



**CORVALLIS
CITY COUNCIL AGENDA**

**August 1, 2011
12:00 pm ONLY**

**Downtown Fire Station
400 NW Harrison Boulevard**

COUNCIL ACTION

PLEDGE OF ALLEGIANCE

I. ROLL CALL

II. CONSENT AGENDA [direction]

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

- A. Reading of Minutes
 - 1. City Council Meeting – July 18, 2011
 - 2. City Council Special Meeting (Executive Session) – July 20, 2011
 - 3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Airport Commission – June 7, 2011
 - b. Arts and Culture Commission – May 26 and June 23, 2011
 - c. Bicycle and Pedestrian Advisory Commission – June 3, 2011
 - d. Citizens Advisory Commission on Civic Beautification and Urban Forestry – June 9, 2011
 - e. Downtown Parking Committee – April 5, 2011
 - f. Parks, Natural Areas, and Recreation Board – May 19 and June 16, 2011
- B. Announcement of Appointment to Boards, Commissions, and Committees (Arts and Culture Commission - Badger; Community Police Review Board - Wershow; Citizens Advisory Commission on Civic Beautification and Urban Forestry - Goslow)
- C. Announcement of Vacancy on Advisory Boards, Commissions, and Committees (Citizens Advisory Commission on Civic Beautification and Urban Forestry - Johnson; Downtown Commission - Adams)
- D. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(e) (status of real property transaction)

III. ITEMS REMOVED FROM CONSENT AGENDA

IV. UNFINISHED BUSINESS

- A. City services review [direction]
- B. Initiation of a Land Development Code Comprehensive Plan amendment and zone change (Seavey Meadows)

V. MAYOR, COUNCIL, AND STAFF REPORTS

- A. Mayor's Reports
- B. Council Reports
- C. Staff Reports [information]
 - 1. Council Request Follow-up Report – July 28, 2011
 - 2. City Manager recruitment update
 - 3. Cost containment samples

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

VII. PUBLIC HEARINGS – None.

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

- A. Human Services Committee – July 19, 2011
 - 1. Willamette Neighborhood Housing Services Third Quarter Report [direction]
- B. Administrative Services Committee – None.
- C. Urban Services Committee – None.

X. NEW BUSINESS

XI. ADJOURNMENT

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

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

A Community That Honors Diversity



**CITY OF CORVALLIS
ACTIVITY CALENDAR**

AUGUST 1 - 13, 2011

MONDAY, AUGUST 1

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

TUESDAY, AUGUST 2

- ▶ Airport Commission - 7:00 am - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ No Human Services Committee

WEDNESDAY, AUGUST 3

- ▶ Administrative Services Committee - 4:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Land Development Hearings Board - 5:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard
- ▶ Planning Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

THURSDAY, AUGUST 4

- ▶ No Urban Services Committee
- ▶ City Manager Candidates Reception - 5:30 pm - Library Main Meeting Room, 645 NW Monroe Avenue
- ▶ Committee for Citizen Involvement - 7:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

FRIDAY, AUGUST 5

- ▶ City Council Executive Session - various times and locations - (City Manager interviews)
- ▶ Bicycle and Pedestrian Advisory Commission - 7:00 am - Downtown Fire Station, 400 NW Harrison Boulevard

SATURDAY, AUGUST 6

- ▶ No Government Comment Corner

MONDAY, AUGUST 8

- ▶ Economic Development Commission - 3:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

TUESDAY, AUGUST 9

- ▶ Historic Resources Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

WEDNESDAY, AUGUST 10

- ▶ Citizens Advisory Commission on Transit - 8:20 am - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Downtown Commission - 5:30 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

THURSDAY, AUGUST 11

- ▶ Citizens Advisory Commission on Civic Beautification and Urban Forestry - 8:00 am - Parks and Recreation Conference Room, 1310 SW Avery Park Drive

SATURDAY, AUGUST 13

- ▶ No Government Comment Corner

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Staff Reports 1. City Manager's Report 2. 2011-2012 City Council Goals Update 3. City Manager Recruitment Update Page 307	Yes Yes Yes		
Items of HSC Meeting of July 6, 2011 1. Greenbelt Land Trust Bald Hill Land Acquisition 2. Declaration of Cooperation – City/Benton County/Greenbelt Land Trust 3. Corvallis Farmers Market Annual Report 4. Parks and Recreation Annual Fee Review Pages 308-310			<ul style="list-style-type: none"> • RESOLUTION 2011-25 <u>passed U</u> • Authorized CM to sign <u>passed U</u> • Accepted Report <u>passed U</u> • Approved fee adjustments <u>passed 5-2</u>
Items of ASC Meeting of July 6, 2011 1. OAC Fees 2. Sustainable City Services Statement Proposal 3. Property Tax-Related Financial Policies Review 4. Full-Cost Recovery 5. Presenting Ideas to Advisory Bodies Pages 310-311	Yes Yes Yes		<ul style="list-style-type: none"> • Approved statement <u>passed U</u> • Amended policies <u>passed U</u>
New Business 1. Ward Boundaries Update Process Pages 311-313			<ul style="list-style-type: none"> • Directed staff to work with ASC on process and criteria <u>passed U</u>
Executive Session 1. Litigation – Creekside Center Appeal 2. Real Property – Utility Line Easements 3. Litigation – Code Enforcement 4. Litigation – McElroy 5. Labor Negotiations – CPOA 6. Labor Negotiations – AFSCME Page 313	Yes Yes Yes Yes Yes Yes		

Glossary of Terms

AFSCME	American Federation of State, County, and Municipal Employees
ASC	Administrative Services Committee
ASOSU	Associated Students of Oregon State University
CM	City Manager
CPOA	Corvallis Police Officers Association
HSC	Human Services Committee
IGA	Intergovernmental Agreement
OAC	Osborn Aquatic Center
OSU	Oregon State University
SWW	Suzanne Wilkens Way
Third/Van Buren	NW Third Street/NW Van Buren Avenue
U	Unanimous

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES**

July 18, 2011

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

PLEDGE OF ALLEGIANCE

I. ROLL CALL

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

ABSENT: Councilor Beilstein (excused)

Mayor Manning directed Councilors' attention to items at their places, including information regarding the Oregon State Highway 34 (Hwy 34)/South Bypass (Bypass) project from Oregon Department of Transportation (ODOT) and Councilor O'Brien (Attachments A and B, respectively), updated Council and key staff contact information, a map of the current City Wards (Attachment C), a Cascades West Council of Governments newsletter, and a sample of a proposed City utility billing statement (Attachment D).

II. CONSENT AGENDA

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

A. Reading of Minutes

1. City Council Meeting – July 5, 2011
2. City Council Work Session – July 5, 2011
3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Arts and Culture Commission – December 9, 2010, and January 19, March 24, and April 28, 2011
 - b. Citizens Advisory Commission on Civic Beautification and Urban Forestry – January 13, February 10, March 10, April 14, and May 12, 2011
 - c. Citizens Advisory Commission on Transit – June 8, 2011
 - d. Downtown Commission – June 8, 2011
 - e. Economic Development Commission – June 13, 2011
 - f. Historic Resources Commission – June 14, 2011
 - g. Land Development Hearings Board – May 4, 2011
 - h. Parks, Natural Areas, and Recreation Board – January 20 and April 21, 2011
 - i. Planning Commission – April 20 and May 4, 2011
 - j. Public Art Selection Commission – December 22, 2010

- B. Confirmation of appointments to various Boards, Commissions, and Committees
- C. Announcement of vacancy on Committee for Citizen Involvement (Wershow)
- D. Approval of an application for a "Limited On- and Off-Premises Sales" liquor license for Ian Johnson owner of LUC, LLC, dba LUC, 134 SW Fourth Street (Change of Ownership)
- E. Acknowledgment of receipt of updated advisory Boards, Commissions, and Committee directory
- F. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(d)(e)(h) (status of labor negotiations; status of real property transaction; status of pending litigation or litigation likely to be filed)

The motion passed unanimously.

III. ITEMS REMOVED FROM CONSENT AGENDA – None.

IV. UNFINISHED BUSINESS

- A. South Bypass project

ODOT Project Manager Wolcott conducted a PowerPoint presentation (Attachment A) and answered Councilors' questions.

ODOT Issue 1 – Option A Real Property Right-of-Way Acquisition for Construction of Slip Lane and South Frontage Road

- The slip lane and a portion of the south frontage road would cross the City-owned Alan Berg Park.
- Option B includes dual right-turn lanes from the Bypass northbound to Hwy 34 eastbound and a north frontage road from Electric Road to the Oregon Department of Fish and Wildlife (ODFW) and Oregon State University (OSU) research facilities. Option B also includes a connection between the multi-use path that was just constructed and the Suzanne Wilkens Way (SWW) path.
- Under the proposal, the SWW path would be re-configured to have a wider loop after exiting from Hwy 34 eastbound a little east of its current connection.

ODOT Issue 2 – A Cooperative Improvement Agreement by the City and ODOT to Set Aside Land Needed for the Directional Interchange

- The agreement would address land needed for the directional interchange at the Hwy 34/Bypass intersection, the re-alignment of Hwy 34, and the south frontage road.
- ODOT would like the City to set aside the property needed for the identified projects until ODOT develops the directional interchange and south frontage road.
- The future alignment would be similar to that proposed under Option A.

ODOT Issue 3 – SWW Path Improvements

- The SWW path begins at the Van Buren Bridge (VBB), passes under the VBB and the Harrison Bridge, and connects to the OSU crew docks.
- ODOT would like a formal partnership with the City to develop the SWW path improvement plans.
 - The City would pay for development of the plans, specifications, and estimates; would obtain the environmental permits, clearances, and permits; and would pay for any archeological curation.
 - ODOT would pay for construction costs for a basic design.

In response to Councilor Raymond's inquiry, Steve Rogers explained that the SWW path improvements would include a public process for design permits. He noted that Linn County must issue the permits. The path is located in a floodplain and a City park and possibly in the Willamette River Greenway or an archeological site. The formal agreement will be a critical step; the Council would be asked to review and approve an agreement. Staff would provide information regarding the potential costs to develop the project designs, conduct the public process, and obtain the necessary permits and also identify possible funding sources.

In response to Councilor Hervey's inquiry, Mr. Rogers said he could not immediately indicate the costs for the environmental permit and archeological curation. He cautioned the Council to ensure that an IGA included a means for the City to terminate the agreement, should design costs exceed an amount the City could afford. He noted that the Council would have several future opportunities to review design plans prior to construction. He acknowledged that the project did not involve standard designs and will require time because of the complex issues involved.

Mr. Wolcott confirmed for Councilor Traber that ODOT sought the Council's indication of its intent to support proceeding to develop an IGA, rather than commitment to the specific terms of an IGA.

Referencing his previous testimony to the Council, Mr. Wolcott clarified that most of the SWW path is on ODOT-owned property; a smaller portion is on City-owned property.

ODOT Issue 4 – Transportation System Management Operational Improvements in Downtown Corvallis

- ODOT would like the City to join ODOT in a committed partnership to add this element to the overall Hwy 34/Bypass project and work through related issues.
- The project would create a dedicated right-turn lane along NW Third Street (Third) from NW Jackson Avenue (Jackson) to NW Van Buren Avenue (Van Buren).
- Details of the proposed improvements are not yet known.

Mr. Rogers commented that the traffic benefit differences between Options A and B were very small, but the results of Option A would be slightly better. With Option A, the traffic volume-to-capacity ratio of the Hwy 34/Bypass intersection, based upon 2007 data, would be slightly better than with Option B. Depending upon the rate of population and traffic

growth, the intersection would have more traffic volume than capacity, under either option, by possibly 2015.

Mr. Rogers said City staff reviewed each of ODOT's questions and identified alternatives for the Council's consideration.

City Question 1 – Will the City sell the property necessary for ODOT to construct Option A?

- The City could decline to sell the property. No Council action is needed to support Option B because ODOT would pursue Option B if the Council declined to sell the property necessary for Option A.
- At the Council's direction, staff could develop an agreement to protect the property necessary for future improvements to the Hwy 34/Bypass intersection.

City Question 2 – Will the City enter into an intergovernmental agreement (IGA) to develop plans, acquire permits, and obtain environmental clearances for construction of improvements to the SWW path?

- A public process would be necessary.
- Various initially identifiable issues must be evaluated; consultants will be needed to assist City staff with these evaluations. Existing funding for the work must be identified. The work must commence before Fiscal Year 2012-2013.
- If the Council approved pursuing improvements to the SWW path, staff will present to the Council an IGA, a funding strategy for the City's work, and an explanation of the impacts of the funding.

City Question 3 – Will the City declare in favor of the improvements and access consolidation at the Arco station for the NW Third Street right-turn lane in Downtown Corvallis?

- Staff identified three Council alternatives.

Mr. Rogers said the staff report summarized the Bicycle and Pedestrian Advisory Commission's (BPAC) recent discussions of the City's questions. The BPAC supports all three projects.

In response to Councilor Traber's inquiry, Mr. Rogers said any possible lack of agreement by the City and ODOT regarding improvements to the SWW path would not impact any of the other projects.

Mr. Rogers explained for Councilor Raymond that Alan Berg Park is accessible by vehicles from a driveway leading to the Flomacher building. The driveway does not provide safe access for large numbers of vehicles. The proposed south frontage road was designed to provide vehicle access to the Park but is included only in Option A. The south frontage road could be pursued later under Option B and is part of the proposed directional interchange. The directional interchange project is dependent upon funding. The State currently allocates \$15 million in each budget cycle for the state-wide highway modernization program. It is unknown when funds would be available for the directional interchange project. The

Federal Government has not approved a new highway bill, and there is no assurance that future funding would be available from that source.

Councilor Hogg inquired about the advantage of the City protecting land from development in anticipation of an intersection project many years into the future, rather than deciding whether to sell the land when the intersection project is ready for consideration.

Mr. Rogers responded that the suggested property protection agreement would ensure that the property will be available to accommodate construction of the directional interchange. Otherwise, the property could be developed, preventing construction of the future intersection project.

Councilor Raymond referenced previous testimony from property owners along the north side of Hwy 34 regarding the north frontage road included in Option B contributing to more vehicle traffic in front of their homes.

Mr. Wolcott explained that the Roche-Wolcott Project purchased property for the north frontage road. The property owners were compensated at fair market values for the land. If Option B is pursued, the north frontage road would be extended from the Oregon Department of Fish and Wildlife (ODFW) and OSU research facilities to Electric Road, impacting OSU's property. OSU would be compensated for the loss of its property.

Referencing City Question 3 regarding the Third/Van Buren intersection, Councilor Hogg inquired whether it was typical for the Council to decide issues before consulting affected property owners, such as the Arco station owner. He asked whether it would be advantageous for the Council to postpone a decision regarding City Question 3 until staff did a full investigation.

Mr. Rogers speculated that, if the Council did not support ODOT's proposed changes to Third, the project would not be presented again.

VI. VISITORS' PROPOSITIONS

Gary Martin, representing the Beach family and its farm, said the family was financially compensated for the property ODOT needed for the Hwy 34 project.

Mr. Martin asked the Council to listen to experts; ODOT indicated that it preferred Option A, as did Linn County officials. Option B would impact the Beach family and its farm without financial compensation. The family accepted Option A and the estimated traffic in front of their home for the OSU research center. Option B would result in much more traffic in front of the family home. He urged the Council to support Option A.

Kelly Moore works at the ODFW research lab. The lab has grown over the past few years, increasing staffing from 20 to 50 permanent employees. Staff makes multiple trips to Corvallis and field research sites.

Mr. Moore said ODOT worked with ODFW staff regarding the Hwy 34 project to develop an alternative that worked best for ODFW staff and its neighbors. The project involved sacrifices for

everyone but would ultimately provide benefits. OSU's research facility along the north frontage road also increased its staffing over the past few years, resulting in more traffic. ODFW staff are eager for the project to be completed to resolve traffic problems in the area.

Mr. Moore emphasized that he and many of his coworkers supported Option A, believing it was the best solution for the most people. Many ODFW employees commute by bicycle and are excited at the prospect of using the north side multi-use path. They would like the path to remain a path and not become a frontage road. Any improvements that could be made to the SWW path would benefit ODFW employees. He said ODFW employees did not support having traffic for Trysting Tree Golf Course or OSU's crew docks being re-routed to a north frontage road, which would become a mini-Hwy 34 and a bypass lane and be a disadvantage for ODFW staff.

Brad Upton, is Chair of the BPAC and the Downtown Commission's Downtown Parking Committee (DPC). The DPC discussed the proposed dedicated right-turn lane on Third. The BPAC urged the Council to not support Option A only because of safety concerns regarding bicyclists and pedestrians crossing the slip lane. The BPAC did not discuss concerns regarding the north frontage road or multi-use path and would accept those features.

Mr. Upton clarified for Councilor Hirsch that the BPAC strongly opposed Option A because of the lack of a safe bicyclist/pedestrian crossing of the slip lane. The BPAC urged the Council to reject Option A. Urban Services Committee recommended that the Council add three conditions to the slip lane approval. Option B alleviated the BPAC's concerns regarding the slip lane by maintaining a crosswalk with activated signals. The BPAC indicated acceptance of Option B.

In response to Councilor Hogg's inquiry, Mr. Upton said ODOT's proposal for Third involved removal of parallel, on-street parking spaces on the east side of the street to create a dedicated right-turn lane. Marked crossings would not be affected. The BPAC had some concerns about pedestrians trying to cross Third at Van Buren from east to west and motorists looking only west for eastbound vehicle traffic; the BPAC did not consider this a major concern. The project would include adding bicycle lanes on two blocks of Third, which is designated as a "caution zone" on the City bicycle map; former Mayor Tomlinson asked the BPAC to address this issue.

In response to Councilor Hogg's further inquiry, Mr. Upton said the DPC discussed ODOT's proposal for Third. Casual City survey data indicated that parking spaces slated for removal are not heavily used. Therefore, the DPC did not believe that removing the spaces would negatively impact the overall parking situation. The spaces are outside the Downtown free customer parking area. The DPC expressed support for the project.

IV. UNFINISHED BUSINESS – Continued

A. South Bypass project – Continued

Councilor O'Brien referenced his memorandum to the Council (Attachment B).

Councilors O'Brien and Brauner, respectively, moved and seconded to decline to sell to Oregon Department of Transportation property necessary to develop Oregon State Highway 34/South Bypass Option A and to direct staff to develop a legal instrument, perhaps a cooperative improvement agreement, for City Council consideration that would protect

property necessary for future improvements to the subject intersection. The motion passed unanimously.

