diligently to strike long-term, cooperative mutual aid agreements with other public safety agencies in the tri-cities area. The new Chief will play a key leadership role in continuing and enhancing these highly valued and significant relationships.

For more information about the Richland Police Department, please visit:

<http://www.ci.richland.wa.us/police>

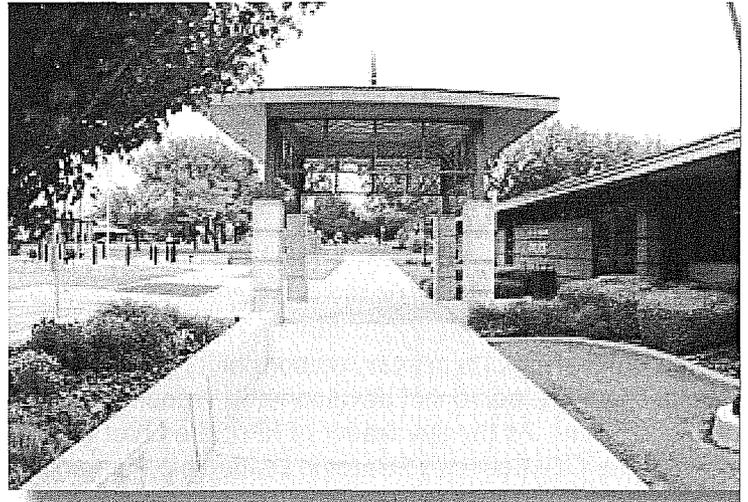
The preferred candidate will have a working knowledge, understanding, and deep appreciation for intelligence based law enforcement as typified by CompStat. He or she must be well versed in gathering data and information for the purposes of solving chronic or emerging law enforcement issues, and be comfortable analyzing this data and deploying departmental resources accordingly. The ideal candidate will be an active participant with state-wide professional associations and possess a track record of maintaining awareness of emerging state and federal level legislation, and proactively communicating with other City officials about any potential local impact.

As the City continues to grow and evolve, the Chief will be expected to accurately forecast the need for additional personnel, facilities, and technological tools, and be able to articulately and persuasively present his or her ideas and perspective to the City Manager, the Council, the media, and civic groups. Therefore, the new Chief must be a confident, skilled communicator and public speaker who can think quickly on his or her feet and represent the City and the Department positively to a wide variety of constituencies and a highly educated citizenry.

The Department is currently organized into three operating units. In addition, BCES is housed in its own complex in south Richland. At some point in the future, the Department may need to add facilities to accommodate the City's anticipated growth patterns over the next 10 to 20 years. As such, the preferred candidate will be a highly organized and effective delegator who can effectively connect with Department personnel and be visible to staff at all levels in all areas of the organization.

The ideal candidate will have experience working with organized labor and possess a track record of effective and positive labor relations and negotiations. He or she will also be known as an astute manager and strong leader who understands the value of succession planning and developing his or her staff from a personal and professional perspective. As the lead budget officer for the department, the Chief must possess business acumen, have experience with budgeting and financial management, and be able to work effectively with the City's Administrative Service Department concerning budgeting and financial management/reporting.

As a member of the City's Executive Leadership Team (ELT), the Chief must be a collaborative, cooperative executive with law enforcement expertise who prefers an environment of healthy discourse and discussion among his or her peers. The ELT truly functions as a team without regard for Departmental territoriality when it comes to what's best for the community. The new Chief must recognize and genuinely embrace the concept that law enforcement is just one of many tools that the City deploys in its efforts toward economic and community development, and enhancing residents' quality of life.



The Chief must lead by example setting the tone as a person of high integrity who models honesty, transparency, accessibility, flexibility, adaptability, and fair and consistent treatment of others. He or she must show courage and backbone at times, tempered by finesse, tact, diplomacy, patience, and courtesy. The preferred candidate will place a high premium on customer service, understand how to operate in an environment influenced by political considerations, and be a visible, active and highly engaged member of the community.

The successful candidate will be a personable, approachable, straightforward communicator with the ability to earn the trust and respect of peers, subordinates, supervisors, and elected officials. The City is seeking an experienced law enforcement professional who has spent sufficient time rising through the ranks, ideally in municipal law enforcement, who understands the increasingly regional/cooperative nature of modern law enforcement.

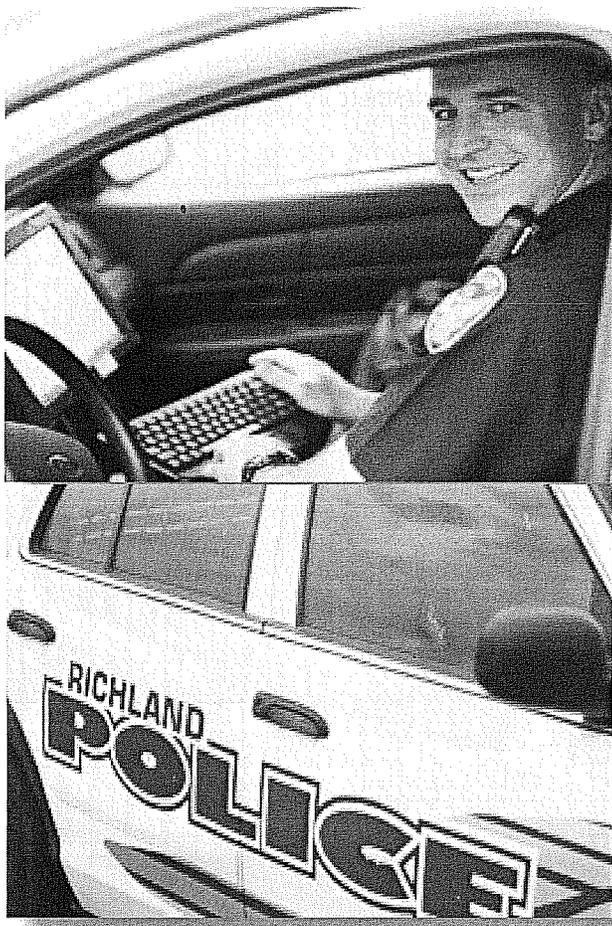
The new Chief must understand what it means to operate a 'values based' organization and how it fits into the global perspective of the City of Richland, and remain supportive of officers while respecting the chain of command. He or she must be a rational thinker and decision maker who can balance his or her loyalty to the Department with an appropriately critical eye.

Candidates must hold a high school diploma or equivalent. Also, candidates must have any combination equivalent to: Bachelor's degree in law enforcement, criminal justice, or public administration, and ten years experience in a qualified federal, state, county, or municipal law enforcement agency with at least three years division management experience. A record of continuing education and development and/or an advanced degree are highly desirable.