Councilors O'Brien and Brauner, respectively, moved and seconded to direct staff to negotiate an intergovernmental agreement with Oregon Department of Transportation for Council consideration regarding planning, permitting, environmental clearances, archeological resource protection, and construction of improvements to the Suzanne B. Wilkins Way multi-use path.

Councilor Hervey requested clarification of "archeological curation," used by ODOT, and "archeological resource protection," included in the motion.

Mr. Wolcott stated that "archeological curation" means the City would be responsible for expenses for any archeological artifacts that must be institutionalized. He suggested that "archeological curation" be a negotiated element of the IGA.

The motion passed unanimously.

Councilors O'Brien and Brauner, respectively, moved and seconded to support Oregon Department of Transportation's efforts to provide traffic congestion relief via development of a dedicated right-hand turn lane on NW Third Street at NW Van Buren Avenue following completion of an Access Management Study, including meetings with City staff, City advisory boards, and potentially affected property owners.

Councilor Raymond opined that a comprehensive study of the subject intersection is important.

Councilor Hirsch thanked Council leadership for handling the project in a manner that respects citizens' safety and the recommendations of the City's advisory bodies and yields a solution that addresses many concerns.

The motion passed unanimously.

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

Mayor Manning noted that several Councilors attended the recent dedication of the Partners Place facility, which will provide permanent housing to 12 previously chronically homeless community members. She considered the facility a good addition to the community, noting that it will provide a network of community services. The City's support of the project was recognized during the dedication.

(Councilor Hogg left the meeting at 12:43 pm.)

B. Council Reports

Councilor Brauner reported on his conversations from Government Comment Corner July 16.

- Several people expressed appreciation for the Council's work.
- A couple discussed how America is becoming a country wanting government to do things without citizens paying for them and the impacts that has on Corvallis. From their research, Denmark's citizens seemed to be the happiest; the minimum tax rate in Denmark is 60 percent of income, and all citizens' needs are met. The couple expressed concern for maintaining the viability of the "middle class" and supports the City seeking revenue before reducing services.
- Former Councilor Grosch extended greetings to the Council.
- A gentleman followed up on an e-mail regarding a city in Georgia that contracted out its administrative services. (Ironically, CH2M Hill was the contractor.) The gentleman retracted his e-mail suggestion of the City contracting out services, as the action was reducing service levels, rather than saving costs.
- A gentleman was upset that the *Corvallis Gazette-Times'* (*G-T*) free weekly newspaper was left in driveways, and unsolicited items (such as telephone directories) were left on doorsteps. If not picked up promptly these items create the impression that no one is home, possibly leading to burglary incidents. Seattle, Washington, has an ordinance prohibiting these types of deliveries; and the gentleman asked if the Council would consider a similar ordinance.

Councilor Raymond reported on several issues.

- Interim Public Works Director Steckel and Engineer Franklin responded promptly and courteously to residents regarding street concerns, especially the Campus Way path and street amid construction.
- Council members are invited to attend meetings of City advisory bodies and community groups that are involved in the City's overarching goal of diversity and inclusiveness.
- The community's support of Partners Place was appreciated. The list of supporters, including the City, is lengthy.
- The *G-T's* "Good Words" section is inspiring; community members of all ages are volunteering in the community. Many fund-raising barbecues and other events will be occurring during the summer.
- The da Vinci Days Festival was successful, despite the rain.
- Associated Students of OSU compiled submissions to the annual "Gripe Fest." Most of the submissions involved parking and a desire for OSU to take action to resolve the problem. The report is available for Council members to review.

Mayor Manning noted from the recent Historic Resources Commission meeting minutes that bicycle use among OSU students increased 30 percent during the past two years. OSU wants to construct additional bicycle storage facilities.

Councilor Hirsch commended the many people involved in another successful da Vinci Days festival, including the organization's Executive Director, Brenda VanDevelder; many volunteers; and Parks and Recreation Department staff.

Councilor Traber concurred with Councilor Hirsch's comments.

Councilor Traber announced the Corvallis Sustainability Coalition's (Coalition) quarterly meeting, scheduled for July 13. The meeting will include updates by Coalition Action Teams and is sponsored by First Alternative Cooperative, which will provide food for meeting attendees.

Councilor Traber said the Coalition discussed a sustainable communities planning grant available from the United States Department of Housing and Urban Development. He inquired whether the City was involved in seeking those grant funds.

Councilor Brauner reported that the Corvallis Area Metropolitan Planning Organization approved an amendment to its Comprehensive Plan to allow Corvallis to partner with Adair Village, using some of the Federal funds the City cannot match, to maintain the 99 Express service between the communities. The 99 Express service level is increasing. During June, Corvallis Transit System ridership increased more than 40 percent, and Beaver Bus ridership almost doubled from June 2010. Philomath Connection officials are considering a fareless service, and ridership increased almost 50 percent.

Councilor Brauner noted that several street projects were under construction. He added that, by the end of the summer, staff will have completed construction of handicapped-accessible curb cuts for every intersection within the City Limits with a sidewalk. Some older curb cuts need to be brought to current standards.

C. Staff Reports

1. City Manager's Report – June 2011
and
3. 2011-2012 City Council goals update

City Manager Pro Tem Volmert noted the Council's recent adoption of the Fiscal Year 2011-2012 budget. She offered to answer questions regarding the Report and the goals update.

Councilor Hervey reported that the ultraviolet filtration system at Osborn Aquatic Center (OAC) was installed, along with timed shower valves; both projects were funded by grants and should reduce the facility's operating costs.

2. City Manager recruitment update

Ms. Volmert noted that the Council will meet in executive session July 20 with a representative of the recruitment firm. The recruitment closed; 86 applications were submitted, representing a good cross-section of western states and university towns. Staff will have the applicant background information ready for the Council prior to the meeting.

VII. PUBLIC HEARINGS – None.

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

A. Human Services Committee – July 6, 2011

1. Greenbelt Land Trust Bald Hill Land Acquisition

Councilor Brown reported that the Committee recommended that the Council adopt the proposed resolution.

Deputy City Attorney Brewer read a resolution in support of Greenbelt Land Trust's Bald Hill Land Acquisition.

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

RESOLUTION 2011-25 passed unanimously.

2. Declaration of Cooperation – City/Benton County/Greenbelt Land Trust

Based upon the Committee's recommendation, Councilors Brown and Raymond, respectively, moved and seconded to authorize the City Manager Pro Tem to sign a Declaration of Cooperation with Benton County and Greenbelt Land Trust. The motion passed unanimously.

3. Corvallis Farmers Market Annual Report

Based upon the Committee's recommendation, Councilors Brown and Raymond, respectively, moved and seconded to accept the 2010 Corvallis Farmers Market Annual Report. The motion passed unanimously.

4. Parks and Recreation Annual Fee Review

Councilor Brown reported that the Committee recommended that the Council adopt fee and policy adjustments, including:

- Rent of Bald Hill Barn
- Reconfiguration of Family Assistance Program awards
- Miscellaneous equipment rental rates
- Recreation program fees
- Rent of Senior Center "Lounge"

Councilor Brown, noting that only two Committee members were at the meeting, reported that the Committee reached an impasse regarding the issue of Osborn Aquatic Center admission fees. Committee members submitted two recommendations:

- Adopt the Parks and Recreation Department fees as recommended by staff, and
- Adopt the fees as recommended by staff and Parks, Natural Areas, and Recreation Board (PNARB), specifically those fees related to OAC.

Councilors Brown and O'Brien, respectively, moved and seconded to approve the changes to Parks and Recreation Department fees as recommended by City staff, including increases in admission fees for Osborn Aquatic Center.

Councilor Brown said the City has problems balancing its budget, and the Council is seeking ways to decrease expenses and increase revenues. Fee increases will help with the revenue issue. He supports increasing OAC admission fees as suggested by staff.

Councilor Brown elaborated that staff justified the recommended OAC fee increases because of utilities and minimum wage increases that resulted in increased expenses for the City to operate OAC. He believes it is appropriate to increase the fees now, before the next budget cycle begins. The Council anticipates future budget deficits and more program reductions. He considers the fee increases an equitable means of allocating City expenses. OAC receives several subsidies and provides scholarships for patrons. The proposed fee increases are modest, fair to patrons, and fair to taxpayers who would otherwise subsidize the facility. Staff did not provide demand curve information regarding fees but considered admission fees to other facilities.

Councilor Brown emphasized that the levy approved by voters in May was intended to keep OAC open for three years. If the levy had failed, the facility would have closed. The levy did not include a promise to maintain the existing admission fees or programs.

Councilor O'Brien said he reviewed the PNARB's recommendations regarding OAC admission fees and did not find the argument concerning timing of fee increases in relation to the levy passage a compelling reason to not approve a modest increase. The budget process included testimony from many OAC advocates, who most often said they would willingly pay a little more to keep a service they considered important to the community's livability.

Councilor Raymond said she suggested that the Council consider both Committee recommendations because the PNARB suggested that the Council decline the fee increases for five specific OAC fees. The Committee received testimony from many people who said they supported the levy in the May election, partly to maintain OAC operations; they believed it was a bad time and unfair to the public to increase the fees now.

Councilor Traber noted that the Council must pay attention to costs over the three-year term of the levy and identify areas where it is appropriate to increase revenue. The recommended OAC fee increases are modest, and the City has financial assistance programs. Therefore, he would support the motion.

Councilor Brown clarified for Councilor Brauner that the motion before the Council would approve the staff-recommended fee increases, which comply with current fee-review/setting policies. Councilor Brauner said he supports the motion.

Councilor Hervey said he had been working independently on projects with Benton County Health Department (BCHD), which obtained grants to help youth become healthier and less overweight. Noting that BCHD Health Promotion Program Manager Tatiana Dierwechter testified to the Committee, he suggested that BCHD staff may be able to use their grant-funded project to reduce OAC expenses.

Councilor Hervey said he swims at OAC regularly and reviewed the proposed admission fee adjustments. He believes OAC staff is aware of the facility's needs, yet modest fee increases were recommended. He trusts staff's assessment that OAC patrons will not be upset with the fee increases. Therefore, he would support the motion.

The motion passed five to two, with Councilors Raymond and Hirsch opposing.

B. Administrative Services Committee – July 6, 2011

Councilor O'Brien reported that several people testified to the Committee regarding OAC fee increases, based upon the Human Services Committee's meeting discussions earlier in the day. He said he assured citizens that the Committee did not have a proposal to increase OAC fees. Testimony focused on the values of City services, OAC, and the Council and community understanding fully loaded program costs.

1. Sustainable City Services Statement Proposal

Councilor O'Brien referenced the sample City utility services statement (Attachment D), which staff developed. The new format would save the City approximately 185,000 envelopes and \$4,000 annually.

Councilors O'Brien and Traber, respectively, moved and seconded to approve the new City services monthly statement with three adhesive tabs (one tab on each end of the statement and one tab on the long end).

Councilor Hirsch inquired whether one or two tabs would be cheaper.

Mayor Manning responded that the United States Postal Service requires that the item be securely sealed so no portion becomes caught on mail-processing equipment.

Councilor O'Brien referenced the discussion documented in the minutes regarding staff's research in developing the proposal.

Councilor Traber added that three tabs were considered the minimum needed to maintain confidentiality of the statement information.

The motion passed unanimously.

2. Property Tax-Related Financial Policies Review

Councilor O'Brien explained that the issue involved levy-supported services and specific allocations:

- Arts Center Allocation – The allocation stated in the Financial Policies was incorrect because of reductions in property tax support for the facility; staff proposed language to align with the current allocation.
- OAC and Senior Center Allocations – The allocations stated in the Financial Policies were incorrect; staff proposed language to establish base year Fiscal Year 2011-2012 allocations of \$270,000 for OAC and \$25,000 for the Senior Center, with increases matching increases in assessed property values.

Councilors O'Brien and Traber, respectively, moved and seconded to revise the Council financial policies as they relate to the allocation of property taxes, as recommended by staff, with additional amendments indicating that Osborn Aquatic Center and Senior Center operating levy revenue allocations will be reviewed by December 31, 2013. The motion passed unanimously.

Councilor O'Brien reported that the Committee and staff discussed Councilor Traber's request for information regarding determining full-cost recovery. Following the discussion, Councilor Traber withdrew his request, understanding that some of the information will be presented as part of the Council's work toward its fiscal sustainability goal.

Councilor Hervey noted that PNARB members attended both Committee meetings regarding concerns that some of Councilor Brown's proposals would be acted on by the Council without further review by the Committees. The Council will undertake significant policy work before the end of the year. He would like the Council to establish a procedure for the Council to pursue ideas without negating the work of the advisory bodies and providing those bodies with full information regarding the ideas under consideration.

C. Urban Services Committee – None.

X. NEW BUSINESS

A. Ward boundaries update process

Assistant to City Manager/City Recorder Louie explained that population estimates are updated by the United States Census Bureau every ten years, following the decennial census. The 2010 Oregon census data was released to Governor Kitzhaber in the spring and is the basis for ward boundary adjustments. The City Charter requires that Ward boundaries be balanced by population shifts within the community to ensure uniform population representation among the nine City Wards. The 2010 Corvallis census population was 54,469, so Ward populations should be approximately 6,052; the State allows a ten-percent margin of error. Wards 1 and 3 have populations greater than the allowed ten-percent deviation; Ward 9's population is less than the allowed deviation. Wards 1 and 3 must be decreased in size and Ward 9 must be increased in size to meet the population target. Given the geographic locations of Wards 1, 3, and 9 and the need to change their sizes, all nine City Wards will be affected by the boundary adjustments.

The City Charter specifies when new Ward boundaries may be adopted and the criteria for adjusting Ward boundaries. The Oregon Secretary of State's Office has directives for re-districting within cities. The Council would need to adopt new Ward boundaries by the end of December so Benton County's Elections Office staff will have at least 90 days to update their precinct boundaries before the May 2012 primary election.

Ms. Louie said staff recommended that the Council direct staff to work with Administrative Services Committee (ASC) on the process and criteria to be used in adjusting the Ward boundaries. If the Council approved the criteria outlined in the staff report, staff could proceed with developing a scenario for ASC's consideration in August.

Ms. Louie confirmed for Councilor Traber that she suggested that staff could work with ASC regarding the criteria and process, or the Council could approve existing criteria (established by State law, City Charter, and previous Council principles) and approve staff beginning the Ward boundary adjustment process.

Councilors O'Brien and Hirsch, respectively, moved and seconded to direct staff to work with Administrative Services Committee on a recommendation for the process and criteria to be used in updating the City's Ward boundaries.

Councilors Traber and Brauner, respectively, moved and seconded to amend the motion by removing reference to criteria.

Councilor O'Brien did not accept the motion amendment as a friendly amendment.

Councilor Traber noted that the Ward boundary adjustment criteria were required by the City Charter and/or the State; other criteria were reasonable previous Council policies. He believed the Council could approve the existing criteria, rather than asking ASC to review the criteria.

Councilor O'Brien agreed that the identified criteria were fine, but he said there could be other criteria or considerations not identified by staff. Therefore, he would oppose the amendment.

Councilor Brauner said the cited criteria were used during the Ward boundary adjustment ten years ago. He believed it would be more time efficient for ASC not to review the criteria and to allow staff to proceed with developing recommended boundary adjustments. When the adjustment proposals are submitted to the Committee, any additional criteria or considerations could be reviewed. He said he would support the amendment.

Councilor Hirsch said he would not object to reviewing the criteria before the Ward boundary adjustment process begins. He noted that the previous adjustment might have been done differently. He said he would oppose the amendment.

Councilor Hervey said he opposed the amendment. While he considered the existing criteria appropriate, he opined that additional criteria may exist; therefore, additional criteria review might be beneficial. He would like to have opportunity to express to staff his observation of cohesive neighborhoods within the Wards.

Councilor Hervey noted that Ward 4 has many OSU students and probably few potential Ward 4 Councilors. Adjusting the Ward 4 boundary in a manner that includes more OSU students could impact Council representation.

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

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

The main motion passed unanimously.

Ms. Louie announced that staff will present to ASC the existing criteria, and ASC can discuss other potential criteria.

Ms. Louie introduced Geographic Information Systems (GIS) Coordinator Grucza, who will work with her on the Ward boundary adjustments.

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

The Council entered executive session at 1:29 pm.

Mr. Brewer briefed the Council regarding the status of an appeal of the Creekside Center land use application.

Parks Maintenance Supervisor Phillips and Mr. Brewer briefed the Council regarding proposed real property easements for utility lines.

Mr. Brewer briefed the Council regarding the status of a code enforcement case and the status of a long-standing litigation with Ian McElroy.

(Councilor Hervey left the meeting at 2:06 pm.)

Human Resource Manager Weaver briefed the Council regarding the status of labor negotiations with Corvallis Police Officers Association and American Federation of State, County, and Municipal Employees.

(Councilor Hervey returned to the meeting at 2:08 pm.)

XI. ADJOURNMENT

The meeting was adjourned at 2:35 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER



Oregon Department of Transportation

South Bypass – Wolcott Road

Corvallis City Council



ODOT Area 4, July 2011

Objective for today

Obtain Council decisions needed by ODOT for the South Bypass project:

1. Option A: Right of Way acquisition
2. Inter-Governmental Agreement with ODOT for Directional Interchange property
3. Susan Wilkins MUP plans development
4. 3rd Street improvements

ODOT Area 4, July 2011

1. Will the city sell the property that is needed for ODOT to build Option A, the slip lane and south frontage road?
 - If not, ODOT will proceed with Option B, the dual right turn lanes and north frontage road
 - ODOT prefers Option A, as it is a better use of taxpayer dollars. The slip lane can be used in the Directional Interchange, dual right turns can not. Linn county supports this option.
 - Both A and B are viable construction projects

ODOT Area 4, July 2011

South Bypass Option A



ODOT Area 4, July 2011

South Bypass Option B



ODOT Area 4, July 2011

Long term planning for Directional Interchange

2. Will the city enter into a Cooperative Improvement Agreement with ODOT to set aside the land needed for the Directional Interchange (DI)?
 - Inter-Governmental Agreement (IGA)
 - Includes property for the DI, new OR 34 alignment, and south frontage road.

ODOT Area 4, July 2011

Directional Interchange



ODOT is interested in constructing improvements to Susan Wilkins MUP

3. Will the city partner with ODOT and develop the plans (PSE) for improvements to the Susan Wilkins MUP?
 - Corvallis will pay development costs and obtain all environmental permits/clearances, local permits, and pay for archeological curation.
 - ODOT will pay the construction costs for basic design.
 - IGA to follow

ODOT Area 4, July 2011

Susan Wilkins and Wilkins-Wolcott MUP's



Operational Improvements (TSM) in downtown Corvallis

4. Will the city support ODOT's 3rd Street TSM project to construct a right turn lane between Jackson St. and Harrison St.?