ISSUES & PRIORITIES

- **Organization Assessment:** The new Chief should plan to spend the necessary time over the first 120 - 180 days of his or her tenure conducting an assessment of the Police Services Department. This should include gathering input from staff at all levels and in all operating units within the Department, meeting with the City Manager and fellow ELT members, and conversing with external stakeholders as well.
- **Relationship Building:** As part of the assessment process, the Chief will begin to establish working relationships with a variety of constituencies both internal to the City such as those mentioned above as well as with the City Council, his or her peers in neighboring jurisdictions, education, civic, business, and community leaders.
- **Vision/Direction:** Once the assessment has been completed and the Chief has a firm grasp on the Department and the community, he or she will be expected to collaborate with other senior leaders in the Department to develop a vision and direction for the Department in compliance with the Council's Strategic Leadership Plan. He or she will then communicate this vision to Department employees, lay out a road map for implementation, and clearly articulate the roles and responsibilities of each staff member in achieving this vision.
- **Labor Negotiations:** The City's collective bargaining agreements will be up for re-negotiation in the summer of 2011. The new Chief will play a role in the negotiation process.
- **Succession Planning:** As is true with many public agencies throughout the country, many of the most senior command staff members in the Richland Police Department are approaching retirement eligibility. The new Chief will lead the process of establishing a comprehensive succession plan and development/educational plans for the next generation of leaders within the Department.



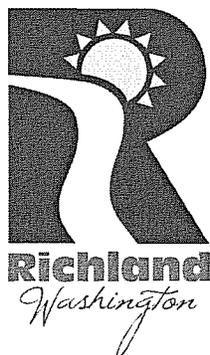
- **Policy Manual:** In recent years the Department has adopted a values based approach to operations getting away from a more traditional and restrictive rules bound philosophy. The new Chief will lead the process to complete a policy manual that is consistent with the values based approach.
- **County 911/Emergency Management:** There are a number of emerging issues that impact the operations of the 911 dispatch and emergency management center such as the elimination of funding from the Federal level and installing a county-wide 800 megahertz digital radio system. The new Chief will play a key leadership role in resolving or addressing these issues on behalf of the City.
- **External Factors:** There are a number of factors external to the Department that will continue to have significant impact on operations. These factors include: The City is executing a long-term major revitalization effort on the downtown core of the city that could potentially impact police services in the downtown core; A recent annexation of over 1500 acres by the City that will add a substantial number of homes to the City over the next 15 to 20 years; As growth continues throughout the full tri-cities metropolitan area, the drive toward a regional delivery model for municipal services will likely accelerate.

TO APPLY

The City of Richland, WA, is a progressive, Equal Opportunity Employer committed to recruiting and retaining a highly qualified and diversified work force.

In compliance with federal and state equal employment opportunity guidelines, qualified applicants are considered for employment without regard to race, sex, religion, creed, color, national origin, age, marital status, sexual orientation or disability.

For immediate consideration for this position, please send a cover letter and resume as soon as possible to: Waldron & Company, info@waldronhr.com; 206.441.5213 (fax). Please address your letter to the attention of Ed Rogan.



 **Waldron & Company**

1100 Olive Way, Suite 1800
Seattle, WA 98101
206.441.4144 (office)
206.441.5213 (fax)
info@waldronhr.com

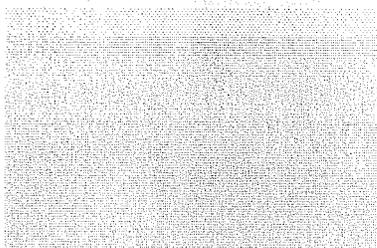
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RECRUITING PROCESS

Our objective is always to find the best qualified candidates. Although notices in professional journals are often helpful, we believe that many of the best candidates must be sought out and their interest encouraged. Our familiarity with various types of organizations, knowledge of the field and our relationships with professional organizations make us well qualified to assist you.

Our clients have found that we are able to:

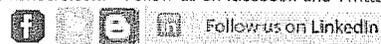
- » Build consensus among those involved in the hiring process.
- » Develop the appropriate specifications for a position.
- » Encourage the interest of top-level people who would otherwise be reluctant to respond to an advertisement.
- » Preserve the confidentiality of inquiries, consistent with State public disclosure and open meeting laws.
- » Save a considerable amount of time for client staff in developing and responding to candidates.
- » Independently and objectively assess the qualifications and suitability of candidates for the particular position for which we are recruiting.

In the typical recruitment, we provide the following services:

- » Organization and Position Analysis
- » Timely Correspondence with Candidates
- » Candidate Evaluation
- » Degree and Certificate Verification
- » Arranging Client Interviews
- » Community Forums and Surveys
- » Proactive Targeted Recruitment
- » Progress Reporting
- » Final Reporting
- » Reference and Background Checks
- » Salary Surveys

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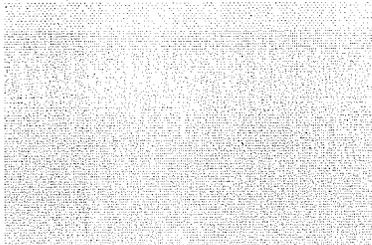
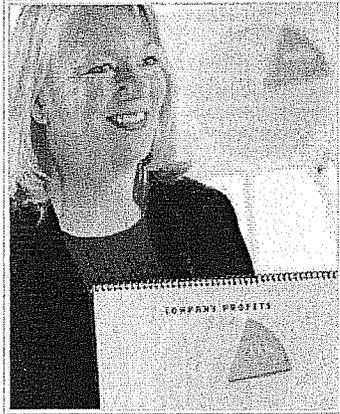




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OUR ADVANTAGES

Advantages in Utilizing Our Services

- » Our specialization in public sector and non-profit executive search on a nationwide basis.
- » Our proactive recruitment of candidates who may not be seeking new employment and would not normally respond to routine advertising, or who may come from non-traditional sources.
- » Our ability to capitalize on an established network of the most respected executives in the nation.
- » Our track record of success in placing senior level executives in particularly sensitive and highly responsible/accountable positions.
- » The quality of our work--indicative of this is the fact that most of our clients have utilized our services on more than one occasion.
- » Our team is skilled in the latest techniques to identify prospective candidates and, as a search progresses, to assist in gathering background information on leading candidates.
- » Our experience in recruiting and placing candidates from private sector companies into public sector organizations.
- » Our proven ability to identify and recommend qualified female and minority candidates.
- » Our ability to conduct the assignment in a timely and complete manner.
- » Our reputation among clients and candidates for communication (e.g., acknowledgment of resumes, regular reports to the client, face-to-face interviews with candidates).
- » The thoroughness of our documented reference and background checks. We do not merely ask for "five work related references." Rather, we request very specific references from candidates and, where feasible, gather newspaper articles via the Internet.