- Partnership with ODOT during development and construction.
- May involve access consolidation at the Arco station
- ODOT will follow normal project development process.

ODOT Area 4, July 2011

TSM: 3rd Street improvements



ODOT Area 4, July 2011

Summary

Four Council decisions needed by ODOT for the South Bypass project:

1. Option A: Right of Way acquisition
2. Inter-Governmental Agreement with ODOT for Directional Interchange property
3. Susan Wilkins MUP development
4. 3rd Street improvements

ODOT Area 4, July 2011

To: Mayor and City Council
From: Mark O'Brien, City Council President
Subject: Highway 34/US 20, South Bypass-Wolcott Rd.
Date: July 18th, 2011

Rec'd
7/18/11
/a

Purpose:

I may be serving on jury duty Monday so I am providing written testimony to ensure my viewpoint is represented at today's meeting. The City Council meeting agenda for July 18th, 2011 includes an item under unfinished business concerning the South Bypass project. It is a matter of great importance.

Discussion:

The Corvallis City Council recently voted to support ODOT's proposed single slip lane project under the condition that certain safety enhancements related to bicycle and pedestrian modes of transportation were included. The decision supported the recommendation of our BPAC advisory board. ODOT has indicated that such conditional changes were not acceptable given diminished safety for all users. Without Council support the project's viability, as originally proposed, is essentially nil.

At a subsequent meeting between Council Leadership, City staff, ODOT and a Linn County Commissioner, concerns relating to this project and alternatives were discussed at great length. ODOT described details of the so called "Option B" and was also able clarify desired outcomes on the three questions summarized in today's staff report to Council;

1. Will the City sell the property necessary to construct option A?
2. Will the City enter into an intergovernmental agreement (IGA) to develop plans, acquire permits, and obtain environmental clearances for construction of improvements to the Susan B. Wilkins multi-use path?
3. Will the City declare in favor of the improvements and access consolidation at the ARCO station for the 3rd Street right-turn lane in downtown Corvallis?

The meeting was productive. Parties were able to address concerns and to derive better understanding of differing perspectives. The group also worked to develop "next steps" designed to protect the interests of the entire community and assist moving the "project" forward.

Firstly, the partner organizations reached understanding regarding ODOT's goal to effect a "complete" solution to the South Bypass/Van Buren congestion problem as well as the lack of sufficient funding to do so at this time. A legal instrument preserving access to needed right of way (ROW) so that ODOT may complete work in the future was determined to be an acceptable compromise in the interim. Note that the time horizon for a "complete" solution, one preserving equal access for all modes, is likely decades into the future.

Secondly, Council, ODOT and partners developed understanding on the interdependence of one upon the other. Neither party is able to proceed on the described projects in the absence of clear expectations on outcomes and continuing support. All parties have operated in good faith to this point in time and it is important that we continue to do so moving forward. Each has the best interest of citizens in mind and, in spite of occasionally conflicted purposes, will continue to be mindful of our unified purpose in public service.

In my opinion it is important to note that ODOT is not requesting Council support for "Option B" nor is Council support required for that project. It may or may not proceed regardless of Council action at today's meeting. However, we could take actions today essential to improving the lives of citizens through reduction of traffic congestion, wasted time, fuel consumption and commuter stress. We can also ensure funding for much needed improvements to the Susan B. Wilkins multi-use path. Lastly, we can affirm ourselves as reliable partners with both ODOT and our neighbors to the east in joint efforts to provide what is best for all using readily available resources.

Recommendation:

Question #1:

Suggested Motion-I hereby move that Council decline to sell to ODOT property necessary to develop "Option A" and to direct staff to develop a legal instrument, possibly a deed restriction, for City Council consideration that would protect property necessary for future improvements to the subject intersection.

Question #2

Suggested Motion-I hereby move that staff negotiate an IGA with ODOT for Council consideration regarding planning, permitting, environmental clearances and construction of improvements to the Susan B. Wilkins multi-use path.

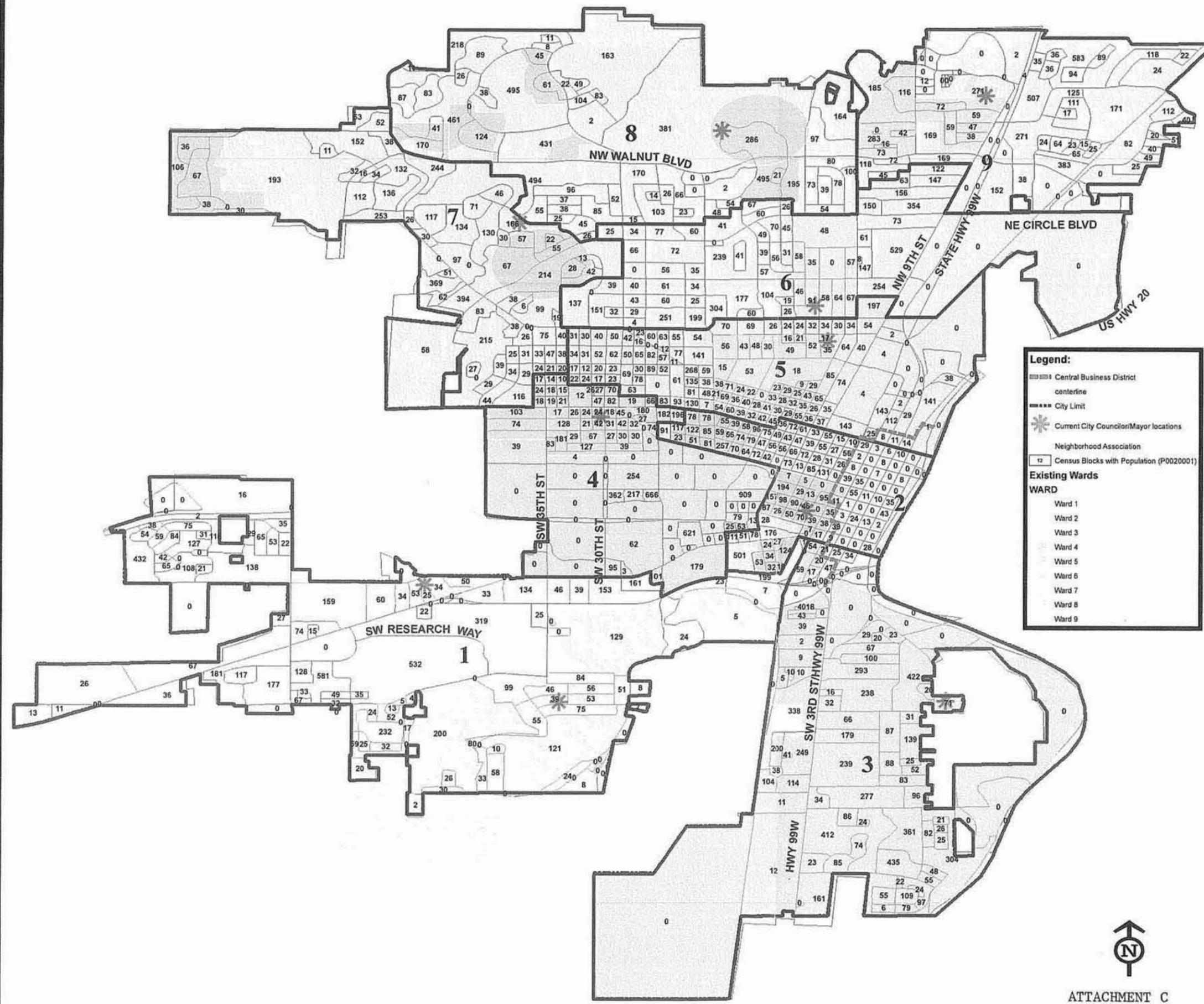
Question #3

Suggested Motion- I hereby move that Council support ODOT efforts to provide traffic congestion relief via development of a right hand turn lane at 3rd St. and Van Buren Ave. following completion of an Access Management study including meetings with City staff, City advisory boards and potentially affected property owners.



City of Corvallis, Oregon

Existing Ward Populations
Using Census 2010 P0020001



Legend:

- ▬ Central Business District centerline
- ▬ City Limit
- ★ Current City Council/Mayor locations
- ⬜ Neighborhood Association
- ▬ Census Blocks with Population (P0020001)

Existing Wards

WARD

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 8
- Ward 9

ATTACHMENT C
Page 314-g

POPULATION DISTRIBUTION					
Ward	Total Population	Population Target	Population Variation	Meets 10% variation	% Variation from Population Target
1	7,128	6,052	+1,076	no	+17.78%
2	5,916	6,052	-136	yes	-2.25%
3	6,914	6,052	+862	no	+14.24%
4	6,086	6,052	+34	yes	-0.56%
5	5,928	6,052	-128	yes	-2.12%
6	5,629	6,052	-423	yes	-6.99%
7	5,704	6,052	-348	yes	-5.75%
8	5,865	6,052	-187	yes	-3.09%
9	5,299	6,052	-753	no	-12.44%
TOTAL	54,469	54,468			



CITY OF CORVALLIS
Utility Customer Service
PO Box 3015
500 SW Madison Avenue
Corvallis, OR 97339-3015

Sample

JOHN SMITH
1245 NE 3RD ST
Corvallis, OR 97330

STATEMENT ENCLOSED



STATEMENT ENCLOSED

This bill is due upon receipt. Total payment must be received in the Utility Billing Office by 5:00 p.m. on the date indicated on the reverse side of this bill to avoid becoming delinquent. Customers, for which accounts are terminated for non-payment, are required to bring the account to a \$0 balance in addition to paying a \$35 reconnection fee during business hours and \$100 for service reconnection after hours. An account set up fee of \$25.00 will be charged for service requested during regular business hours (8:00 a.m. to 5:00 p.m. weekdays). A new service connection fee is \$60.00 after hours and on holidays.

EXPLANATION OF CHARGES-WATER charges include a base rate that varies with the size of the meter. If applicable, the charge may include an uphill pumping station surcharge, plus a rate for each unit of water consumed. Usage is measured and billed in units where one unit = 100 cubic feet = 748 gallons of water. WASTEWATER is based on a minimum flat rate plus a consumption rate per unit of water used. Summer wastewater rates are in effect May 1 through November 30 where wastewater charges are based on the prior winter's average water consumption or actual consumption, whichever is less. Summer wastewater averaging applies to single-family, multi-family and school accounts. All other accounts are billed on actual consumption through the year. STORMWATER is a fixed fee based on the amount of impervious surface area serviced (i.e. roof, driveways) and demand placed on the stormwater system. The TRANSPORTATION MAINTENANCE FEE and TRANSIT OPERATIONS FEE are based on the average number of vehicle trips generated by a property dependent upon how that property is used and its size. The SIDEWALK MAINTENANCE FEE and URBAN FORESTRY MANAGEMENT FEE are both fixed fees. OTHER CHARGES may appear on your bill for initial service fees, special calls, lock fees, returned checks/bank drafts or other fees.



City of Corvallis
500 SW Madison Ave
PO Box 3015
Corvallis, OR 97339-3015

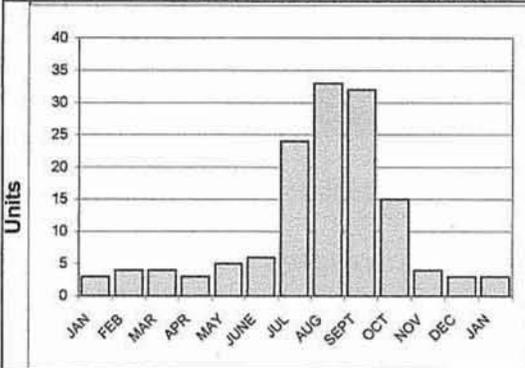
City Services Bill
 Office Hours:
 Monday - Friday 8:00am - 5:00pm
 Phone: 541-766-6949
 Fax: 541-754-1729
 Web site: c2g.ci.corvallis.or.us

Service Address		
1245 NE 3RD ST		
Bill Date	Due Date	Amount Due
3/18/2011	4/12/2011	\$48.03

JOHN SMITH
 1245 NE 3RD ST
 CORVALLIS, OR 97330

Service From	Service To	Account Number	Description	Amount
2/4/2011	3/4/2011	12345-67890	Previous Balance	\$ 55.52
Meter Readings			Payment(s) Received	\$ (55.52)
Previous	Current	Units	Adjustments	\$ (4.05)
897	901	4	Balance Forward MUST BE PAYED BY 05/18/2011	\$ (4.05)
			Water	\$ 19.16
			Wastewater	\$ 22.03
			Storm Water	\$ 5.48
			Transportation Maintenance Fee	\$ 1.36
			Transit Operations Fee	\$ 2.75
			Urban Forestry Management Fee	\$ 0.50
			Sidewalk Maintenance Fee	\$ 0.80
PAY THIS AMOUNT				
				\$ 48.03

* Units = One hundred cubic feet or 748 gallons



SPECIAL MESSAGE:
 The City has an automated telephone notification system. To ensure continued notifications prior to any service disconnection or any emergency situation, please update your current telephone number by e-mailing us at Utilsc2g@ci.corvallis.or.us, or by writing your telephone number on your payment coupon, by updating it on our web site at c2g.ci.corvallis.or.us, or by calling our office at 541-766-6949.

CITY SERVICE BILLING POLICIES

City Service bills are mailed on a monthly basis. Payments are due upon receipt. Online bill pay is available on the City's web site at c2g.ci.corvallis.or.us. There will be a \$35 reconnection fee if service is disconnected for non-pay during business hours. The account balance, plus the \$35 reconnect fee, must be paid before service is re-established. If you have a leak, repair it promptly and notify Utility Customer Services. You may be eligible for an adjustment.

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT



City of Corvallis
500 SW Madison Ave
PO Box 3015
Corvallis, OR 97339-3015

SERVICE ADDRESS:
1245 NE 3RD ST

ACCOUNT NUMBER	12345-67890
DUE DATE	4/12/2011
AMOUNT DUE	\$ 48.03
VOLUNTARY PARK DONATION	\$ -
LIBRARY YOUTH SERVICES DONATION	\$ -
CITY SERVICES ASSISTANCE DONATION	\$ -
TOTAL REMITTANCE	\$ -

**CITY OF CORVALLIS
SPECIAL COUNCIL MEETING (EXECUTIVE SESSION) MINUTES**

July 20, 2011

The special meeting of the City Council of the City of Corvallis, Oregon, was called to order at 5:07 pm on July 20, 2011, in the Madison Avenue Meeting Room, 500 SW Madison Avenue, Corvallis, Oregon, with Mayor Manning presiding.

I. ROLL CALL

PRESENT: Mayor Manning, Councilors O'Brien, Hogg, Hervey, Brown, Hirsch, Raymond (5:09 pm), Traber, Brauner

ABSENT: Councilor Beilstein (excused)

II. UNFINISHED BUSINESS

- A. An Executive Session under ORS 192.660(2)(a) (Consideration of employment of a public officer [City Manager])

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

The Council entered executive session at 5:09 pm.

Consultant Phil McKenney reviewed the City Manager candidates and updated the Council regarding the recruitment process.

III. ADJOURNMENT

The Executive Session adjourned at 7:33 pm.

APPROVED:

ATTEST:

MAYOR

CITY RECORDER

**AIRPORT COMMISSION
MINUTES
June 7, 2011
DRAFT**

Present

Dan Allen, Chair
Bill Gleaves, Vice-Chair
Louise Parsons
Todd Brown
Vince Remcho
Bill Dean
Rod Berklund
Biff Traber, Council Liaison

Staff

Dan Mason, Public Works
Lisa Namba, Public Works

Visitors

Robin Proebsting
Lanny Zoeller
Jack Mykrantz
Ty Parsons

Absent

Brian Wall, excused

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Open Meeting, Introductions	X		
II. Review of May 3, 2011 Minutes			Approved
III. Visitor Comments			n/a
IV. Old Business • None			n/a
V. New Business • Skoro Land Lease • Hand Land Lease Addendum • Elections			Approved Approved Commissioners Allen and Gleaves were re-elected Chair and Vice-Chair
VI. Information Sharing • Update on Airport • Update on AIP • Update on City Council • Update on AIP Committee • Monthly Financial Report	X		

CONTENT OF DISCUSSION

I. **Open Meeting, Introductions**

Chair Allen called the meeting to order and those present introduced themselves.

II. **Review of Minutes**

Commissioner Gleaves moved to approve the May 3 minutes; Commissioner Parsons seconded the motion, which passed unanimously.

III. **Visitor Comments**

None.

IV. **Old Business**

None.

V. **New Business**

Skoro Land Lease

Mr. Mason reviewed the Skoro Land lease staff report. Mr. Skoro is planning to purchase the former CH2M Hill hangar from the Fred Lowther Trust and has requested a new land lease.

Commissioner Gleaves moved to recommend approval of this lease to the Urban Services Committee and the City Council; Commissioner Dean seconded the motion, which passed unanimously.

Hand Land Lease Addendum

Mr. Mason reviewed the staff report, noting a change to the index proposed for calculating interest for future reimbursements to Mr. Hand. Instead of using the U.S. City Average Consumers Price Index, staff is proposing to use the ENR Seattle Construction Cost Index. Mr. Mason explained that this is the index used by Public Works for similar reimbursements on privately funded public improvements in the City. **Commissioner Parsons moved to recommend approval of this lease addendum to Urban Services and the City Council; Commissioner Berklund seconded the motion, which passed unanimously.**

Elections

Vice-Chair Gleaves nominated Dan Allen for Chair; Commissioner Berklund seconded the motion, which passed unanimously.

Commissioner Berklund nominated Bill Gleaves for Vice-Chair; Commissioner Parsons seconded the motion, which passed unanimously.

Commissioner Berklund moved to close nominations; Commissioner Brown seconded, and the motion passed unanimously.

VI. **Information Sharing**

Update on Airport

Mr. Mason reported the following:

- The Airport Master Plan request for proposals has advertised. The FAA requires that the selection be a qualifications based process. Proposals are due at 2 pm on June 7.
- The FAA-funded fence project was awarded to Willamette Fencing.
- Street lights will be installed on Hout Street and one at the north T-hangar gate.
- Staff received the fully-executed copy of the ODOT rail spur grant and will be soliciting bids for the improvement of the rail spur into the Airport Industrial Park.