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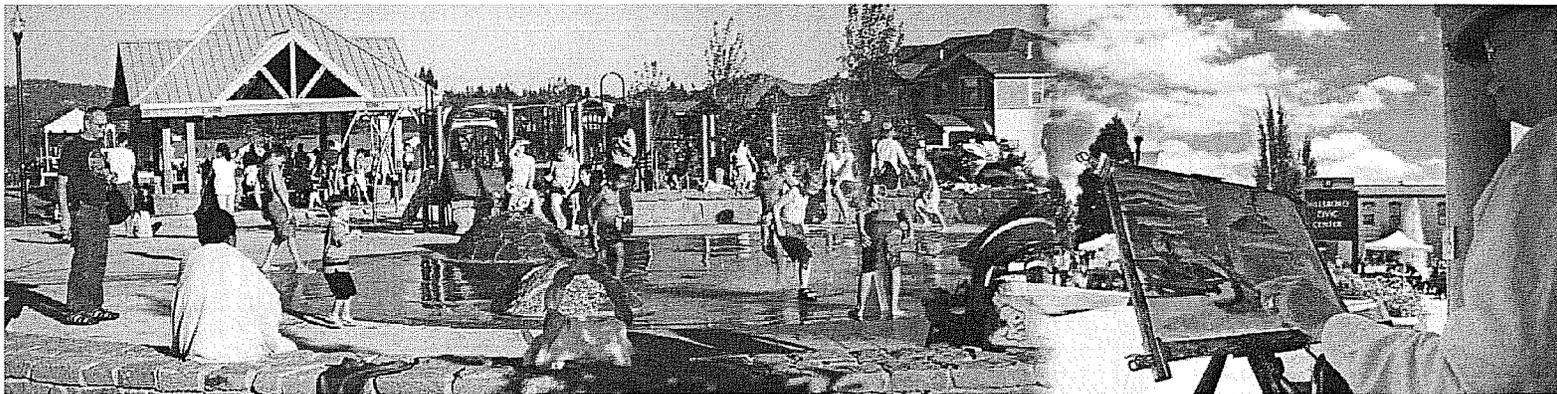
CITY OF HILLSBORO, OR

City Manager




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THE POWER OF PARTNERSHIP



About the City

The heart of the "Silicon Forest", Hillsboro is the center of the semiconductor industry and the emerging nanotechnology industry in Oregon. Attractive to business with its abundant resources, supportive political leadership, skilled workforce, and can-do attitude, companies such as Intel, Genentech, SolarWorld, Yahoo! and other leading high-tech and software firms have planted roots in the community and created a diverse economic base. Known for its quality of life, the City of Hillsboro is home to a growing and diverse population that is attracted to the community for job opportunities, recreation opportunities, and commitment to the values of education, safety and welfare. Hillsboro is ideally located just one hour from the Oregon Coast and an hour-and-a-half from the Mt. Hood ski and recreational area. Fortune magazine has listed Hillsboro on its list of 100 Best Places to live in the nation. There are also award winning local schools; a newly opened main library; and 11 colleges, universities and professional schools in the surrounding area, including Pacific University's Health Professions Campus.



Education and Experience

Master's degree in public administration or business administration or a closely related field, as well as extensive experience in public management, preferably in the public sector at the local level of any government, and extensive supervisory experience is required. Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work associated with this position will also be considered. Possession of a valid Driver's License, and a safe driving record. It is also desirable that candidates have knowledge of community development, budgeting and financial management, planning, economic development, redevelopment, public works, water issues including provision and delivery, intergovernmental relations and community relations. Residency within the City of Hillsboro is desired, but not required. Candidates from all geographic regions will be considered.



How to Apply

Interested candidates can apply for this position and obtain additional information at: www.allianceresourceconsulting.com

Confidential questions, inquiries and nominations may be directed to:

Eric J. Middleton, *Managing Partner*

Alliance Resource Consulting, LLC

400 Oceangate, Suite 510
Long Beach, CA 90802

Telephone: (562) 901-0769
Facsimile: (562) 901-3082
Email: emiddleton@allianceRC.com



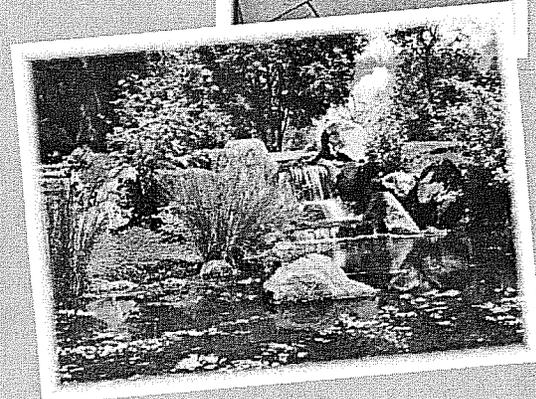
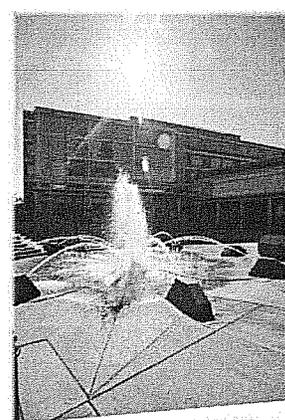
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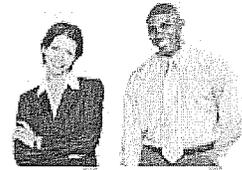


Alliance Resource Consulting, LLC

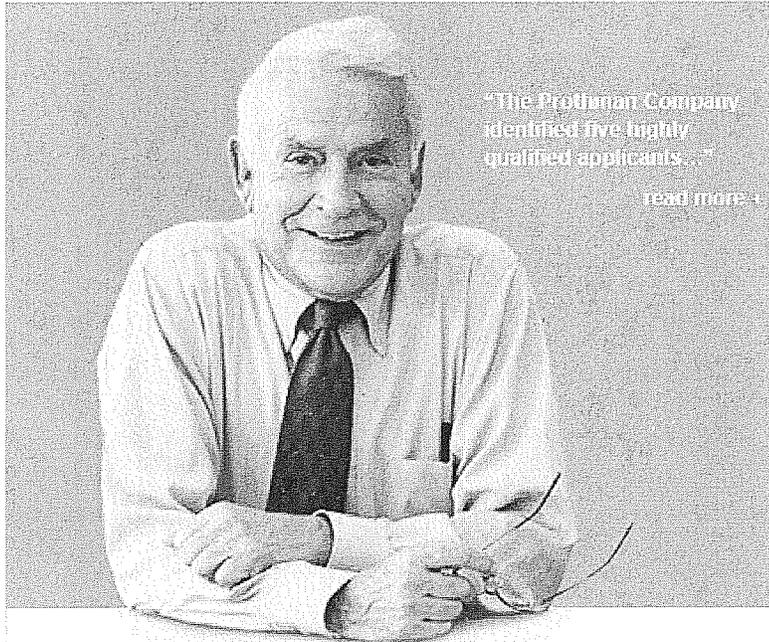
Resumes should be received by April 11, 2011.

The City of Hillsboro is an Equal Opportunity Employer and values diversity at all levels of the organization.





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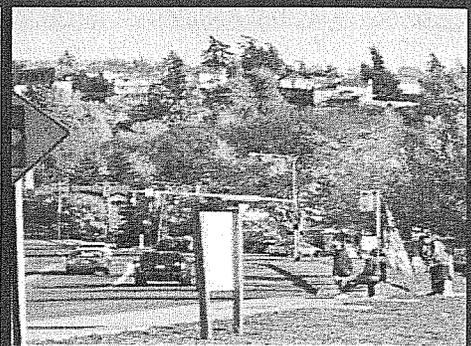
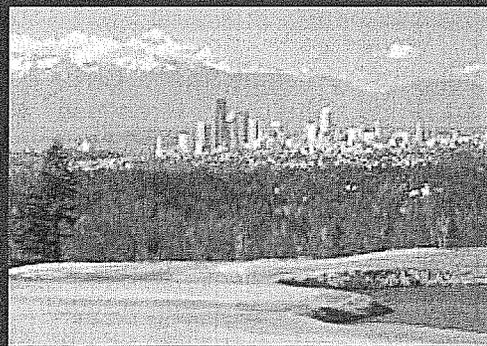
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Searches That Succeed

We've conducted hundreds of successful executive searches, including searches for city managers, finance directors, police and fire chiefs and public works and planning directors.

Every search begins with an individually tailored search plan. Initially, we may review as many as 100 potential candidates. From this pool we'll narrow the field to about 20 prospects and interview each one. All finalists - typically five to seven individuals - will be highly qualified people that share your values and vision. Because of our extensive contacts we can locate top talent for you even in the tightest employment markets.

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CITY OF NEWCASTLE

PUBLIC WORKS DIRECTOR

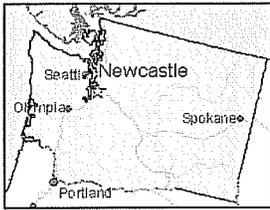
\$85,000 - \$102,000
PLUS EXCELLENT BENEFITS

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December 12, 2010
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PROTHMAN



WHY APPLY?



The City of Newcastle, Washington, is a well managed city dedicated to providing outstanding services to its citizens, as well as a welcoming experience to its visitors. If

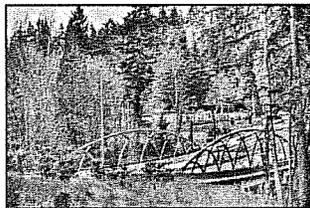
you are interested in making a difference in an excellent community that takes pride in its natural beauty and quality of life, this is the right position for you!

THE COMMUNITY

The City of Newcastle is a residential suburban community of 9,955 residents. Conveniently located southeast of Bellevue at the interchange of I-405 and I-90, Newcastle is just 20 minutes away from Downtown Seattle and SeaTac Airport.

For family-oriented people who want to escape from urban sprawl, Newcastle combines the convenience and choices of urban living with the comfort and feel of a small town. Those who are fortunate to live, work, shop, and play in Newcastle enjoy stunning views, easy commutes to the best jobs in the Pacific Northwest, and a balance with nature in a community that respects their values. Recently Newcastle was named a "Best Affordable Suburbs in America 2010" by Bloomberg's Business Week.

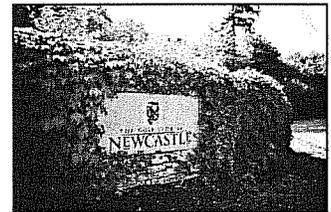
Newcastle has an unusually rich history for a city its size. It played a vital role in opening up the Seattle region for expansion. In many ways, it was the poster child for development in the Pacific Northwest in the late 1800s—rail, coal, and timber were the key themes of this time, and Newcastle was at the nexus of all of them.



Newcastle's coal mine and railroad helped transform Seattle into a major port. In 1872, between 75-100 tons of coal were produced each day in Newcastle; by the time the mine closed for the last time in 1963, more than 13 million tons had been extracted. Its legacy remains ever-present in local place names such as Coal Creek Parkway.

Newcastle currently has 12 neighborhood parks, totaling nearly 40 acres, distributed throughout much of the City for residents and visitors to enjoy. Most of the parks offer some level of active and passive recreational elements. Lake Boren Park serves as the primary attraction in the City's growing park system, offering an array of recreational components, including a playground, basketball, tennis and sand volleyball courts, picnic shelters, and restrooms.

Residents and visitors have described Lake Boren Park as their favorite park based on all it has to offer; from being naturally peaceful and tranquil at the north end with vistas of the lake, to playful, active, and creative towards the main entrance at the south. These



attributes provide for a spectacular venue for a wide variety of community events held at Lake Boren each year, including the *Summer Concerts in the Park*. The City celebrates Newcastle Days, a community festival, each September.

Newcastle is also home to *The Golf Club at Newcastle* which consists of two 18-hole public courses (Coal Creek and China Creek), extensive practice facilities, and a 44,000-square-foot clubhouse. Golfers enjoy some of the best golf in the Northwest and simply stunning views.

Newcastle's citizens have a long history of volunteering which greatly adds to the City's sense of community. Newcastle offers a racially diverse community with a median income of approximately \$100,000, with both affluent and low and moderate income neighborhoods.

THE CITY

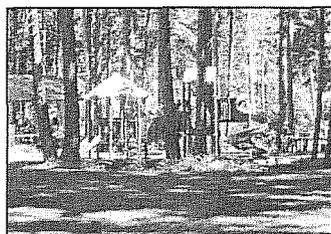
Newcastle is a code city organized under the Council/Manager form of government. It is governed by a seven-member City Council that is elected at large to four-year, staggered terms. The Council itself elects the Mayor, who serves a two-year term and presides over Council meetings.

Currently, the City has 21 FTEs, though a number of services are provided via contract. In addition to the City Manager's staff, departments include

City Clerk, Community Development, Finance, Public Works and Police, with an additional 7 FTEs. Officially incorporated in 1994, Newcastle's annual city budget is approximately \$11 million.

THE DEPARTMENT

The Public Works Department is responsible for building and maintaining most of the physical assets of the city: its roads and bridges, storm



water management systems, parks, and other city properties and buildings. Since the City does not own and operate all of the public assets in Newcastle, some of

the work of the department is coordinated with other agencies and partners.

The department has a 2010 operating budget of \$1.2 million, a 6-year capital budget of \$32 million, 9 staffed FTEs, supplemented with seasonal workers, and several engineering and service contracts.

Even though Newcastle is a smaller city, it aims to build projects and provide public works services to the quality and professionalism of a bigger city. The department's work is an excellent reflection on the pride that residents feel for Newcastle.

THE POSITION

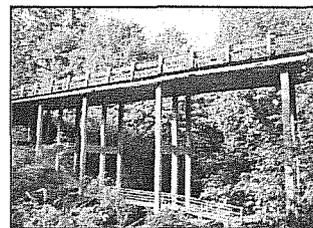
Reporting to the City Manager, the Public Works Director will plan, direct, manage and oversee the activities and operations of the Public Works Department, including engineering, maintenance, and parks. The Director will coordinate assigned activities with other departments and outside agencies, and provide highly responsible and complex administrative support to the City Manager. Additional duties include:

- Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.

- Plan, direct and coordinate, through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; and meet with key staff to identify and resolve problems.
- Attend and participate in professional group meetings, and stay abreast of new trends and innovations in the field of public works.
- Serve as a member of the City's leadership team.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct and implement changes.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; and approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Develop department work plans to support and implement annual City Council goals.

IDEAL CANDIDATE PROFILE

The ideal candidate will have a good "on the ground" knowledge of public works operations, establishing standards of practice, and having the ability to take the department to the next level through teamwork and setting priorities. The new director must be committed and innovative enough to maintain the current level of service in the face of a decreasing budget. The new director will have an approachable and friendly attitude toward the public and strive to build new partnerships.



Management Skills

The ideal candidate will be a successful public works manager familiar with all facets of public works, and will have a proven track record of project management experience and capital planning. The new director must be a team builder who can set clear expectations for staff, instill pride, and develop an atmosphere of support where employees are encouraged to try new

approaches and solutions to problems. The new director should delegate appropriately to subordinates with clear expectations and boundaries, and will be capable of mentoring staff.