Update on AIP

Robin Proebsting, from the Corvallis-Benton Chamber Coalition, reported the following:

- The Chamber currently has three prospects: a company who wants to start a foie gras farm; a biodiesel firm; and an energy storage business considering relocating from Portland.
- She is responding to a request from Business Oregon about a business data center.
- Viewplus is interested in possibly moving to the Electroglas building.

Update on City Council

Councilor Traber reported that the 2011-12 budget was approved by the City Council.

Update on AIP Committee

Mr. Zoeller reported that AIP update project will not be finished until the end of September. He stated that the discussion topics at the last meeting included the planned roundabout at Ingalls and Airport Road, trip generation data for the AIP, and City/County jurisdiction for the development process. Commissioner Brown stated that he feels this is starting to look like a finished product.

Monthly Financial Report

Not discussed.

The meeting was adjourned at 7:54 a.m.

NEXT MEETING: July 5, 2011, 7:00 a.m., Madison Avenue Meeting Room

**CITY OF CORVALLIS
MINUTES OF THE ARTS AND CULTURE COMMISSION
MAY 26, 2011**

Attendance

Karyle Butcher, Chair
Steven Zielke
Pat Amacher
Shelley Moon
Dan Segel
Noah Stroup
Joel Hirsch, Council Liaison

Staff

Karen Emery, Director
Mark Lindgren, Recorder

Visitors

David Huff, Arts Center Director

Absent/Excused

Brenda VanDevellder

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Review of Minutes	X		
III. Visitor Propositions	X		
IV. Commission Member / City Council Liaison Updates	X		
V. Develop subcommittee for networking event	X		
VI. Member assessment of Commission and roles	X		
VII. Art Wall update	X		
VIII. New Business	X		
IX. Adjournment	X		The next Arts and Culture Commission meeting is scheduled for 5:30 p.m, June 23, 2011 at the Parks and Recreation Conference Room.

CONTENT OF DISCUSSION

- I. CALL TO ORDER/ INTRODUCTIONS.** Chair Karyle Butcher called the meeting to order at 5:36 p.m. Noah Stroup related that he must resign from the Commission, since he was moving to Bend to get his Masters degree. Steve Zielke moved and Pat Amacher seconded that the commission recognize Stroup's contributions to the Commission and Corvallis' culture; motion passed.

Butcher welcomed new Corvallis Art Center Director David Huff and said she hoped the commission and the Art Center could help each other. Huff related he'd just moved from Oakland; he said he would be capitalizing on the great work of former director Sarah Swanberg and focusing on how to deal with the Center's growth during a period of hard financial times. He said his background was as a curator and in

research; he hoped to tap more national grants by seeking to create a model of how to bring world-class arts to a regional audience.

Butcher related that one of the commission's key goals is how to measure the economic impact of the arts on the community; Huff highlighted such measurement tools at Americans for the Arts.

Butcher related that Vice Chair Rod Davidson had resigned. She related that he felt she had sometimes cut off discussion; she sought feedback on that. Zielke said he appreciated Butcher's valuing commissioner's time and that it was important to keep to the set time; if that is found to be difficult, then the commission can revisit the length of meetings.

Butcher related that Stephanie Calhoun interviewed for the vacant commission position recently. Calhoun is from Vienna, Austria and has done a lot of publicity, marketing and public relations; she showed a lot of enthusiasm and had good ideas; she would be replacing Eric Kingstad. Emery said Calhoun will bring a lot of energy to the commission.

II. REVIEW OF MINUTES. Pat Amacher moved and Dan Segal seconded to approve the April 28, 2011 minutes as presented.

III. VISITORS PROPOSITIONS. None.

IV. COMMISSION MEMBER / CITY COUNCIL LIAISON UPDATES.

Shelley Moon asked for feedback on creating commissioner business cards, such as whether to include the mission statement. Butcher said the mission statement could be changed for the card. Moon said it would be helpful to include individual names on cards in order to be more personal. She suggested developing a commission logo for the cards; she noted the City may be changing its logo soon. Emery noted that the card must include the City logo on one side. Butcher expressed concern that developing an image could be very time-consuming; perhaps it should develop cards in the meantime.

Zielke said an arts and culture card should not be boring; but it needs to get done. There was consensus to only list individual members. Butcher sought feedback on whether to wait until an image is developed; Moon related that Charles had offered to develop one, but wanted guidance on the mission statement. Butcher said she was hearing interest in an image; and that Zielke, Amacher and Moon will work on it and make the decision as a subcommittee.

V. DEVELOP SUBCOMMITTEE FOR NETWORKING EVENT.

She noted that at the previous meeting the commission had decided to hold an arts and culture networking social on June 6; however, after further discussion, it was postponed until fall or January due to the shortness of time. She said Brenda VanDevelder was interested in working on it and the Majestic Theater had expressed interest as a venue. Butcher said there needed to be agreement on the number of people to participate and the goals for the event.

Amacher volunteered to chair the subcommittee and Segal to serve along with VanDevelder. Amacher said she would bring back a draft proposal for the next meeting. Butcher suggested the committee create criteria on who to invite. Emery added the list should include the role of a participant in their organization as well. Butcher asked commissioners to email suggestions for attendees, with contact information for each to Amacher. Zielke said possibly there could be more than one such event every year, with different kinds of people invited. Emery offered use of the Arts and Culture stakeholder list.

VI. MEMBER ASSESSMENT OF COMMISSION AND ROLES.

Butcher sought feedback on what the commission should be doing and on priorities. She highlighted accomplishments, including the Resource Committee's work; the City Council charge was clarified; the Corvallis Tourism website template was developed by committee; there was discussion of a music focus and prize; it reviewed and endorsed the art wall; and a social event is being planned.

Stroup said he felt the commission has done a lot of work, has determined what it was going to do and was capable of doing, and it appeared the commission was preparing to take on specific projects and was doing well. He cautioned that some members of the public may judge the commission's work by how often it approaches the City Council with proposals, which hasn't happened yet. Amacher said the commission was getting up speed and figuring things out. Moon said she felt the commission was on track and said it was not important to rush into events. Zielke said the commission was at a point when it had to do something, though it needs to be deliberate. Segal said he felt process was important; the commission was creating building blocks. He said the social event will be important in helping to build a network.

Butcher suggested pulling in other people to help develop economic indicators. She said the commission needs to work on something that helps other organizations and the social event should help clarify that. Segal highlighted the economic impact of arts and culture goal set at the previous meeting; this will help all local groups. Council Liaison Joel Hirsch advocated including as much specificity as possible in goals; he said there may be non-financial impacts as well that can be brought before the Council. He noted that one of the Council goals is to make the City budget sustainable.

Butcher asked if there was any value in setting up a grant-writing workshop. Emery said she would put the Music Awards and grant writing workshop on agendas as Pending Items. Hirsch said it was important that Huff work with the commission as much as possible; the Majestic Theater, as another City venue, should also participate as well. Butcher noted Visitors Propositions was always available. Huff suggested posting the time and location of commission meetings on the department website.

VII. ART WALL UPDATE.

Director Emery related that the Graffiti Alliance had previously presented to the commission a proposal for an art wall on a public site. The commission and the Parks, Natural Areas and Recreation Board (PNARB) supported it, and the Alliance got a grant for \$2,500 from the Benton County Cultural Coalition for the project. However, the Police Department did not initially support it; many staffers felt graffiti was not art, it was crime. The Alliance came up with additional funds. Police suggested where to place the wall to minimize crime and have it easily patrollable.

She related that on further investigation, the Planning Department opined that a Greenway Permit was required for the project, which would require \$7,000 to \$8,000; Planner Rochefort is investigating options on flexibility or exceptions. Emery said one possibility was to split the cost between several agencies. Hirsch asked if he could bring it up as a Council request; Emery suggested waiting a few weeks to see what Rochefort finds out. Stroup said the commission could state its support to the City Council during Visitor Propositions.

VIII. NEW BUSINESS.

Stroup said Visit Corvallis was the marketing arm for the city for Corvallis, promoting bringing people from out of town into Corvallis; however, marketing Corvallis was difficult. Liaison Hirsch clarified it emphasized marketing Corvallis to encourage people to come and stay overnight; the room tax is the only way to objectively measure success.

Stroup asked if it would behoove the City to help events that would potentially draw people into Corvallis. Hirsch said the promoter of beach volleyball works closely with Visit Corvallis. Butcher related that the City committed funds for marketing DaVinci Days. Stroup suggested the commission advocate for arts festivals, since marketing in and of itself will not bring people to stay overnight in Corvallis. He stated that the commission could tell the Council that investing in events is as important as investing in marketing. Segal said marketing simply sells a product. Hirsch said Corvallis Tourism's budget was devoted to marketing; however, someone could approach City Council with an idea for product development and a request for funding.

Butcher related she'd suggested to David Gilbert having a separate page for arts and culture at the Corvallis Tourism website. She suggested keeping an eye on the new Economic Development Commission, which is looking for ways to promote Corvallis. Stroup noted that the City of Ashland gives about \$100,000 per year to the Shakespeare Festival from its Transient Room Tax (TRT). Liaison Hirsch added that Ashland also has a meal tax, which Corvallis does not have; the Council is considering a Meal or Entertainment tax; some or all of those funds would go to economic development.

Stroup said about 30% of the TRT goes to Visit Corvallis; he suggested devoting 10% of the TRT to product development, such as promoting, creating, or aiding events. Butcher said it would be easier to go forward with what Stroup was proposing once the commission had more data. Hirsch related that Corvallis used to spend 65% of the TRT on economic development, with 30% dedicated to tourism. This year there was no economic development allocation since the budget was in such bad shape. Stroup said you can't justify marketing without a product; Butcher said Visit Corvallis promoted Red, White and Blues Festival, DaVinci Days, Fall Festival and other events; Hirsch added they were also responsible for the upcoming Mayor's Conference here as well. Hirsch noted that he was also the liaison for Visit Corvallis.

Zielke related that the new OSU School of Arts and Communication was moving forward. There is an aggressive move for facilities development, with the director proposing a laboratory for digital arts and technology, which would include a performing space. A coordinator of new media will be hired soon. Stroup asked if it would be possible venue for non-OSU performers; Zielke said that facilities usually seek such revenue.

Butcher highlighted Paul VanDevelder's recent Oregon Book Award; she said the ACC should seek to track such things and recognize such awards. Hirsch suggested that the ACC should bestow an award or awards each year.

Zielke related that when the City of Wichita (Kansas) must cut down public trees, they leave large segments, which are sculpted.

IX. ADJOURNMENT: Meeting adjourned at 7:00 p.m.

DRAFT

**CITY OF CORVALLIS
MINUTES OF THE ARTS AND CULTURE COMMISSION
JUNE 23, 2011**

Attendance

Karyle Butcher, Chair
Brenda VanDevelder
Dan Segel
Stephanie Calhoun
Joel Hirsch, Council Liaison

Staff

Karen Emery, Director
Mark Lindgren, Recorder

Visitors

Patricia Daniels

Absent/Excused

Steven Zielke
Pat Amacher
Shelley Moon

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Review of Minutes	X		
III. Visitor Propositions	X		
IV. Commission Member Business Cards	X		
V. Networking Event Update	X		
VI. Commission Member / City Council Liaison Updates	X		
VII. New Business	X		
VIII. Adjournment	X		The next Arts and Culture Commission meeting is scheduled for 5:30 p.m, July 23, 2011 at the Parks and Recreation Conference Room.

CONTENT OF DISCUSSION

- I. REVIEW CALL TO ORDER/ INTRODUCTIONS.** Chair Karyle Butcher called the meeting to order at 5:36 p.m. Stephanie Calhoun introduced herself. She related that she came from Vienna, Austria and had arrived in March 2010; she has worked as a journalist, a financial consultant and for a design firm, and is currently working as a Study Abroad advisor at OSU. Butcher encouraged suggestions to fill a commission vacancy.
- II. REVIEW OF MINUTES.** Brenda VanDevelder moved and Dan Segel seconded to approve the May 26, 2011 minutes as presented.
- III. VISITORS PROPOSITIONS.** None.
- IV. COMMISSION MEMBER BUSINESS CARDS.**

Butcher related that Shelley Moon and Steve Zielke have been working on developing business cards, but weren't present to give an update.

V. NETWORKING EVENT UPDATE.

Butcher stated the intent was to invite members of the arts and culture community to an event in fall. Participants would have perhaps several minutes to stand up and relate what their organization does. Amacher, Segel and VanDevelder have been working on the event. VanDevelder reported the subcommittee met and developed an overview draft plan, subject to input. The goal is to convene representatives of major Corvallis cultural organizations; introduce the Arts and Culture Commission to the community; share the commission's goal for this year (fostering cross-organizational projects, cooperative marketing and publicity activities, and examining the economic impact of culture on the community).

Attendees should be a full-time executive director of a substantial organization with a presence in the community. Amacher is working on developing the invitation list; the concept is to invite a broad list. Butcher said simply getting the invitation helps create visibility for the commission; Segel added it is the first step in the engagement process. He suggested including a list of commissioners.

VanDevelder said the Majestic had offered itself as a site, but there was subcommittee concern it would be too small. The subcommittee suggested holding it the first week of October, partly since that week is being promoted by the Oregon Trust as "Oregon Days of Culture Week". People returning from the October 7 Oregon Art Summit in Portland may well be fired up and ready to attend the Corvallis event. It is proposed to hold the event on the evening of Monday, October 10, 5:30 to 7:30 p.m. They are proposing holding it at The View (formerly Strega). There has been discussion on food and beverages and takeaway materials.

She said the first half-hour would be used for networking, giving people about thirty seconds to introduce themselves, their organizations and their vision. Following that would be a suggested call to action, perhaps on a grants workshop and mentioning ACC Visitor Propositions. Butcher suggested mentioning a possible music event.

Segel said the rental rate is \$600, and he will underwrite half of it with a credit he has there as a preferred vendor; an approved caterer must be used. Segel said he and VanDevelder would seek financial support for the event. VanDevelder suggested a \$500 budget and seeking underwriting for it. Emery said it was unlikely that funding could come from the City, at a time when staffers were being laid off. VanDevelder asked about Benton County Cultural Coalition funding; Daniels said this year's funds have already been disbursed.

Emery related that there are businesses and galleries that support the arts (because they bring customers to them) and suggested seeking donations. Council Liaison Joel Hirsch said the process of asking for donations itself would help raise visibility. Calhoun said that banks usually have a budget for this kind of event. Butcher suggested simply assuming the money would be found and to move forward. Segel asked if he should go ahead and reserve the space; Butcher replied that he should.

VanDevelder said the subcommittee would continue work on the event; Calhoun volunteered to work on the subcommittee. VanDevelder said the event needed a name. She said invitations should go out in September. Calhoun suggested getting RSVP's to get a sense of who was attending; VanDevelder suggested eVites.

VI. COMMISSION MEMBER/CITY COUNCIL LIAISON UPDATES.

Butcher related Ellen Volmert was now interim City Manager; Hirsch related there will be a reception for retiring City Manager Jon Nelson June 29 at the Library.

Butcher related that she'd asked the director of Visit Corvallis about use of its website for arts and culture; she stated that he said that that should work. VanDevelder said the important thing was the user experience at the website, whether it was hard to find arts and culture events. She added one of the commission's goals should be to remind arts and culture groups at least once a year to use the website. The user interface could be strengthened. VanDevelder will continue the conversation with Visit Corvallis. Hirsch said Visit Corvallis promotes events and actively sends out regular emails to promote different events; he said they would likely help out any way they could. Butcher said it would be desirable to list arts and culture events, and a link to the ACC page at the City website.

Daniels asked about the status of the directory; the intent was to post it at the City website for other groups to link to. Butcher replied that Moon was working on it and she had hoped for a report today; it should be almost complete. Daniels suggested posting it when it is close to being done; Butcher noted it somewhat replicates the Benton County Cultural Coalition site. Regarding websites, VanDevelder said if you are a visitor, you are looking for an event, not for a commission. She suggested an introduction on the arts and culture page discussing the thriving arts and culture scene in Corvallis, including the ACC. Daniels will join VanDevelder and Amacher in the work on the directory and integrating it with links.

VanDevelder asked that the ACC formally ask Visit Corvallis to promote cultural activities and package it somehow; as an example, she highlighted the annual Oregon Events Calendar that goes to all visitors centers. She suggested developing a packet of images for Corvallis events (due by November) to increase the odds of a Corvallis cultural event making the cover of the handbook. Butcher suggested the subcommittee meet with Visit Corvallis to pitch the idea.

Daniels said the directory of Corvallis arts and culture, including performing arts organizations, art venues, galleries, art classes, etc, should be completed and posted on the web before the October networking event. Calhoun asked whether the commission had a Facebook page yet; Emery replied the City has not yet adopted a social networking policy.

VII. NEW BUSINESS.

Butcher said if the commission wants to go forward with a grant workshop as a service to the community, planning needs to start; she suggested discussing the matter further at a future meeting. She said there also needed to be further discussion on whether to pursue sponsoring, presenting, or convening a possible music or other prize.

VanDevelder said engaging the community at the networking event was a good first step. She said that awards were a really big deal. Butcher said that music was probably currently Corvallis' strongest suit in the arts. VanDevelder cautioned that there was really a very diverse music scene; Butcher replied that the commission could help champion young musicians. Daniels suggested further developing the work plan. Butcher suggested convening a subcommittee to work on economic impact of the arts and culture.

Hirsch noted that there was so much music in Corvallis, but it was not a scene yet, though. Butcher said the commission hadn't intended to single out music over other forms. Hirsch related that at 6 p.m., Sunday, June 26, the First Alternative Coop was having an event in Avery Park with music and other activities. Daniels suggested having another member like Noah Stroup with a background in music. Hirsch said that DaVinci Days is the equivalent of Ashland's Shakespeare Festival. VanDevelder related that Ashland's Shakespeare Festival was driven forward for a long time by a committed

individual. VanDevelder said we need to focus on demonstrating the economic impact of the arts. Butcher related that in the stakeholder meetings, many artists said that they needed help gaining visibility. There's already a lot happening in Corvallis that can be promoted.

Daniels noted that there needs to be elections of officers in July. Butcher said that she was interested in continuing as Chair for another year. Emery said staff could email commissioners about the elections.

VanDevelder highlighted DaVinci Festival mini-guides, including the film festival.