The new director should exhibit a strong customer service focus and excellent interdepartmental collaboration to ensure a team environment within the department and across departmental lines.

Communications Skills

The ideal candidate should exhibit an open, honest, straightforward communication style. The new director must be a good listener who deals with personnel throughout all levels of the organization in a consistent manner. The City desires a director who is approachable and encourages open communication based on an environment of trust.



The City seeks candidates who are able to effectively express recommendations and ideas through excellent oral and written communication to a wide variety of audiences, such as staff, other department directors, the Mayor and City Council, community groups, and other boards and committees. The new director should be politically savvy and skilled in establishing and maintaining effective working relations with co-workers, other city employees, labor unions, representatives from other city, county, state and federal agencies, the news media, and the general public.

Personal Traits

The successful candidate will be considerate and even-tempered, bringing an energy and enthusiasm to the position, as well as a flexible "can-do" attitude. The Public Works Director will

lead by example and demonstrate personal and professional integrity.

EDUCATION & EXPERIENCE

The ideal candidate will have a bachelor's degree in public administration, civil engineering, or a closely related field, and 8 to 10 years of increasingly responsible public works experience, including supervisory responsibility, at a comparable or larger agency. Current registration as a Professional Civil Engineer is highly regarded.

Any combination of education and experience may be substituted as long as it provides the desired skills, knowledge, and abilities to perform the essential functions of the job.

COMPENSATION & BENEFITS

- **\$85,000 to \$102,000**
- Medical
- Dental
- Vision
- Life Insurance
- Vacation
- Sick Leave
- 10 Holidays
- 2 Floating Holidays
- Washington State PERS Retirement
- Deferred Compensation

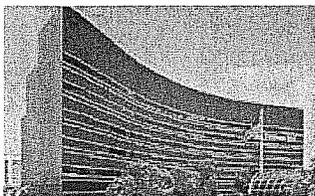
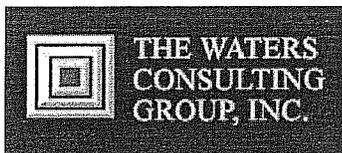


For more information about the City of Newcastle, please visit: www.ci.newcastle.wa.us

The City of Newcastle is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 12, 2010** (first review, open until filled). To apply, please send a letter of interest, resume, completed application and answers to the supplemental questions to Prothman via email at humanresources@prothman.com or mail to the address below. The application form and the supplemental questions can be found at www.prothman.com.



206 368 0050 {ph} 425-289-5040 {fx}
 3633 136th PL SE, Suite 206 Bellevue, WA 98006
humanresources@prothman.com www.prothman.com



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Overview

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Expertise

Since 1988, The Waters Consulting Group, Inc. has built a highly successful practice providing state of the art and innovative solutions in the human resources arena to a broad range of clients that include some of the nation's largest local governments as well as small to mid-sized cities and counties.

Our clients also include various state agencies, school districts and professional associations. But our expertise does not end with the public sector. Our client list also includes the private sector in several major industries including transportation, insurance, health care and retail.

Based in Dallas, Texas, with regional offices in Seattle, Washington; Cleveland, Ohio; and Austin, Texas, we are strategically located to serve our nation-wide client base.

Affiliation

We, as consultants and as a firm, are members of several professional organizations. The following is a list of the ones in which we are the most active:

- World At Work
- American Management Association
- American Psychological Association
- American Psychological Society
- International Management Consultants (see [code of ethics](#))
- International Personnel Management Association
- National Forum for Black Public Administrators
- Society for Human Resource Management
- Society for Industrial and Organizational Psychology
- International City/County Management Association

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Position Title	City Manager
Location	City of Maricopa, AZ
View Brochure	415kb
	Ongoing Search 316



CITY OF MARICOPA, ARIZONA SEEKS A CITY MANAGER

The starting salary and benefits are highly competitive and negotiable, depending upon the experience and qualifications of the successful candidate, with an anticipated starting range of the low to mid \$100's, together with an auto allowance and comprehensive benefits.

Strategically located in Pinal County a half-hour southwest of Phoenix, Maricopa is one of the fastest growing cities in Arizona. Incorporated in 2003 as the 88th municipality in Arizona, Maricopa has grown from a population of about 1,400 in 2000 to its estimated current population of 44,900. As the Arizona and the national economies improve, continued explosive growth and development is on the horizon. Population projections place the population well over 100,000 within the decade and over 200,000 at "build out." Maricopa's residents enjoy a semi-arid climate and views of the beautiful Sierra Estrella Mountains. The city's growth was spurred by the transformation of cotton farms into a number of planned residential communities with the strong attraction of moderately priced real estate compared to the majority of the Greater Phoenix region. Maricopa is bordered on the north by the Gila River Indian Community and on the south by the Ak-Chin Indian Community. The Harrah's Hotel and Casino at Ak-Chin is one of the largest local employers.

Incorporated as a General Law City in Arizona, Maricopa is governed by an elected Mayor and six-member City Council. Each is elected at large in elections held every two years. The Mayor is elected for a two-year term and Council members for four-year terms. In each election the Mayor and three Council seats are up for election. Maricopa offers a full range of municipal services, to include Administration, Community Development, Economic Development, Planning and Development Services, Code Enforcement, Finance, Human Resources, Public Works, Transit, Police and Fire. The City Council appoints a City Manager who is responsible for implementing the Council's policies and managing day-to-day operations. The City has an annual budget of \$125 million, with \$40 million in the General Fund and \$27.1 million earmarked for Capital Improvements. Full time staffing is approximately 215 FTE.

A Bachelor's degree in public administration, business, finance or a related field from an accredited university is required; a Master's degree in a related field is preferred. A minimum of ten years municipal service is required, with five years of recent experience as a City Manager or Assistant City Manager in a city of comparable or greater size preferred. Experience in a larger community which has encountered the challenges of rapid growth is also preferred. City residency is required within one year of appointment under provisions of the Maricopa City Code. The City Council will consider candidates from any geographical region with applicable backgrounds and experience

To Apply: Please submit your resume ASAP online to the Waters Consulting Group by visiting www.watersconsulting.com/recruitment for more details on the position. This position is open until filled; interested candidates are encouraged to apply by February 11, 2011 with in-person interviews in Maricopa in March.

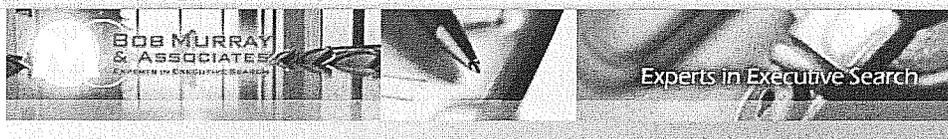
The City of Maricopa is an Equal Opportunity Employer and values diversity at all levels of its workforce!

Application and Selection Process

If you are interested in applying for this position please click on the Proceed button. If you have not yet created a User Profile you will be directed to do so; if you are already logged into your User Profile then you will receive a confirmation that your application has been received.

Please note that the resume that is currently uploaded on your User Profile will be used for all of the positions that you apply for through our website. Remember to make any changes to your User Profile and resume before applying for a position.

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About our Firm

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Bob Murray & Associates brings a personal approach to providing quality executive recruitment services. Our clients include cities, counties, and special districts, both large and small. Our experience includes working with the cities of San Francisco, Los Angeles, Long Beach, Fresno, Sacramento, and San Diego, CA; Eugene, Salem, and Portland, OR; Seattle, WA; San Antonio, TX; New Orleans, LA; Greenville, SC; Norfolk, VA; Jupiter and Miami Beach, FL; and Washington DC. Counties we have assisted include Orange County, Monterey County, and Marin County, CA; Clackamas County and Washington, OR; Fulton County, Orange County and Lowndes County, GA; Arlington County, VA; and Bay County, FL. We have also assisted a number of special districts and professional organizations including the Bay Area Air Quality Management District, the Arizona Municipal Water Users Association and the California State Association of Counties.

Many of our clients are "repeat customers" that return to Bob Murray & Associates because of our emphasis on quality and our success in finding candidates for positions that are difficult to fill.

Through many years of experience, we have created an ideal recruitment process by combining our ability to help you to determine the direction of the search and the types of candidates you seek. We understand the importance of recruiting candidates who are not necessarily looking for a job and are doing well in their current position. Working with professionalism, integrity and personal attention, our team-oriented search process, in addition to our proven expertise, ensures that the candidates we present for your consideration will match the criteria you have established and will be outstanding in their field. Our collaborative process, created to build partnerships with our clients, entails the following:

- Developing a Candidate Profile
- Advertising Campaign and Recruiting Brochure
- Recruiting Candidates
- Candidate Interviews and Evaluation
- Referencing Top Candidates
- Recommendation
- Final Interviews and Background Checks
- Negotiations

Our Dedicated Team

To learn more about our dedicated team, please use the links below.

- Bob Murray**, *President*
- Regan Williams**, *Vice President*
- Wesley Herman**, *Vice President*
- S. Renee Narloch**, *Vice President — Southeast/Mid Atlantic Region*
- Amanda Urrutia-Sanders**, *Principal Consultant*
- Sarah Kenney**, *Senior Consultant*
- Rosa Gomez**, *Administrative Manager*

Professional Qualifications

Bob Murray
President

Mr. Murray brings over 20 years experience as a recruiter. Mr. Murray is recognized as one of the nation's leading recruiters. He has conducted hundreds of searches for cities, counties, and special districts. He has been called on to conduct searches for some of the largest most complex organizations in the country and some of the smallest. Mr. Murray has conducted searches for chief executives, department heads, professional and technical positions. Mr. Murray has taken the lead on the firm's most difficult assignments with great success. His clients have retained him again and again given the quality of his work and success in finding candidates for difficult to fill positions.

Prior to creating Bob Murray & Associates, Mr. Murray directed the search practice for the largest search practice serving local government in the country. Mr. Murray has worked in local government and benefits from the knowledge of having led an organization. Prior to his career in executive search he served as the City Manager for the City of Olympia, Washington. He has also served as an Assistant City Manager and held positions in law enforcement.

Mr. Murray received his Bachelor's degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

Regan Williams
Vice President

Mr. Williams brings 30 years of local government experience to Bob Murray & Associates. Most recently, he worked as a private consultant with Deloitte and Touche on various public sector assignments. Prior to that, he served as Director of Public Safety with the City of Sunnyvale, CA.

Mr. Williams was involved in the development of some of Sunnyvale's most innovative programs and has a national reputation for excellence in law enforcement. He has been responsible for numerous recruitments throughout his career. Clients find his insight and

expertise in recruitment and selection a valuable asset.

Mr. Williams received his Bachelor's degree in Administration of Justice from San Jose State University. He is also a graduate of the FBI National Academy.

Wesley Herman
Vice President

Mr. Herman brings over 10 years of management and recruitment experience to Bob Murray & Associates. Most recently, he worked as a regional manager for an investment firm directing the recruitment, development and management of a team of associates located throughout the west coast. Mr. Herman served as the lead contributor to conduct all candidate interviews, engage in negotiations and make recommendations to the firm's principals regarding associate employment for his division. In addition, Mr. Herman has acted in various public sector capacities including as a law enforcement officer and as a legislative advocate for a state industry association.

Mr. Herman's local government and private industry experience have afforded him a unique insight into the specialized needs of each selection process and the ability to identify the ideal group of candidates for an open position. Bob Murray & Associates values his strength in communicating and identifying quality candidates.

Mr. Herman received his Bachelor's of Science degree in Economics and Business Administration from Saint Mary's College of California. He has had further studies in both Public Administration and the Administration of Justice.

S. Renee Narloch
Vice President —
Southeast/Mid Atlantic Region

S. Renee Narloch is the Director of our East Coast Office located in Tallahassee, Florida. Ms. Narloch has extensive experience in public sector recruitments nationwide. She was formerly employed by a large, national search firm as a Senior Recruiter with sole responsibility for the firm's executive search practice in the Southeastern, Mid-Atlantic and Mid-Western states.

Ms. Narloch has fifteen years of experience in Executive Recruitment and has been involved in over 400 national searches. Prior to her recruitment career, she was a Senior Consultant for a national search firm's cost plan and revenue enhancement divisions, serving public sector clients nationwide. She also worked for three Fortune 500 companies in their sales, marketing and financial accounting divisions. Ms. Narloch is responsible for all facets of recruitment including serving as lead consultant with project management responsibilities, recruiting candidates, conducting preliminary interviews and detailed reference inquiries, and assisting clients in final interviews and negotiations. As Director of the East Coast Office, Ms. Narloch provides expertise in public sector recruitment, enabling us to better serve clients nationwide.

Ms. Narloch received her Bachelor's of Arts degree in Information Studies, summa cum laude, at the Florida State University, Tallahassee, Florida.

Amanda Urrutia-Sanders
Principal Consultant

As a Principal Consultant with Bob Murray & Associates, Ms. Urrutia-Sanders is responsible for research, candidate recruitment and screening, as well as reference checks and background verifications. She focuses on client communication and works closely with clients to coordinate candidate outreach and ensure a successful search.

Ms. Urrutia-Sanders brings several years of industry experience as she worked for one of the nation's largest recruitment firms. Her insight into the recruitment process is a valuable asset to Bob Murray & Associates.

Ms. Urrutia-Sanders received her Bachelor's of Arts degree in Communications from the University of Wyoming.

Sarah Kenney
Senior Consultant

As a Senior Consultant with Bob Murray & Associates, Ms. Kenney is responsible for candidate recruitment and screening, research, reference checks, and background verifications. Her focus is client service, and she works closely with clients to coordinate candidate outreach and ensure successful searches.

Ms. Kenney brings over a decade of customer service and management experience to Bob Murray & Associates. She has been on both sides of the hiring process and uses her experience to ensure all parties involved are satisfied with every step of recruitment at our firm.

Ms. Kenney received her Bachelor of Arts degree in Psychology from the University of California at Davis.