VIII. ADJOURNMENT: Meeting adjourned at 6:43 p.m.

**BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
MINUTES
June 3, 2011
DRAFT**

Present

Brad Upton, Chair
Joel Rea
Susan Christie
Dan Herford
Evan Sorce
Mike Beilstein, City Council

Absent

Cora Borradaile, excused
Charles Fletcher

Staff

Lisa Namba, Public Works

Visitors

Vernon Huffman
Jim Bowey
Ali Bonakdar
Theresa Conley
Dean Codo
Kelly Potter
Lynn Evans
Jason Yaich
Sandra Gazeley
Lyle Hutchens
Rose Clarke
Alden Gray
John Roullier
Walter Prichard
Laura Duncan Allen

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/ Introductions	n/a		
II. Review of May 6, 2011 Minutes			Approved as amended
III. Visitor Comments	X		
IV. Old Business • None	n/a		
V. New Business • Corvallis Area MPO - Bicycle safety education project • McFadden Annexation multi-use path review • Proposed downtown portable sign regulations • Bike parking standards review	X X n/a		BPAC offered conditional support
VI. Information Sharing	n/a		
VII. Commission Requests and Reports	n/a		
VIII. Pending Items	n/a		

CONTENT OF DISCUSSION

I. Call Meeting to Order/ Introductions

Chair Upton called the meeting to order. Commissioners and staff introduced themselves.

II. Review of May 6, 2011 Minutes

Chair Upton provided clarification on the item on Land Development Code bike/ped requirements, as follows: the last bulleted item in that section should read, "...The covering should be wide enough to cover the bike parking space. This is typically six feet long, which may..." Commissioner Herford also suggested a correction, stating that he had made the statement regarding the accuracy of the mode share survey, not Chair Upton. **Commissioner Christie moved to approve the minutes as amended; Commissioner Herford seconded the motion and the minutes were passed unanimously with one abstention.**

III. Visitor Comments

Visitor Vernon Huffman reported that the Corvallis Bike Collective (CBC) has negotiated an agreement with the Parks and Recreation Department for use of the Flomacher Building east of the Willamette River. The CBC will provide the mechanics for the summer bike program to recycle old bicycles and help kids learn how bicycles work. The City Attorney is taking a Memorandum of Understanding to the City Council; Mr. Huffman asked BPAC to support this effort. Councilor Beilstein expressed concern that BPAC has not seen the memo, so offering support may be problematic. Chair Upton agreed. Commissioner Herford stated that he has read the memo and asked if BPAC can make a general statement to support the CBC. The Commission agreed and Chair Upton asked that the minutes reflect that BPAC supports the CBC and the City's support of the program.

Visitor Lynn Evans stated that he has been following the ODOT Highway 34 project and asked why, when a tunnel or overpass was a viable option before, it is not acceptable to convert the Suzanne Wilkins Path to a tunnel. Chair Upton stated that the overpass and tunnel were deemed infeasible both for cost and concerns about flooding. Raising the elevation of the Suzanne Wilkins path was also considered, but the idea never gained traction. He provided more background, noting that the Urban Services Committee decided not to accept BPAC's recommendation to reject the sliplanes, instead recommending support of the project with conditions. Following the City Council's acceptance of this recommendation, ODOT appeared ready to abandon the project, but is contacting the stakeholder advisory group and steering committee to give an update on internal ODOT discussions. Linn County strongly supported the project. Chair Upton stated that it would be more useful for Mr. Evans to forward his suggestions to ODOT, but invited him to share his idea anyway. Mr. Evans drew an illustration of his idea, which would have cyclists use the Suzanne Wilkins path and then backtrack to access areas on the south side of Highway 34.

Visitor Jim Bowey commented on the ODOT project and recommended focusing strongly on ODOT's criteria regarding equal treatment of all transportation modes. He also distributed criteria for reviewing Capital Improvement Projects in the past and suggested the Commission use this matrix to evaluate projects.

IV. Old Business

None.

V. New Business

Corvallis Area MPO - Bicycle safety education project

Ali Bonakdar of the Corvallis Area Metropolitan Planning Organization (CAMPO) stated that CAMPO was given \$10,000 by the FHWA for a project focusing on bicycle safety and education. The project must be finished by the end of summer. Mr. Bonakdar asked BPAC for input on bicycle safety and education issues. Theresa Conley, also of CAMPO, presented a draft of the plan to the Commissioners. Chair Upton provided background on BPAC's safety and education recommendations from 2007 and stated that he has given that information to CAMPO. Ms. Conley detailed some ideas CAMPO is considering and stated that education on the rules of the road is key and will be a focus of the project.

Councilor Beilstein suggested CAMPO both contact Gigi Simms with Safe Routes to School regarding projects involving the end of the school year and coordinate with World Car Free Day in September. Ms. Conley said that she has spoken to these groups and is choosing to focus on the adult population. Chair Upton suggested providing education for motorists as well as bicyclists. Commissioner Herford encouraged CAMPO to fund at least one actual training event. Commissioner Christie suggested placing information on the City and OSU's web pages. She noted the number of new drivers in town in the fall and asked about speeding up the process of those new drivers getting used to the "bike culture" of Corvallis. Commissioner Sorce suggested holding an event on campus during the first week of school to provide outreach to students. Mr. Bonakdar stated that time is a limitation and that the project should be wrapped up in early September, though there is the possibility of some flexibility.

Mr. Bonakdar reported that CAMPO's Regional Transportation Plan is being updated and that it will incorporate BPAC's feedback. CAMPO will hold a public meeting on June 15.

McFadden Annexation multi-use path review

Jason Yaich from the Community Development Department's Planning Division presented an annexation request and asked BPAC for feedback. The proposed plan includes a public sidewalk along the site's Highway 20 frontage. The trails plan component of the City's Parks and Recreation Plan and Transportation System Plans show a future multi-use path in this location and along the western property line. Planning is asking BPAC to consider the merits of having the developer install a multi-use path (MUP) along the Highway 20 frontage instead of the sidewalk. In May the Parks, Natural Areas, and Recreation Board (PNARB) recommended a 12-foot wide MUP along the Highway 20 frontage and an easement along the west property line for a future MUP. This trail connection is shown in the above-noted planning documents. Mr. Yaich provided details of the Land Development Code standards for sidewalks along arterial highways (a 12-foot wide park strip and 6-foot wide sidewalk). A high-volume MUP must be 12 feet in width. In response to a question, Mr. Yaich stated that the Comprehensive Plan designation for the site is General Industrial and the applicant is proposing a General Industrial zone. There was discussion about the need for a sidewalk on the east side of the highway but the Commission recognized it wasn't possible to ask for that in conjunction with this annexation. The Commission agreed with the recommendation from PNARB for both the installation of a MUP along the Highway 20 frontage and an easement for a future MUP on the west property line.

Proposed downtown portable sign regulations

Kelly Potter from the Community Development Department's Planning Division presented proposed changes to the Land Development Code (LDC) that would establish standards for temporary and portable signs on sidewalks in the Central Business District and Riverfront areas of the downtown. The changes were developed and are recommended by the Downtown Commission. BPAC asked about the possibility of running this as a pilot or test program. Ms. Potter stated that that is not typical within the LDC, but that the regulations could be re-evaluated some time after implementation. In response to a question from Commissioner Sorce, Ms. Potter responded that enforcement would be complaint driven. Code

Enforcement would inspect and process complaints similarly to how they are handled now. Ms. Potter said that the Downtown Commission considered assessing a permit fee for these installations but they felt it would cost more in staff time to process the fee than could reasonably be collected. Visitor Jim Bowey asked why the regulations were limited to these two areas of town, since there are similar issues elsewhere. Ms. Potter said this was done deliberately; the Downtown Commission felt the downtown area was different and that portable signs, properly regulated, could enhance the ambiance of downtown. Chair Upton said he appreciates that the Downtown Commission has attempted to accommodate pedestrians with the requirement for four feet clearance, but that keeping the sidewalks primarily for pedestrians is important. He opined that it's hard to see that these regulations will improve the pedestrian environment and doesn't support the proposed changes.

Ms. Namba noted that in recent years BPAC has discussed standards for downtown "furniture" zones, where things like benches, flowerpots, portable signs, bike racks, etc were allowed. They were headed toward defining these zones and what would be allowed, but set the topic aside for other work and didn't complete the process. Commissioner Sorce noted that these signs are illegal now but there appears to be little enforcement. He is concerned about what will happen when portable signs are allowed. Commissioner Herford asked if signs in the downtown have been an issue and Ms. Potter responded affirmatively, noting that there are problems with vision clearance areas and the fact that they are currently illegal. Commissioner Herford opined that having a standard is better than having none. Regarding process, Ms. Potter stated that staff is currently preparing a report for the Planning Commission, who will make a formal report to the City Council. General comments from BPAC can be incorporated into the staff report. **Commissioner Rea moved to support the proposed changes to the Land Development Code conditional upon a review after two years and a modification to the maximum number of portable signs to allow one sign per business public entrance regardless of frontage footage. Commissioner Herford seconded the motion, which passed four to one.**

Bike parking standards review

Not discussed.

VI. Information Sharing

None.

VII. Commission Requests and Reports

None.

VIII. Pending Items

The meeting was adjourned at 9:18 a.m.

NEXT MEETING: July 1, 2011, 7:00 a.m., Madison Avenue Meeting Room

DRAFT

**CITY OF CORVALLIS
MINUTES OF THE CIVIC BEAUTIFICATION AND URBAN FORESTRY
COMMISSION
JUNE 9, 2011**

Attendance

Angelica Rehkugler- Chair
Helen Ellis
Ross Parkerson
Dan Bregar
Larry Passmore
Joel Hirsch, Council Liaison

Staff

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

Visitors

Vicki Wills
Josh Hooley

Absent/Excused

Kent Daniels, Vice Chair
Tim Brewer
Bill Johnson
Joe Majeski, OSU Liaison

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Review of Minutes	X		
III. Visitors' Propositions	X		
IV. Staff Reports	X		
V. City Council/ OSU Liaison Reports	X		
V. Committee Reports	X		
VI. Commission Member Reports	X		
VII. Heritage Tree Program Update	X		
VIII. Beautification Awards	X		
IX. Adjournment	X		The next CBUF meeting will be at 8 a.m. July 14, 2011, at the Parks and Rec Conference Room.

CONTENT OF DISCUSSION

- I. CALL TO ORDER:** Chair Rehkugler called the meeting to order at 8:03 a.m. She related that Bill Johnson had resigned from the Commission and has retired from his landscaping business.
- II. REVIEW OF MINUTES.** Rehkugler asked whether there should be continued discussion on the endowment, as proposed previously. Helen Ellis replied that Daniels had asked for further discussion but was not present; Rehkugler postponed discussion until Daniels returns. Ross Parkerson moved and Dan Bregar seconded to approve May 12, 2011 minutes as presented; motion passed.

III. VISITORS' PROPOSITIONS. Josh Hooley introduced himself as the new Vegetation Management Supervisor for Pacific Power. Merja related that CBUF has had a good relationship with Pacific Power since its very beginning. Hooley said he expected pruning of hot spots over the next few weeks with scheduled maintenance starting in November.

Vicki Wills related that the Arts Center Youth Education Coordinator, Chris Neil, was appreciative of the recognition that CBUF had extended. Wills related that she was asked whether she could speak on CBUF's work during the Arts Center's World Tree Week event in July; Ellis suggested Wills represent herself as an ad hoc member.

IV. STAFF REPORTS.

David Phillips distributed tote bags to commissioners as a token of the mayor's appreciation for their service. He related that Ellen Volmert will begin serving as interim City Manager following the retirement of City Manager Jon Nelson on July 1. Public Works Steve Rogers is also retiring, with a Division Manager filling in during the interim.

The sewer interceptor project will require closing the fenced dog park at 2nd and B Streets for several months starting in July. Public Works will resurface and fund improvements to the park afterwards. Following PNARB consideration, Director Emery decided not to pursue construction of a second fenced dog park. Four potential locations were considered, but in applying the siting criteria, none of them seemed suitable.

He related that Natural Resource staffer Iris Benson had moved to Public Works to work with the Stormwater Program, replacing departing Gwen Kubeck. He said that Jerry Smith of Public Works asked for input on how to improve the 2nd and B area; it should look much better by the time the Farmers Market returns there next year.

Forester Becky Merja highlighted upcoming tree removals, including at 5th and B Streets, of Elm trees infected by Dutch Elm Disease (DED), which have been slowly dying. She said the city has been aggressively removing diseased American Elms for some years, since OSU has some of the oldest on the West Coast. Josh Hooley added that Pacific Power will do some preparatory work to create clearance around power lines there. Merja said DED trees are chipped as much as possible; materials must be taken to the landfill, where it is considered hazardous waste. She said DED has been in Corvallis since 1997, and the city has slowed the spread of the diseases by responding rapidly. Representatives of OSU, the city and county identified area elm locations in the 1980's; she said she monitors the trees and looks for dieback on tree tips and when she finds it, gets it tested.

Merja said a section of Tyler between 7th and 8th Streets will also see some tree removals. A number of trees have wounds from topping and past failures, including a co-dominant Douglas-fir and a Black Locust with heart rot. She highlighted a history of black locust tree failures there and said it was fortunate there have been no injuries from limb falls. She noted the removals will change the character of the street. She will discuss the situation with street residents soon; it may make sense to bring in a crane, close the street and do the work all at once over a few weeks. Parkerson said it will be a shock.

Merja related that English Walnuts dropping limbs at the 200 block of 9th Street and another at Van Buren and 9th Street are posted for removal and will be part of the same project. She highlighted a dead Black Walnut at 34th and Tyler; she will try to market the lumber to woodworkers. Ellis noted that trees have a life span. Passmore added that people appear to be more aware of trees that should not be planted.

V. CITY COUNCIL/OSU LIAISON REPORTS.

Council Liaison Hirsch related that with the passage of the levy, the Budget Commission approved a budget that keeps the Aquatic Center and the Senior Center open.

VI. COMMITTEE REPORTS. None.**VII. COMMISSION MEMBER REPORTS.**

Ellis highlighted the naming dedication ceremony of the Helen M. Berg Plaza in Riverfront Park.

Vicki Wills related the Majestic Theater board was open to working collaboratively on the Majestic Tree program.

Larry Passmore highlighted visiting gardens and arboretums recently in Italy and Germany.

Rehkugler related she has been keeping track of the progress of a Sustainable Landscaping group; Phillips said a Maintenance staffer has been attending those meetings. The next meeting is Tuesday, June 14 at OSU Extension on 9th Street.

VIII. HERITAGE TREE PROGRAM UPDATE.

Forester Merja highlighted information in the packet and related the history of the development of the program proposal for Corvallis. She noted that each community implements the program a bit differently. She related that she and Planner Rochefort met with Bob Richardson, staff liaison with the Historic Preservation Commission; his main concern was whether the program would be regulated. This led to going with a non-regulated program. Director Emery was scheduled to take the idea to the Director's meeting yesterday for feedback. Merja related that she discussed the proposal with Dave Livingston and B.A. Beierle of PreservationWorks. She said the proposal will be listed as an FYI item in the G-T to give public notification. She said public schools would be involved in creation of the program, with rollout scheduled for 2013.

She envisioned using a process to create the program similar to that used with the Urban Forest Management Plan, with a group of stakeholders and public Visitor Propositions at the beginning and end of meetings. Dan Bregar said he'd like to help with getting students involved. Wills anticipated an overwhelmingly positive public response, similar to the Civic Beautification Program, especially since it is not regulatory. Hirsch related he'd announced the program at a recent Council meeting

Parkerson, Bregar, Rehkugler and Wills volunteered to work on the project; Passmore volunteered to work on outreach. Merja said she sought to start scheduling meetings in July.

IX. BEAUTIFICATION AWARDS.

Rehkugler reminded commissioners to ask Ward Councilors to see if they are interested in coming along for presentation of Beautification Awards.

X. ADJOURNMENT: The meeting adjourned at 9:33 A.M.

**DOWNTOWN PARKING COMMITTEE
MINUTES
April 5, 2011
DRAFT**

Present

Brad Upton
Liz White
Kathy Corjasso
Nick Malos
Roan Hogg, Council Liaison

Staff

Lisa Namba, Public Works
Jim Mitchell, Public Works

Visitors

John DeTar, ODOT

Absent

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/ Introductions	X		
II. Review of March 1, 2011 Minutes			Approved
III. Visitor Comments	n/a		
IV. Old Business • Electric car charging spaces in downtown			Have staff pursue contract details for installation in two locations
V. New Business • ODOT right-turn lane, 3 rd & Van Buren			Agreed with ODOT's preferred solution
VI. Information Sharing	X		
VII. Committee Requests and Reports	n/a		
VIII. Pending Items	n/a		

CONTENT OF DISCUSSION

I. Call Meeting to Order/ Introductions

Chair Upton called the meeting to order and those present introduced themselves.

II. Review of Minutes

Committee Member White moved to approve the March 1 minutes; Committee Member Corjasso seconded the motion and the minutes were passed unanimously.

III. Visitor Comments

None

IV. Old Business

Electric car charging spaces in downtown

Chair Upton stated that in a previous meeting the Committee agreed to have staff do outreach to businesses near the proposed charging station locations in the City-owned lots on 2nd and 3rd Streets. The Committee felt comfortable having staff move forward with contract details if the outreach was unanimously positive. Mr. Mitchell stated that staff sent letters to 20 businesses in the area and provided an overview of the responses he received. There were five responses received: one opposed and two in favor of one space (2nd Street lot) and one in favor of one and one in favor of two spaces (3rd Street lot). Mr. Mitchell recommends proceeding with installation of charging stations in the yellow permit lot and the 3rd Street lot, and perhaps adding one charging station to the lot in the 100 block of SE 2nd Street. Chair Upton expressed his support for this as long as there is no net loss of bike parking in the 3rd Street lot. The Committee agreed with this approach.

V. New Business

ODOT right-turn lane, 3rd & Van Buren

Visitor John DeTar from the Oregon Department of Transportation (ODOT) presented ODOT's plans for the intersection of 3rd Street and Van Buren Avenue. This is an element out of the Van Buren bridge (Corvallis Crossing) project. ODOT plans to build this project in 2013 with the other work on the east side of the river. Two options were developed: 1) acquire additional right-of-way on NW 3rd Street and build a new right turn lane, keeping the current alignment of the travel lanes; or 2) remove on-street parking between Jackson Avenue and Harrison Boulevard and re-stripe to shift the travel lanes to the west. ODOT prefers the second solution. It's less expensive, adds a bike lane and has the safety benefit of making the dedicated left turn at 3rd and Harrison more obviously a left-turn-only lane. The Committee discussed the options and the impacts on parking. There are 10-hour meters between Jackson Avenue and Van Buren Avenue; the parking between Van Buren Avenue and Harrison Boulevard is unrestricted. Mr. Mitchell stated that there is underutilized parking north of Harrison Boulevard. The Committee agreed that the loss of parking in these blocks is not a major concern and that ODOT's proposed solution appears to be the best one.