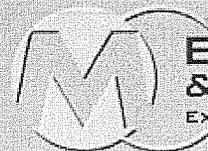
Rosa Gomez
Administrative Manager

Ms. Rosa Gomez is the Administrative Manager at Bob Murray & Associates. Ms. Gomez is the first point of contact at Bob Murray & Associates and has extensive administrative experience. Ms. Gomez is known for her personal approach as she works closely with clients and candidates alike to ensure a successful search. As the first point of contact for Bob Murray & Associates Ms. Gomez's professional approach is of the highest caliber.

CITY OF
LAKE OSWEGO, OR

INVITES YOUR
INTEREST IN
THE POSITION OF

POLICE
CHIEF



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

In northwest Oregon, on the banks of the scenic Willamette River and surrounding a 405-acre lake, Lake Oswego is considered one of Oregon's finest residential areas. Located among many of the state's most scenic attractions, Mount Hood, the Oregon Coast, the Columbia gorge and nearby vineyards, it is a community of 37,558 residents that offers all of the amenities of a thriving suburb. The City covers ten square miles and is ideally situated close to Oregon's major metropolitan areas. It is ten miles from Portland, and 45 minutes from Salem, the State capital.

Incorporated in 1910, Lake Oswego's 100th birthday was celebrated in style in 2010 with numerous centennial events and activities. Residents love Lake Oswego for its small town charm, safe community, great schools, parks, beauty and sense of community. Historically, Lake Oswego developed around the Oswego Lake. Residential uses with private lake access occupy a major portion of the shore line along the lake edge. A lifestyle center, Lake Oswego is advantaged by its geography and surrounded by the highest average household incomes in the State of Oregon, and is becoming a destination location. Through the last few years, Lake Oswego has received national recognition. In 2008, U.S. News & World Report listed Lake Oswego as one of the "10 Brainiest Places to Retire" and Money Magazine added Lake Oswego to their 2007 list of "Top 100 Best Towns in America."

Known for excellence in education, the Lake Oswego School District educates approximately 7,100 students in thirteen schools with over 90% of the high school graduates going on to attend four year colleges. Within the City limits is Marylhurst University, which is a co-educational university serving a diverse student body of all ages, recognized for academic excellence, small class size, flexible schedule, and customized degree programs. Also within easy commuting distance are Lewis and Clark College with its affiliate Northwest School of Law, Portland Community College, Portland State University, Reed College, University of Portland, and Oregon Health and Sciences University.

Lake Oswego residents expect strong leadership from their elected officials to guide the community and to ensure protection of their quality of life.

Likewise, City staff is looked upon to deliver excellent city services in a responsive, cost effective manner. There is a strong sense

In northwest Oregon, on the banks of the scenic Willamette River and surrounding a 405-acre lake, Lake Oswego is considered one of Oregon's finest residential areas.

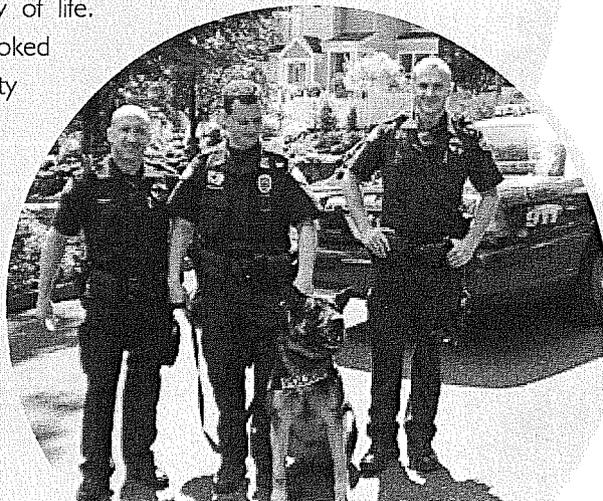
of community pride as evidenced by the more than 20 neighborhood associations and a number of civic and cultural organizations. By every indicator, Lake Oswego is a truly special place.

THE ORGANIZATION

The Lake Oswego City Charter establishes a "council-manager" form of government. The City Council consists of a mayor and six councilors, elected at large for four-year overlapping terms, with term limits of eight consecutive years. City Council members enjoy a positive and effective working relationship with each other and City staff. City Manager, Alex McIntyre, joined Lake Oswego in early 2008. Department Directors and the City's Assistant City Manager are appointed by the City Manager and are responsible for directing the services and activities of the City.

The City of Lake Oswego is a full-service municipality providing police and dispatch services, fire, public works, planning, building services, library and parks and recreation. The City operates on a one year budget cycle and has an overall budget of approximately \$179 million for the 2010-2011 fiscal year and 355 budgeted full-time equivalent positions.

The level of citizen involvement and volunteerism is significant in Lake Oswego. Over one hundred citizens serve on city affiliated decision-making and advisory boards. Many other citizens participate in land use discussions through active Neighborhood Associations, Homeowner Associations and similar community groups. In July 2010, Lake Oswego kicked off its Comprehensive Plan update which is a three year project that, with the assistance and involvement of



the community, will envision the future for Lake Oswego in 2035 and outline the policies and steps to get there. The project will plan for the community's present needs, while ensuring that Lake Oswego sustains a high quality of life for future generations.

THE DEPARTMENT

In line with the City's dedication to quality customer service, the Mission statement of the Lake Oswego Police Department states:

"The Lake Oswego Police Department is committed to an open and honest partnership with our community and with its members to create an atmosphere of trust, promoting a higher quality of public service and enhancing the quality of life."

To accomplish this, all incidents are handled in a professional manner, regardless of the nature of the call. The department prides itself on the unofficial motto of "No Call Too Small."

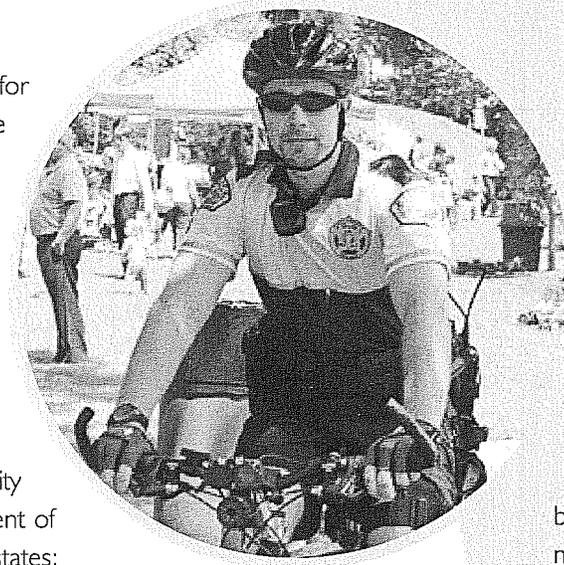
The Lake Oswego Police Department employs 69 full time employees: 42 sworn Police Officers; 16.5 Communications Operators; 4 Community Service Officers; 6.5 support personnel. The Police Department carries out its mission through six divisions with activities that range from criminal investigations and traffic enforcement to animal control, education programs, and neighborhood watch services. The Department also fields two K-9 teams, provides a school resource officer, and operates a 911 emergency dispatch center. Lake Oswego provides 911 dispatch services for two other neighboring communities, West Linn and Milwaukie. At the start of each calendar year, officers bid on shifts by seniority.

Additional assignments include: Motorcycle Traffic Enforcement, Detective, Training Officer, Officer in Charge and Canine Officer. The Department's annual budget is approximately \$9.15 million.

In May 2010, the City of Lake Oswego and the Police department suffered a significant loss with the untimely passing of their beloved Police Chief, Dan Duncan. Dan embodied the spirit of the department and was admired for his integrity, honesty and humor.

IDEAL CANDIDATE

The City of Lake Oswego is seeking a Police Chief who will be a strong and committed leader. The new Police Chief will have the ability to quickly understand the values of Lake Oswego and be comfortable working in a small, but sophisticated



town, accustomed to high quality municipal services and a tradition of community involvement. The selected candidate will have the opportunity to join a solid organization with a strong foundation. The incoming Chief will build on the successes of the Department and continue into the future.

The new Chief must be honest, an active listener, a strong leader and a team builder. The selected candidate should be visible in the community and responsive to the concerns of the residents. A Chief who embraces an open-door policy will be valued. Candidates who are able to communicate with people at all levels and have the ability to form partnerships are highly sought.

The new Chief must be honest, an active listener, a strong leader and a team builder.

The new Chief should be compassionate, straight forward and value the public's perspective on issues pertaining to the City. Someone who treats people fairly, respectfully, and understands the broad range of management is imperative.

The position of Police Chief requires a Bachelor's Degree in Social Science, Public or Business Administration and seven years related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties. A Master's Degree is preferred.

COMPENSATION

The salary for the incoming Police Chief is \$101,857-\$123,843 and is dependent upon qualifications. The City currently offers an attractive benefits package including:

PERS – The City is a member of the Oregon Public Employees Retirement System.

Deferred Compensation – The City offers five voluntary deferred compensation programs.

Medical/Dental/Life/LTD – The City offers an extensive employee benefit plan.

Vacation – Accrual is based upon years of service.

Sick Leave – Accrues 8 hours per month.

Holidays – 12 paid holidays per year.

Personal Days – One personal day and four days of administrative leave.

Flexible Spending Accounts – A voluntary, pre-tax flexible spending account program is available for unreimbursed medical expenses and/or dependent care expenses.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Filing Deadline:
February 25, 2011**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Lake Oswego. Candidates will be advised of the status of the recruitment following selection of the Police Chief.

If you have any questions, please do not hesitate to call Mr. Regan Williams at:

(916) 784-9080



Council Goals- Amendments

Mark O'Brien

3/7/11

Pg. 1

*By 12/11, the Council will ~~hear and~~ provide direction on recommendations to strengthen access to and availability of locally produced food and community gardens via policy, ordinance and LDC changes.

*By 12/12 the Council will ~~have enacted the necessary~~ code and policy changes **corresponding with that direction.** ~~to support those recommendations.~~

*By 12/11, the Council will **consider** ~~take~~ action on recommendations by the Economic Development Commission concerning strategic priorities and funding sources for **Economic Development** initiatives.

*Working with the OSU President and his staff, by 12/11, the Council will create a plan to seize opportunities on parking, code enforcement, infill design, rental code, traffic design and other important issues.

*The Council will create a financially sustainable **City** budget.

*Amend compensation policies to align total employee compensation with **available City** revenue.

*Develop new sources of revenue that align with ~~expenditures~~ **the cost of desired City services.**

I move to adopt the proposed 2011-2012 City Council goals, as amended in this memo, and that the Council's official goal statements continue to reflect an ongoing commitment to the over-arching goals of Diversity, Citizen Involvement, Sustainability and Cost Efficiency.

Council Goals- Amendments

Mark O'Brien

3/7/11

Pg. 2

Clean Copy of Goals as Amended

*By 12/11, the Council will provide direction on recommendations to strengthen access to and availability of locally produced food and community gardens via policy, ordinance and LDC changes.

*By 12/12 the Council will enact code and policy changes corresponding with that direction.

*By 12/11, the Council will consider action on recommendations by the Economic Development Commission concerning strategic priorities and funding sources for Economic Development initiatives.

* Working with the OSU President and his staff, by 12/11, the Council will create a plan to seize opportunities on parking, code enforcement, infill design, rental code, traffic design and other important issues.

*The Council will create a financially sustainable City budget.

*Amend compensation policies to align total employee compensation with available City revenue.

*Develop new sources of revenue that align with the cost of desired City services.



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Fw: the questions

- **To:** ward8@xxxxxxxx, mayor@xxxxxxxx
- **Subject:** Fw: the questions
- **From:** kirk nevin <kirksnevin@xxxxxxxx>
- **Date:** Sun, 6 Mar 2011 19:10:39 -0800 (PST)

--- On Sun, 3/6/11, kirk nevin <kirksnevin@xxxxxxxx> wrote:

From: kirk nevin <kirksnevin@xxxxxxxx>
Subject: the questions
To: corvallisgadfly@xxxxxxxx
Date: Sunday, March 6, 2011, 4:07 PM

To the Corvallis City Council:

Thank you for agreeing to debate the issues I have put before you: How do we define 'media' in 2011? Who qualifies for inclusion in city meetings that are closed to the public except for 'media' representatives? Exactly what are the reporting restrictions placed on 'media' representatives in city executive sessions?

I ask that you consider these issues in light of the effort I have put into establishing CorvallisGadfly.com; money and energy have been expended in an effort to create competition for the local 'media' outlet.

I would remind you that these are clearly First Amendment issues. I suggest you write your opinions in a form that would satisfy the Ninth Circuit Court of Appeals. The issues are critical to the future of Corvallis.

Successful government gets little public scrutiny. Failed government, which we now have in Corvallis, must expect an entirely different reaction from the public {Failed: My grandchildren have had to illegally urinate in Central Park. I cannot take my grandchildren to the library on rainy Sundays, when we were accustomed to curl up in a comfortable chair and read together. That defines failure}. Those of us who have been negatively affected by the fiscal irresponsibility of the Nelson administration are angered by the lack of public access to critical decision-making processes, and even more distressed by the apparent monopoly held by the recognized 'media' in Corvallis. When the only reports of local government events are controlled by a for-profit non-local organization, the opportunity for inaccuracy and omission is extreme.

I don't pretend to know the process of choosing legal counsel for the city, but I would suggest that these First Amendment issues are critical for the city, and that the council should review the process of choosing the legal entity which assists the elected government officials with these issues; I would hope that the choice of city counsel is an open process that is inclusive of all legal talent in Oregon, and that the city might consider retaining outside counsel for these critical First Amendment issues.

I appreciate the time and energy of the City Council members in reviewing these issues. I only hope the deliberations are productive in the sense that they lead to opinions and decisions that enable the Corvallis public to be more proactive in the governing process.

The example of the ongoing labor negotiations is one of many where the city/media combination has failed to properly inform the public. I'm hoping you'll change that situation so that we can avoid the historical *fait accompli* syndrome of the Nelson years, where the public is stuck with faulty agreements that are fiscally unsustainable.

Thank you for your consideration of these issues.

Namaste.
Kirk Nevin
CorvallisGadfly.com

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- Prev by Date: **Re: 2011 SEI Filing with Oregon Government Ethics Commission**
 - Previous by thread: **Mystery eCoupon Ends Sunday! You could save up to 50% off ThinkPad laptops | Reveal savings**
 - Index(es):
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