VI. Information Sharing

Chair Upton reported that he was approached by a citizen who believes the diagonal parking on the NE corner of 5th Street and Madison Avenue is a hazard for westbound bicyclists making a right turn to ride north. Chair Upton stated that he looked at it and does not feel it is a hazard. The Committee agreed that no action needs to be taken.

VII. Committee Requests and Reports

None

VIII. Pending Items

None

The meeting was adjourned at 6:15 p.m.

NEXT MEETING: May 3, 2011, 5:30 p.m., Madison Avenue Meeting Room

CITY OF CORVALLIS
MINUTES OF THE PARKS, NATURAL AREAS AND RECREATION BOARD
MAY 19, 2011

Attendance

Betty Griffiths, Chair
 Alejandra Gonzalez
 Nick Todorovich
 Randy Willard
 Phillip Hays
 Marc Vomocil
 Don Williams

Staff

Steve DeGhetto, Assistant Director
 Dave Phillips, Parks Ops. Supervisor
 David Neighbor, Parks Ops. & Admin. Supervisor
 James Mellein, Aquatic Supervisor
 Jackie Rochefort, Park Planner
 Mark Lindgren, Recorder

Absent/Excused

Jen de-Vries
 Lynda Wolfenbarger, Vice-Chair
 Kent Daniels
 Charley Fisher
 Joel Hirsch, Council Liaison

Visitors

Jason Yaich
 James Ellison
 Bill Ten Pas
 Sandra Gazeley
 Tim McFadden
 Louise Marquering
 Lyle Hutchens

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. McFadden Property Annexation & Trail Proposal	X		
VI. Fenced Dog Park Location	X		
VII. Fee Review			Motion passed to recommend not raising rates for Osborn Aquatic for FY 11-12. Motion passed to recommend raising all other fees.
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., June 16, 2011 at the Downtown Fire Station Main Meeting Room.

CONTENT OF DISCUSSION

- I. CALL TO ORDER:** Chair Betty Griffiths called the meeting to order at 6:33 p.m.

- II. INTRODUCTIONS.** Marc Vomocil, new board member, related he was Senior Forestry Manager for Starker Forest Inc. and previously helped refurbish the Avery Park locomotive. New board member Don Williams related that he was a manager at Good Samaritan.
- III. APPROVAL OF MINUTES.** Griffiths said that in the beginning of the second sentence of the last paragraph of packet page 7, the name “Emery” should be deleted. The second sentence of the fifth paragraph on page 8 should read, “..one-third of dogs in the city are unlicensed.” Randy Willard said the first sentence under Visitors’ Propositions should read, “Corvallis City Councilor Jeanne Raymond, *speaking as a citizen,*..”. Phil Hays said that on packet page 4, the first sentence of the second paragraph under Bald Hill Land Acquisition should read, “GLT retains a conservation easement on *part of* the adjacent Bald Hill Natural Area,..”. He said the last sentence on packet page 8 should read, “..Van Buren intersection and the slip lane..”. Hays moved to passed April 21, 2011 minutes as corrected; Willard seconded; motion passed.
- IV. VISITORS’ PROPOSITIONS.** Louise Marquering related that management plans for the Witham Hill Natural Area, which the City owns, had been put on hold until a joint management plan could be developed with the previous owner. She emphasized the need to remove fast-growing Doug Fir trees that are crowding the native White Oaks. She said she’d previously brought the issue forward several times and suggested at least girdling the Doug Fir on the south slope there so they stop growing, since otherwise, the oaks will die soon. Operations Supervisor Dave Phillips replied that staff would investigate it this summer. Assistant Director Steve DeGhetto cautioned about Land Development Code considerations related to the property. Marquering said people at OSU Forestry had offered to assist in removal of the trees once they are identified. Phillips noted that the department had lost staff.
- V. McFADDEN PROPERTY ANNEXATION AND TRAIL PROPOSAL.** Community Development Planner Jason Yaich related that the Planning Division had received a request for annexation. He highlighted information in the packet. He sought comments, concerns and recommendations associated with possible Parks and Recreation facilities, such as trails identified in the Trails Master Plan. The Planning Commission will get the PNARB minutes to see PNARB concerns; it will then forward its recommendation to the Council and voters will then decide on the annexation.

The property is on 85 acres on Highway 20 near Hewlett-Packard. The property is currently farmed, with two residences. Yaich displayed maps and photos of the site. City facilities plans include a 1996 Transportation Plan Trails Master Plan, which includes bikeways. He noted the plan is conceptual in nature and often changes over time. A potential bikeway is roughly parallel to the railroad tracks. The 2000 Park and Recreation Facilities Plan includes a Trails Plan that includes a multiuse trail that could be located along Highway 20. Yaich said the concept of a trail along the Willamette River goes back many years; it’s connected to the State Plan for the Willamette River Greenway, with a trail running along the river to Portland.

He said Planning staff have been discussing key components of the application with applicants for a couple years. The application currently includes a 6’ public sidewalk consistent with public arterial highway standards along Highway 20; the location would depend on where the curb ends up. Depending on the intensity of proposed development, ODOT may require highway improvements such as turn lanes.

Hays noted the joint city/county trails connection planning process begun last summer includes the Corvallis-Albany path. Since there is an effort underway to make the connection (the path could leave the Highway 20 north of Circle) it would be wise to get an easement on a small corner of the property; it should not be a big impact on the property. Lyle Hutchens said the applicants would be in agreement

with that. He said the area with the railroad tracks with natural features overlays would be available for a path. Sandra Gazeley said a sidewalk would connect to a sidewalk on H-P property. Planner Rochefort said ultimately the site would have both a sidewalk and a multiuse path, it just depends when they get to that part of their project.

Willard asked whether bike riders would use the sidewalk or ride on Highway 20; Yaich replied there were constraints to extending the sidewalk further south. There would be big impacts to several residences; also, further south, the Garfield drainage basin has a culvert under Highway 20 with a big slope; a sidewalk would require bringing in a lot of fill dirt into the riparian corridor. Yaich said the current application's detailed development plan includes a sidewalk and landscape berm; a condition of approval would likely include a condition of approval that future detailed development plans, as the site develops, would provide a multiuse path along the frontage. Griffiths asked whether there would be both a sidewalk and a multiuse path; Yaich replied that he sought comment on whether there should be a shared wide sidewalk/multiuse path pedestrian-bike facility; Griffiths said she preferred as little concrete as possible. Rochefort asked Griffith about having a path along the railroad tracks; Griffiths said if the applicants agreed to an easement for it on the corner then that would be OK.

Marc Vomocil said he felt a sidewalk along the highway should be sufficient. DeGhetto said the city and the county were working on a path to go north along the railroad tracks. The plan presented tonight includes a potential sidewalk along Highway 20, which is an extension of the existing sidewalk. Rochefort said the applicants have the requirement to build a sidewalk and a multiuse path; whether or not a multiuse path and a sidewalk should be combined or separated is the question and there are many options available. Hays said the plan for a path along the railroad is still very preliminary and could be funded by grants; Rochefort added the piece on the property could be funded by development; this is a common situation. Often, the only way to get a complete system built is to do it in pieces, though it can be awkward.

Griffiths asked for discussion on whether the board recommended a sidewalk *and* multiuse path along Highway 20, or whether it should be combined. Vomocil said he preferred a combined multiuse and sidewalk. Rochefort said a multiuse path would be 12' wide. Rochefort said the City/County were planning a trail along the railroad but there are also other plans of the greenway corridor along the Willamette River that show a trail. She asked Yaich whether he envisioned a possible conflict between pedestrians and bicyclists in a combined path; he replied that that is always a concern; wider is usually better. Rochefort related she's been yelled at by pedestrians for riding her bike on a multiuse path (walkers felt it was a sidewalk). Griffiths felt it should be combined; Hays agreed.

Griffiths asked for discussion on the issue of the applicants providing an easement or asking them to build the path. Vomocil suggested getting an easement. Hays noted getting an easement only required a very small part of the property and getting an easement was critical for the railroad path, though it may never happen; Griffiths agreed. Hays said if we ask for a multiuse path on Highway, then we should definitely ask for an easement along the railroad.

Gazeley asked the width of a possible easement; Yaich replied the LDC specifies a roughly 15' easement. Hays asked whether the McFaddens property to the east and south would be a connection to development on that adjacent property; Hutchens replied that that was in 100 year floodplain, was zoned as EFU and had many more restrictions on it. The property in question tonight is in the UGB.

VI. FENCED DOG PARK LOCATION. James Ellison related that he's long lived near the downtown dog park. He related that many of the dogs there are poorly controlled, poorly trained and are noisy. He said 33 residences are near the park and most residents hate it. He said there are typically 80-100 dogs a

day; most are there about an hour. Many dog owners encourage their dogs to defecate before they enter the park so they don't have to pick it up. He said some owners leave their dogs alone in the park. Many dogs are not kept on leashes on the way into the park. There are many dog fights. Owners leave trash in the park. The water there is sometimes left on. He said it is sometimes quiet but overall it is noisy. People bring very small children there every day, creating a dangerous situation.

He suggested moving the park east near the river, away from residences. Griffiths noted the park would be closed temporarily. Rochefort asked whether he had ever called law enforcement; he replied he had not, thinking it would be difficult to get a noise complaint enforced. Griffiths suggested calling when he saw egregious behavior, such as when there are very small children there. Ellison asked whether there was any consideration to closing the park after construction there had finished; Griffiths replied that that didn't seem to be under consideration; there have been no previous formal complaints regarding the park. Ellison said he would next take the issue to City Council. Griffiths suggested calling the Animal Control Officer about his concerns. Phillips added that Parks staff are sometimes confronted with situations that they cannot handle; staff call law enforcement.

Willard suggested this should be a topic for the dog subcommittee. Rochefort said consideration of neighbors was part of the criteria for another dog park. Park Planner Rochefort related that concerns raised by Griffiths had been addressed in the staff report. The existing fenced dog park will be closed from July to September due to a Public Works sewer construction project. Public Works has offered to resurface the existing park after construction and build another one in another location, if Parks and Rec chooses to do so. Rochefort distributed Lynda Wolfenbarger's thoughts on the project.

Rochefort related that there was a community meeting in 2008 regarding proposed dog park sites; Ellison had not attended. She highlighted a table in the packet regarding sites that were considered during the process in 2008; for various reasons, the downtown site was selected and built in 2009. There are no plans to close existing park permanently. It will re-open after being re-surfaced and some dangerous cottonwood trees replaced with Big Leaf Maples. The existing park is just under an acre. A new dog park, proposed to be about the same size as the existing one, would not have a small dog area; she noted that the current small dog area is almost never used. If the new park is approved, there would be two fenced dog parks, which should reduce the number using the existing park, helping Mr. Ellison. The consideration of proposed locations included impacts to natural areas, other park uses, and surrounding neighborhoods; available parking; and others. The proposed options for sites include Village Green Park, MLK Jr. Park; Bald Hill Reservoir Road Park and Porter Park.

Village Green Park is just under 21 acres total, including Williams softball field. It has playground equipment and a path; the actual park is probably less than 18 acres. She said the site of the proposed dog park has no conflicts. She said the entire park is listed as a drainageway, though it is not near the creek. The existing trees are not significant vegetation and would not be removed. The proposed park would be about an acre, since this is the size of the park being closed. Hays asked about proximity to a road; Rochefort said that being close to a road and easy access is a positive; this is actually a strike against this site. She clarified that fenced dog parks are intended for dogs *not* to be under voice control. She said there were two houses that face directly onto the park. Griffiths highlighted a basketball hoop nearby. Rochefort said that it might be possible to form a partnership with the school district in order for people to park across the street in order to reduce illegal use of dog owners of school grounds. Griffiths highlighted a path through the site; she felt there wasn't enough room on the site.

Regarding Porter Park, it is 6.4 acres, has a softball field, playground equipment, Dixon Creek and a path, and the park infringes on the partially protected section of the 100 Year floodplain. Parking is limited and there are many neighbors. She said she included the site for consideration because the site is

being used as an off-leash park more than any other park of its size, though it is not classed as one and there are complaints about such use; having it as a fenced park could be a compromise. Rochefort related that neighbors were very divided on off-leash use there.

Martin Luther King Jr. Park is 30 acres, and has many uses, including an existing dog off-leash area, as well as a softball field, playground equipment, a natural area, and a path; there is available parking, and people are already bring their dogs there. The uses of the park are constrained by natural features and the proposed grassy area site is used for recreational activities, so there may be a conflict in use. Hays said the south of that area is very wet, with standing water sometimes in winter. Hays said there was formerly a trail through the area. Rochefort said it could be a seasonal park. Vomocil asked whether other grassy areas had been considered. Rochefort said this was the area she'd been asked to look at, due to proximity to parking. DeGhetto said other grassy areas contained sensitive species or were very steep. The ball fields are only lightly used. Vomocil said the recreational field is used by soccer practice and ultimate Frisbee.

Rochefort related that Bald Hill Natural Area contains 284 acres; it contains a barn, an off-leash area, trails, natural areas, restoration sites, farming fields and there is parking and adequate space. The entire area has a sensitive vegetation overlay that requires that any use must be careful and would require studies. Griffith said there were informal trails in the proposed area; a fenced dog area could be on the other side of the path. However, in the proposed site, there are some very large fir on the periphery. Hays asked whether the entire property was a natural area; Rochefort replied that it was. Hays said he had a problem with putting play areas in natural areas. He said the property had value as a mitigation area in the future for the city. Rochefort said the only area not entirely encumbered with a natural features layer is the farm field, which is hard to get to except from the fairgrounds, which would require a cooperative agreement. Also, the farm field is a potential income site, which the department would like to retain. Willard said he felt this may be the least controversial site.

Rochefort said options include having the board select a second permanent site; building a temporary second fenced dog park (she advised against that); or the commission could recommend not having another fenced dog park and simply explain the situation in signage at the existing site at 2nd and B Streets. Willard asked about the financing; Rochefort said that by using the dog park for staging, it allowed public works to not have to shut down the parking lot and having to resurface it, saving over \$100,000. However, staging it there required closing the dog park. In exchange, Public Works offered between \$20,000 to \$30,000 to pay for another dog park and resurfacing the existing park afterwards. The first fenced dog park cost about \$30,000 in total costs.

Willard said that due to the cost savings, he favored building another, and siting it at Bald Hill. He noted that the existing fenced dog park gets heavy use and another could help solve some off-leash problems. Williams felt Bald Hill would be best since it was away from neighborhoods; off-leash dogs could be hit by traffic at sites like Village Green. Hays said he sympathized with Ellison's concerns regarding dog noise; it would be within earshot at Village Green; Griffith suggested taking it off the table.

Regarding Porter Park, Willard suggested polling the neighborhood; Rochefort replied the problem is that the neighborhood is split on the issue. She added that any site proposal would have to go through Planning. Griffiths highlighted impacts to the creek, neighbors and the church. There was consensus to take it off the table. Regarding MLK Jr. Park, Gonzalez felt it should be taken off the table; she said and her friends often use that field; Willard agreed. Jeanne Raymond's previous opposition was noted. Rochefort said the field could be split, making the park smaller, though that may not be worth it. She noted the dog population was everywhere throughout the city. Griffiths noted the existing park was to

the south. Hays said there was a big off-leash park in Crystal Lake; Rochefort said that was seasonal. Vomocil said the south and west are wet and the north is heavily used. There was consensus to take the site off the table.

Regarding the Bald Hill site, Rochefort cautioned that she hadn't yet talked to Planning about it but would pursue it if so directed by the commission. Hays said he'd envisioned the site being much closer to the parking area; Rochefort replied that it could be. Griffiths said she'd visited the site and suggested placing it just above the parking area; Rochefort cautioned that there were more natural features closer to the parking lot. Griffiths said one disadvantage of the site is that it was much further out than other parks. Griffiths related that she uses the bike path route there a lot and has had a lot of conflicts with dogs on it; DeGhetto related that there had been a history of complaints regarding dogs and bikes on the multimodal path.

Griffiths said that she wasn't sure if she was an advocate for another fenced dog park. DeGhetto suggested looking at a partnership with another area, such as the fairground, for siting a fenced dog park; Rochefort noted that the fairground is in the middle of its master planning process and that would delay construction of a second fenced dog park to serve demand while the existing one is temporarily closed. Rochefort said she could bring back a map of the whole park; Griffiths said there were no other areas suitable. Hays said this site doesn't have a neighbor problem and has a largely underused parking lot, though it is occasionally full. Hays expressed concern that the site may be too wet.

Rochefort related that someone had suggested Avery Park as a potential site, but she couldn't find a spot for a dog park in it. Vomocil suggested considering the area by the shelter near the Taylor water treatment plant; Rochefort replied there had been a lengthy planning process for the area and a fenced dog park was not approved; also, a Greenway Permit would be needed for such a use there. Griffiths said that that was also in south Corvallis. Vomocil said that people generally drive to dog parks; his main concerns were to avoid impacts on vegetation or streams. He said Ellison's testimony reflected that the board had to be sensitive to issues with neighbors in siting future fenced dog parks. Rochefort said if there is more than one then other parks could be smaller. Griffiths said she found consensus for Rochefort to go forward and discuss the Bald Hill Reservoir Road site further with Planning. Rochefort will bring it back to the board next month so the commission can make a recommendation either way.

Hays asked if there is a formal procedure for changing the use of parks. Rochefort noted Greenway permits cost about \$10,000. Vomocil asked about the sewer construction staging process; Rochefort said about 100' was needed; a portion of the dog park fence will be rolled back and put back after construction is completed. Vomocil asked whether the board should consider closing the existing dog park and asked whether it could be relocated at nearby Shawala Point; Rochefort said placing it there would require a Greenway Permit (\$8,000 to 10,000) and a master plan review. She said it was a possibility, but getting a permit wouldn't occur in time to respond to the closure.

Hays asked why Pioneer Park hadn't been considered; Rochefort said it was in the floodplain and would require losing an income-producing softball field. DeGhetto said one field there on the east could potentially work. Rochefort summarized that the board was only asking her to bring back research on Ball Hill site for the next meeting.

- VII. FEE REVIEW.** Park Operations and Administration Supervisor David Neighbor said this annual fee review included establishing a rental rate for Bald Hill Barn. While it has limited access and is not commonly rented, staff wanted to set a rental rate before a request is received for an event such as a wedding or a run. Regarding Family Assistance, currently \$150 is granted to each qualifying family; the proposal is to increase that to \$150 to each member of a qualifying family; and qualifying would move

from at or below 100% of the Federal Poverty Level (FPL) to at or below 200% of the FPL. If a family's income falls between zero and 150% of the FPL, 100% assistance could be used for activity fees; in the case of incomes between 151 to 200% of FPL, a 50% co-pay would be required.

He highlighted proposed fee changes at Osborn Aquatic Center in Attachment D. It is proposed to move adult admissions from \$4 to \$4.50; individual memberships from \$232 to \$272; and three-month memberships from \$125 to \$135. The 15-visit cards, Aquafit and Aquafitness, would increase from \$5 to \$6.50.

Regarding Miscellaneous Equipment Rental, it is proposed to set rates of \$300 for the mobile stage; \$50 for the portable stage; and \$25 for sports bleachers. Regarding the Recreational Program area, in the last fee review, the average adult program was increased 15% and youth programs 20%. The only area where increases are proposed are where it is perceived there is still some capacity, based on the local market for similar services. There have been some participation declines in some areas where fees were raised last year.

The staff recommendation is to approve the fees as presented on pages 3 and 4 in the attached report; staff also sought feedback on the cost recovery philosophies and any further direction. There is an RFP proposed to go out to bid that would create a new cost recovery model by December 2011 (as requested last year).

Griffiths asked whether the family assistance program was only for in-city residents; Neighbor replied that it is for anybody, as are all programs, though those living outside the city would have to pay the differential fee (a higher rate). Griffiths asked the rate for the Bald Hill Barn; Neighbor replied that it would be \$35 during the week and \$55 on weekends, similar to other shelters. Hays asked if there ever had been a request to rent that barn; DeGhetto replied there have only been occasional requests for weddings and dedications, due to the transportation issue. Neighbor added that it is not envisioned to be a big revenue generator but staff are seeking to make things consistent and he recalled one request recently. There are many runs held out that way. The gate could be moved to allow supplies to be driven in.

Griffiths asked about the miscellaneous equipment rental; she asked whether DaVinci Days would be charged \$300 even though the City is a co-sponsor; Phillips said that charge would not apply when the City is a co-sponsor; he said the draft was not worded correctly. Neighbor said setting an in-kind value helps establish the amount of assistance the city is lending events. Griffiths asked about the Senior Center lounge rental; she said it seemed higher than it should be for a relatively small room. DeGhetto replied it was in line with others; Neighbor added that it had some nice amenities, including the media equipment and comfy furniture.

Griffiths asked about in and out-of-city resident rates; Mellein said that out-of-city limits residents pay 25% more. Griffiths asked whether 25% was enough; Mellein replied that analysis of that would be part of the cost recovery model developed by December. DeGhetto noted that there had been fee increases instituted just in September, so staff didn't go after fee increases aggressively. Registrations are about the same and the department is roughly \$6,000 ahead so far this year in charges for services. Mellein related that there has been a dip in membership purchases, attributed to fears that the center would be closed in event of a pool permanent closure if the levy failed.

Willard said that given the timing of the levy passing, he was opposed to fee increases. Mellein replied that it was probably was poor timing, but every year staff seek to raise rates in different areas. This year the proposal is to raise admission fees. The increase in fees is not to be self-sufficient but to address

raises in the minimum wage and utility costs (18% increase in electric costs). Neighbor said the last time admission was increased was FY08-09.

Mellein said the drop-in recreation fees for Osborn Aquatic Center in FY 09-10 amounts to a total of roughly \$141,000 out of the \$830,000 raised by fees. The increase from an out of city fee would raise an additional \$35,000. He related that the new electronic registration system tells staff immediately whether users lives within city limits or not and automatically assigns in or out of city fees. The problem with assigning out of city fees just for drop-in recreation is that most kids in recreation programs don't know whether they live in the City or not. With the new Activenet program, many out of city people who have long paid in city fees are now being told they are actually out of city. He related that pools elsewhere have found that it is more hassle than it is worth; the estimated payroll for a second cashier needed to mitigate the registration line stretching around the building due to having to explain and discuss this with clients at length would cost \$45,000 per year, so it wouldn't pencil out.

Vomocil said he works with the Christmas parade, which is one of the users of the mobile stage; he said it was his understanding that there are only four users; the others are DaVinci Days; Red, White and Blues; and Fall Festival. He said that he'd discussed usage with staffer Pete about the four main users working together contribute to fix it. Phillips said changes have been made to make it easier for users to set up by themselves, with the intent of cutting down staff time. It will be dramatically improved this year. Neighbor said he would clarify the unclear sentence about the mobile stage rental. DeGhetto added the Director has the discretion to waive fees. Griffiths asked whether \$300 was a reasonable rate; Phillips said he thought it was. There are generally about 6-8 requests for the mobile stage per year.

Regarding raising Osborn Aquatic Center fees, Willard stated that he opposed it; it is poor timing. Vomocil agreed that while it may be justified, it was poor timing. Hays asked why there wasn't an across the board rate increase; Mellein said the policy has been to only raise fees in one area during a year so most people, who typically use multiple services, are not socked with bigger increases all at once. Hays suggested that before the next time that the levy has to be voted on, to look at what increases would be needed to break even; Mellein replied those numbers were in Attachment D; it would require a 96% increase in all fees to break even. Neighbor said the impact of not raising fees would lose about \$26,216 with the same attendance. Mellein said the rate increases for September 1, have already been published.

Willard moved to recommend not raising rates for Osborn Aquatic for FY 11-12; Vomocil seconded; motion passed. Willard moved to recommend raising all other fees; Hays seconded; motion passed.

- VIII. GOALS UPDATE.** No discussion.
- IX. STAFF REPORTS.** DeGhetto highlighted the Directors Report. Rochefort related that the CIP Subcommittee will meet in June and a PNARB representative was needed; Hays and Vomocil volunteered.
- X. SUBCOMMITTEE UPDATES.** Griffiths related the dog committee had not met.
- XI. BOARD MEMBER/CITY COUNCIL LIAISON REPORTS.** None.
- XII. ADJOURNMENT:** Meeting adjourned at 9:08 p.m.

DRAFT

**CITY OF CORVALLIS
MINUTES OF THE PARKS, NATURAL AREAS AND RECREATION BOARD
JUNE 16, 2011**

Attendance

Betty Griffiths, Chair
Lynda Wolfenbarger, Vice-Chair
Kent Daniels
Charley Fisher
Phil Hays
Marc Vomocil

Staff

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

Visitors

Stewart Wershow

Absent/Excused

Alejandra Gonzalez
Jen de-Vries
Randy Willard
Joel Hirsch, Council Liaison

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. Memo of Cooperation	X		
VI. Integrated Trails Website Update	X		
VII. Fenced Dog Park Update	X		
VIII. Budget Update	X		
IX. Arts & Culture Commission Networking Event	X		
X. School District/Boys & Girls Club Relationship Update	X		
XI. Goals Update	X		
XII. Staff Reports	X		
XIII. Subcommittee Updates	X		
XVI. Board Member/City Council Liaison Reports	X		
XV. Adjournment	X		The next regular Parks, Natural Areas and Recreation Board meeting is scheduled for 6:30 p.m., July 21, 2011 at the Downtown Fire Station Main Meeting Room.

CONTENT OF DISCUSSION

I. CALL TO ORDER: Chair Betty Griffiths called the meeting to order at 6:34 p.m.

II. INTRODUCTIONS.**III. APPROVAL OF MINUTES.**

It was noted that in the first sentence in the fourth paragraph on page two, the word “receive” should be “received”. In the fifth paragraph on page 6, the first sentence should be clarified to refer to *Greenway* permits. (Planner Rochefort added that Greenway permits cost about \$6,500, but there are usually additional engineering and other costs). The first sentence in the last paragraph on the page should read “Bald Hill Barn”. Kent Daniels moved to pass the May 19, 2011 minutes as corrected; Phil Hays seconded; motion passed.

IV. VISITORS’ PROPOSITIONS. None.**V. MEMO OF COOPERATION.**

Emery highlighted the draft declaration of cooperation in the packet between the City, the County and the Greenbelt Land Trust (GLT). The document sets the stage for the three agencies to apply for grants together in the future and for working together for restoration and stewardship on properties with common property lines. No board action is required. The Human Services Committee will review it in July and it will go to the City Council for action. Daniels added that this was a result from Board Goal #9 and has been under discussion by the joint sub-committee for a couple years. He noted that there are some grants that municipalities cannot apply for individually. Emery added that demonstrating partnerships ahead of time is important for grants that have a short turnaround period.

VI. INTEGRATED TRAILS WEBSITE UPDATE.

Director Emery related that an integrated trails website is going forward that applies to City, County and GLT properties. It is intended to be comprehensive, interactive, and make it easy for people wanting to hike to find out about area trails and help plan their hikes. She noted that many trails users don’t really pay attention to who owns the land that a trail passes through. It will be the first such website in the state; the State of Oregon Parks and Recreation Department has expressed interest in its development and may fund it through a grant next year. The joint agreement will facilitate the grant process. The idea came out of the joint City, County and GLT meeting last March and subsequent subcommittee work; Phil Hays has represented the board in the work.

Hays added that the idea is to start simple with the site, and eventually offer more general facilities information online. Hays said the OSU College of Forestry has been cooperating but hasn’t been able to officially sign on; Griffiths added that it would have taken too long and been too complicated to get OSU interdepartmental approval at this time. Daniels asked whether the site would include information on trails in OSU’s McDonald Forest; Hays replied that it would. Director Emery said the Corvallis to the Sea Trail group would be invited once plans have firmed up more.

Emery related it will go to a Council consent agenda in July; then, it will be formally adopted by the three groups. She clarified that the agreement does not cover the university, but OSU is interested in its properties being included in the website and has been actively involved in the process. Hays added that the US Forest Service, the BLM, and USFW have been contacted, but they want to see how things unfold and don’t want to change their policies to conform to the website. Griffiths related that there has been some discussion in using the same verbiage and symbols to conform with accepted federal usage.

VII. FENCED DOG PARK UPDATE.

Director Emery said there was considerable discussion at the previous board meeting regarding potential construction of a second fenced dog park. She said after reviewing board comments and

further discussion with Planner Rochefort about the pros and cons and constraints of each location, she decided to pull the project, since it appeared that there was no site with enough positive aspects in the neighborhood in which it was situated. She related that she talked with Public Works Director Steve Rogers and he will invest resources to make the existing park nicer after the project there is over.

Rochefort related that a park closure sign was installed at the existing park yesterday, and information brochures of other off-leash parks will be placed there. Fisher asked Rochefort whether she had gotten feedback; Rochefort replied she had gotten a call today from a park user upset at the closure, but was appreciative Parks had given mitigation a try. Hays asked about moving it to the nearby BMX track site; Rochefort replied that that would require an expensive, time-consuming Greenway permit. Daniels added that a master plan for the area is needed. Council Liaison Hirsch stated that he was disappointed; he'd been looking forward to having two fenced dog parks but thanked Parks for trying. Griffiths said the board had done its best with the criteria to find another site.

VIII. BUDGET UPDATE.

Emery related the Council had adopted the FY11-12 budget, which included both the Senior Center and the Aquatic Center. Both had been pulled out of the budget in the event that the levy hadn't passed; they were put back in

IX. ARTS AND CULTURE COMMISSION NETWORKING EVENT.

Emery related that Councilor Hirsch is the liaison to the relatively new Arts and Culture Commission (ACC). They are planning a networking event next fall. They will invite staff and volunteers from groups that are involved in arts and culture in the community to share what their programs are doing and the event will seek feedback on what people want the ACC to do for them.

X. SCHOOLS DISTRICT/BOYS & GIRLS CLUB RELATIONSHIP UPDATE.

Betty Griffiths related there was a meeting on May 26 between a dozen representatives from Boys and Girls Club, the School District and the City. Participants spent time trying to understand each other's positions and jointly committed to improving communications and working together to maximize the limited space for all individuals. They brainstormed on a number of things, including an agreement on an interim plan to keep things as they are until June, 2012.

One of the issues was about building security and housekeeping; they will do education and develop a use agreement that coaches or other responsible adults must sign. They developed a preferred vision for 2013 and brainstormed ideas. She related that Parks and Recreation staff survey results were helpful in assessing the situation. Several members met afterwards with the facilitator to flesh out the long-range vision, the work needed and recommendations. The three parties will eventually sign a memo of cooperation.

Fisher asked about adults; Griffiths replied that you can't just stop programming for people after 8th grade; there is a definite link between community recreation for everyone and supporting kids recreation. Fisher said adult programs seem to get less attention. Griffiths said there was an emphasis on recreation for *all* ages. Emery added that agencies whose primary purpose is youth tend to have a hard time seeing beyond the focus of their individual programs; she said Griffiths has done a great job reminding them that older people were once children, too. The State of Oregon has a new education goal of promoting lifelong fitness; to do that, you need programs, venues and facilities. Daniels praised the work to improve the joint working relationship. Emery said a future master agreement will include all City agreements with the school district, including the excise tax that the City administers.

XI. GOALS UPDATE.

Daniels related that the latest Trust for Public Lands newsletter highlighted a northeast farm purchased by the public; a quarter of it was used for a park, with the rest rented to farmers for local food production. He suggested expanding Goal #5 regarding community gardens. He said Herbert Farm and Natural Area and other sites could be used for food production. Emery highlighted farmland at Bald Hill that is not currently leased. Emery encouraged new members to get an orientation if they need one. She said she updates goals based on member emails and feedback at meetings.

Griffiths asked on the progress of Goal #4; Emery replied it was decided that the first step should be to develop a Friends group, using an existing foundation as an investor. She said Hays volunteered to write the articles of incorporation. Following that, the board needs to decide which agency is the best to go with in establishing an endowment. The Benton County Foundation has a minimum of \$10,000 to start an endowment. Griffiths said the Oregon Community Foundation was another option.

Griffiths asked when there would be new goals; Emery replied that that is up to the board and can be an agenda item. Given the number of new members, it would be appropriate to do a review.

XII. STAFF REPORTS.

Planner Rochefort related that Timberhill Park, at the intersection of Walnut and 29th Street; will have a 5' walking path along its north border, adjacent to the tennis club. Construction of the path is a condition of development imposed for the apartment complex currently being built there. Staff is working with engineers to make sure the path is designed and built to standards and to ensure that the park becomes no wetter than it currently is. Water running downslope there will meet a drain with a filtration system to the east or go down a swale and through another drain with a filtration system; the intent is to avoid water running across the 29th Street sidewalk or the path. The new path will be placed in the drip zone of three alder trees and their condition will be monitored. The Condition of Approval states that the Certificate of Occupancy will not be issued until the path is built; however, since the site so wet right now, negotiations have stipulated that a bond be obtained to have it built later, when the soil is drier in fall. A pipe in a retaining wall is currently draining into the park illegally; developers will replace an existing pipe through park property with the runoff water meeting another filtered drain above the sidewalk. She said she hasn't seen a final design for the sidewalks yet; there will also be a path through the apartments and another running south down to Walnut Boulevard.

Hays asked about the amount of maintenance needed for the filtration systems; Rochefort replied that that would be up to Public Works or the Homeowners Association. Dave Phillips added that it is one of the wettest parks; Rochefort said part of the park is actually wetland.

Rochefort related that last month the board heard a presentation regarding the McFadden annexation; applicants are planning to place the proposed annexation on the next May election. The Central Park Plaza improvements are close to a notice to proceed. The site is partly on the tax lots for the Park, the Arts Center and a public right of way; Public Works has been helpful in providing surveying help. She anticipated the work being done between DaVinci Days and Fall Festival. The department will work closely with the Arts Center.

She related that Parks has been working with a number of Rotary Clubs, which have been raising funds and volunteers to build a shelter in Willamette Park. The Greenway Permit expires in August 2012, so it is important to get that badly missed, revenue-producing shelter erected before then.

Staff applied for a grant for improvements to Tunison Park. A Rotary group has offered to donate funding to buy a piece of equipment there; a Kiwanis group offered funding and volunteer time. Already in the CIP is a proposal to expand the Skatepark, put in a playground, and install an Art Wall;

since these would require a Greenway permit, staff are thinking that it is time to develop a Shawala Point master plan, perhaps in fall or winter. Staff will put together a stakeholder group, then apply for a Greenway Permit based on that master plan.

Rochefort related that the CIP subcommittee met today; there were a surprising number of requests; the PNARB will review them next month. Daniels asked about an auto accident at the BMX park; Phillips replied that that was true and related that staff had concerns about the area and are contemplating what to do about it.

Hays asked about Willamette River Greenway permit process; Rochefort related it started in the 1970s to protect land along the river that one sees from the river. It is a state mandate controlled by local jurisdictions; for example, the Parks and Rec Department applies to Corvallis' own Planning Department and City Council for a Greenway permit. The Greenway boundary varies tremendously, ranging from 200' to 900' from top of bank. When the boundary was set, all park and industrial land was put in the Greenway; including, for example, all of Willamette Park and Evanite. There are very strict standards in the LDC regarding the Greenway, and one must concurrently apply for a Conditional Use Permit.

Rochefort related that there was a proposal to put an Art Wall near the basketball court. She said floodway issues were resolved but the site is in the Greenway; however, one of the standards is that all colors shall be muted, which is not compatible with the intent of the wall. She met with Art Wall and Skatepark representatives to look at the site comprehensively. She said options include the Art Wall proponents working with the department on pursuing a Greenway permit and trying to make the proposal work at the location; to place it near 3rd Street just outside the Greenway, or put it in another location, perhaps Starker Arts Park. However, the Starker Arts Park site is neither easily visible nor accessible. Proponents have their grant money in hand and are also considering private locations as well. She said planning for a Greenway permit there should include everything we want to do in the area.

Fisher asked what had been done for the Willamette Park Greenway Permit; Rochefort replied that nothing had been done under the permit there yet. Emery explained that the only thing that must be done under the time limit of three years is one item in the whole plan, and then the permit is good forever. Rochefort added that the department only has to pull a permit for that one item (such as the shelter); it doesn't actually have to be built. Rochefort cautioned Planning may insist on everything in Phase I being completed, such as street improvements; however, she expected only having to build ADA parking and ADA access to the shelter. The next step is to get a set of engineered drawings in order to apply for a permit.

Dave Phillips related that at the previous meeting Louise Marquering had expressed concern about controlling Douglas Fir trees that are slowly overtopping and killing Oregon White Oaks at Witham Hill Natural Area. He related that his background was in forestry; he toured the site with OSU research forester David Hibbs to get ideas on what to do there to accomplish mixed vegetation management there. He will look at whether that will eventually evolve into a management plan.

Parks crews are pruning and preparing to provide support for upcoming major festivals. He related that he has been discussing implementation of the Herbert Farm and Natural Area management plan with representatives of ODFW, which holds a conservation easement there, as well as discussing vegetation management and creative ways of funding parts of the plan.

Fisher commented that he heard a job applicant for a Parks position had appreciated staff for getting back to him to let him know he was unsuccessful.

Director Emery highlighted the proposed change in ODOT's slip lane design for the Highway 34 bypass. The original proposal included construction of a frontage road that allowed access for Berg Park; however, the current Plan B going forward omits the south frontage road for many years, not allowing increased access to the park. This is a significant setback for utilizing the park. Fisher related that he was on the committee studying the road changes; the bike community and BPAC had strongly objected to having to cross more than one lane of traffic.

Emery related that multiple grants were received from the Benton County Foundation to support the Youth Volunteer Corps, the Youth Park Corps and swimming lessons at the Aquatic Center. She said one of the budget cuts involved reduction of Porta-Pots in parks; there have been a number of letters in the newspaper regarding not having access to restrooms in the parks. Heart of the Valley Runners club agreed to fund a handicapped accessible PortaPot at Bald Hill; they will be recognized for that at the site. The Corvallis Community Band and the Hilltop Big Band have funded the PortaPot in Central Park during summer. Rochefort added that if Rotary moves forward with support of the Willamette Park picnic shelter, they would like it named after the Rotary; a naming process will be brought to the board soon.

XIII. SUBCOMMITTEE UPDATES.

Griffiths related that the dog committee will next meet in July; they are awaiting production of a couple brochures. One will educate dog owners and the general public on dogs in the park and the other on what to do if accosted by a dog in a park. The committee will also be considering off-leash areas in Willamette Park and licensing.

Emery related that if board members are interested in touring public parks, they should contact her to schedule it. Griffiths suggested including City councilors, since some have not visited some natural areas; Hirsch will mention it to the Council Monday.

XIV. BOARD MEMBER/CITY COUNCIL LIAISON REPORTS.

Council Liaison Hirsch related that the levy passed. City Manager recruitment is underway; Ellen Volmert will be interim manager. Emery related that the application process closes July 8. Hirsch said the application brochure does a good job in branding the City.

Daniels highlighted parks-related features from his recent travels, noting that West Seattle has a fine waterfront park with a great view of the city. He discussed a small park reclaimed from an industrial Superfund site. He found the Boston Commons very beautiful and a great walk. The Acadia National Park in Maine has a network of gravel paths for horses, walking and cycling. He highlighted New Brunswick's Bay of Fundy, Hopewell Rocks, and the boggy Breton Highlands National Park in Nova Scotia.

Griffiths related the GLT is having a big event on August 21; Joel Saladin will make a presentation on his farming practices. A major goal of the Bald Hill purchase is to use those kinds of techniques there.

Emery related that long-time board member Charley Fisher had reached his term limit after fourteen years. Griffiths encouraged him to continue to serve on subcommittees; he said he was interested in trails. Daniels said Fisher was the longest recreation member on the board; he appreciated his focus on human wellness and his broad scope of interests.

XV. ADJOURNMENT: Meeting adjourned at 7:57 p.m.

MEMORANDUM

To: City Council Members
From: Julie Jones Manning, Mayor 
Date: July 26, 2011
Subject: Appointments to Boards, Commissions, and Committees

I am appointing the following persons to the boards, commissions, and committees stated for the terms of office shown:

Arts and Culture Commission

Rebecca Badger
Term expires June 30, 2013

Rebecca values Corvallis' creative community and would like to see it continue growing and thriving.

Citizens Advisory Commission on Civic Beautification and Urban Forestry

Becki Goslow
Term expires June 30, 2014

Becki has a deep interest in keeping Corvallis beautiful for residents, children, and visitors. Based upon her 29-year career teaching, she adopted Wilson Elementary School for a beautification project, created a variety of landscaped beds at Philomath Middle School, and improved the appearance of the Philomath School District office building. Becki has contacted property owners whose leased properties are not maintained and encouraged them to improve the appearance of their properties. She hopes to further her efforts of beautifying Corvallis through contacts on the Commission.

Community Police Review Board

Stewart Wershow
Term expires June 30, 2013

Stewart is a long-time community volunteer and recently served as Chair of the Community Policing Forum.

I will ask for confirmation of these appointments at our next Council meeting, August 15, 2011.

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor

Date: July 26, 2011



Subject: Vacancies on Advisory Boards, Commissions, and Committees

Bill Johnson submitted his resignation from the Citizens Advisory Commission on Civic Beautification and Urban Forestry. Bill's term on the Commission expires June 30, 2013.

Michele Adams submitted her resignation from the Downtown Commission. Michele represented the general community, and her term on the Commission expires June 30, 2013.

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

MEMORANDUM

July 25, 2011

TO: Mayor and City Council

FROM: Nancy Brewer, Finance Director *NB*

SUBJECT: Sample for the City Services Review

I. Issue

To obtain Council review of a sample of the matrix of City Services before a full document is developed.

II. Discussion

At the July 5, 2011 City Council Work Session, there was consensus that the Council wanted a matrix type list of City Services that would provide some basic information about service areas in an “at-a-glance” manner. Information discussed included the program name and services provided, revenues and expenditures attributed to the program area. Council agreed that this would originally focus on property tax funded services, but then might expand to other funding sources.

Staff has developed the attached as a sample of the format, based on what was being discussed at the Council table. Though not really discussed at the work session, staff have also included the FTE (this does not include casual hours for people who work less than half-time jobs) for the programs identified because this information is also readily available in a download from the financial system. The information in the “Description” column has been written by each department, with an effort to exclude professional jargon. For this sample, there are both very short descriptions (thinking along the lines of a 140 character “tweet”) and a couple that are longer and provide more information. Staff felt this sample would give the City Council an opportunity to help determine what would work best for the members of the Council.

It is fairly clear that although Council may have been hoping for a “one-pager” this document will be much closer to fifteen to twenty pages once all property tax supported programs are defined unless the descriptions are significantly shortened.

III. Action Requested

The Council is requested to review this information, discuss and provide direction about whether or not this meets Council’s expectations for the matrix of services. Staff will use the Council’s direction to complete the summary of services and return with that at a work session in September.

Review and Concur:



City Manager *Pro Tem*

Fund	Program Name	Description	FY 11-12 Dedicated Revenue	FY 11-12 Expenses	FY 11-12 FTE
General	Finance: Municipal Court - Judicial Services	Courtroom management for case adjudication including arraignments, bench, and jury trials; citation processing including data entry, payment, and alternate sentence monitoring; collection of outstanding balances owed.	855,600	677,700	4.00
General	CD: Planning - Long Range Planning	Planning work program, historic preservation program, work on Council goals	10,000	107,990	1.54
General	PW: Sustainability	Lead the organizational culture shift to sustainable practices and participate to varying degrees in the community efforts to achieve the same. Ensure progress is maintained, share best practices across departments and with other organizations, foster interdepartmental coordination to identify inefficiencies in processes, products and services and find cost-saving solutions. Sustainability project development, tracking and documentation; creation of metrics, tracking tools, policies, and procedures; grant development and administration; employee training; internal and external outreach.	-	139,310	1.63
General	Police: Community Services - Patrol Services	Emergency response to personal crisis and public need; criminal investigations; crime prevention; response to citizen reported high crime problem and traffic violation areas; community liaison.	24,000	5,532,830	42.90
General	Non Departmental - Other Employee Benefits	Retiree medical premium payments, fully reimbursed by former City employees.	372,420	372,420	-
Parks & Recreation	P&R: Parks Maintenance - Parks	Sports Field Setup and Maintenance (softball, soccer, baseball), Building and Facility Maintenance (buildings, restrooms, fountains, artwork), Youth Parks Corps, Playground Inspection and Maintenance, and Memorial Program.	25,910	562,430	5.69
Fire	Fire: Hazard Abatement - Fire Prevention	The Fire Prevention Division is mandated by state legislation to act as an agent of the Oregon state Fire Marshal's office to conduct public education, enforce the Oregon Fire Code, consult on development and fire plan review, and determine the cause and origin of all fires within the jurisdiction. Public Education efforts include: a new CFD-OSU-509J partnership; OSU Greek and RA academies; smoke detector canvassing; Open House; Safety Town, CRFPD Newsletter; Weed Abatement; and, Hydrant Maintenance. The FPD conducts Fire Plans and Development Review to ensure code compliance in all new construction projects. Proactive code enforcement is accomplished through inspections of all commercial businesses within the City and District. The fire investigation team assists in prosecution of fire crimes. CFIT has a central leadership role in Linn-Benton Fire Investigation Team and conducts Juvenile Firesetter Intervention.	116,140	1,139,320	8.60
Library	Library: Public Services - Adult Services	Information services for adults—in person, phone and electronic inquiries; staff second floor reference desk during open hours; select and maintain adult collection-books, magazines, audio, video and electronic; help users with public computers; create and maintain electronic content such as web pages and blogs; adult programs.	-	578,660	5.25
Admin Services	City Manager's Office: Governance/Management	Mayor/City Council goals and activities management; city operations management; intergovernmental relations and partnerships; public outreach and communications programs; citizen inquiries and response; city elections management; city official records retention and maintenance; organization-wide diversity program.	500	1,312,160	5.50
Admin Services	Finance: Treasury	Banking relationship; investments; debt management; accounts receivable and ambulance billing and collection; daily deposit management.	-	464,960	3.50



MEMORANDUM

DATE: July 27, 2011

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director 

SUBJECT: Request for City Council Initiation of a Comprehensive Plan Amendment and Zoning District Change for remaining City-owned land at Seavey Meadows

I. ISSUE

The 2008 approval for the Seavey Meadows housing development (PLD08-00001, SUB08-00001) included the following condition of approval (Condition # 33):

Protection of Remaining Wetlands - At the time of final plat approval for the proposed development, the City shall grant a conservation easement on the remaining City-owned land within the original Seavey Meadows - Willamettedale Farms development area. In addition, City Staff will also ask the City Council to initiate a change in land use designation for the remaining City-owned land from Medium and Medium-High Density Residential with a Planned Development Overlay to Open Space - Conservation. The City shall also consider additional measures that would accomplish the goal of permanent protection of the remaining City-owned land on the Seavey Meadows - Willamettedale Farms site.

The applicant for the development, Willamette Neighborhood Housing Services (WNHS), is preparing to record the final plat for Phases I and II of the development. Accordingly, work is proceeding on the conservation easement to cover the remaining City-owned land within the original Seavey Meadows - Willamettedale Farms development area. Additionally, the condition stipulates that City Staff will ask the City Council to initiate a change in land use designation for this area to Open Space - Conservation. This memorandum is Staff's request to initiate that action.

II. BACKGROUND AND DISCUSSION

Condition #33 was put in place due to concern regarding potential future development in the remaining City-owned area, which contains sensitive wetlands. Establishment of a conservation easement over this remaining area, along with a request to re-designate and re-zone the area Conservation - Open Space was believed to be the most effective way to ensure that the remaining areas would remain undeveloped.

It should be noted that a Minor Modification to the Seavey Meadows Planned Development was approved in 2010 to allow phased development of the project (PLD10-00004, SUB10-00002). However, the modification decision did not modify Condition #33 in any way.

Section 2.2.50.06.a.2 of the Land Development Code allows a Conservation - Open Space Zone to be applied to a property through an administrative process if the areas to be rezoned are designated with a Natural Hazard or Natural Resource Overlay. Although portions of the remaining City-owned properties contain Natural Resource Overlay areas (as can be seen on **Exhibit A**), not all portions of the remaining City-owned lands contain resource areas and are therefore not eligible for a zone change through this administrative process. Because the intent of Condition #33 was to preclude development on all remaining City-owned land that was part of the Seavey Meadows - Willamette Dale Farms area, Staff believe it will be necessary to amend the Comprehensive Plan Map to designate all of this remaining area as Conservation - Open Space. Once the area's Comprehensive Plan Map designation is changed, a concurrent Zone Change to Conservation - Open Space may be approved as a contingent decision (contingent upon approval of the Comprehensive Plan Map Amendment).

Land Development Code Section 2.1.30.02 states, in part, "The City Council may initiate amendments to the Comprehensive Plan at any time." If the Council decides to initiate the proposed Comprehensive Plan Amendment, Staff recommend consideration of the associated Zone Change request at the same time. The process would include consideration of the Comprehensive Plan Amendment (CPA) by the Planning Commission and a recommendation from the Commission to the City Council on the CPA.. Additionally, the Planning Commission would make a contingent decision on the Zone Change request that would require approval of the CPA by the City Council in order for the Zone Change to be effective. If authorized, Community Development Staff would move forward with the CPA/Zone Change request as Staff resources allow, and in compliance with notice requirements from the Department of Land Conservation and Development, as well as the requirements of the Land Development Code.

III. ACTION REQUESTED

If the City Council chooses to initiate the proposed Comprehensive Plan Amendment and Zone Change, the following motion is recommended:

I move to direct the Community Development Director to initiate a request for a Comprehensive Plan Map Amendment and Zone Change to redesignate and rezone the remaining City-owned land within the original Seavey Meadows - Willamette Dale Farms development area for Conservation - Open Space uses. My motion is based upon the discussion in the July 26, 2011, Memorandum from the Community Development Director to the Mayor and City Council, as well as Condition #33 from the Seavey Meadows Planned Development and Subdivision application (PLD08-00001, SUB08-00001).

EXHIBIT:

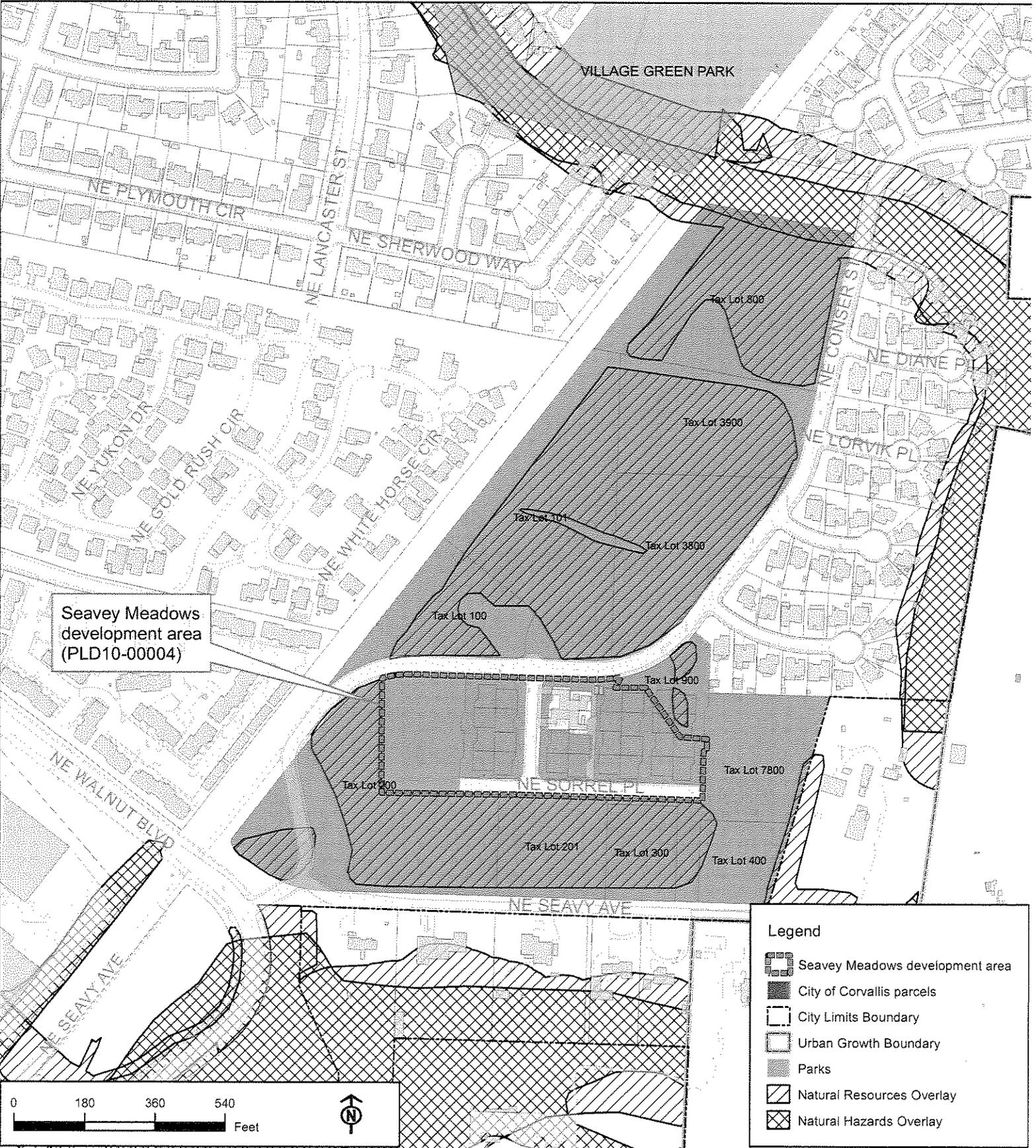
- A. Map - Seavey Meadows Development Area and Remaining City-Owned Parcels

Review and Concur:



Ellen Volmert, City Manager Pro Tem

SEAVEY MEADOWS DEVELOPMENT AREA AND REMAINING CITY-OWNED PARCELS



Corvallis Planning Division
501 SW Madison Ave
Corvallis, OR 97333
541.766.6908
Planning@ci.corvallis.or.us

COUNCIL REQUESTS

FOLLOW-UP REPORT

JULY 28, 2011

1. Procedure for Presenting Proposals to Standing Committees Without Impacting Advisory Bodies' Efforts (Hervey)

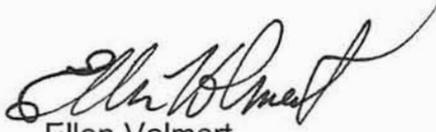
Communications between Council standing committees and the full Council, as well as between the Council and boards and commissions, are currently structured in several ways. Boards and commissions have designated staff support and a specific liaison from the Council to promote positive two-way communication. Minutes from boards and commissions come to the City Council on the consent agenda; and Standing Committee reports at each City Council meeting are presented by the Committee Chair, in addition to minutes and recommendations. Staff also provides a matrix for each Council meeting showing the scheduling of upcoming standing committee items.

This matrix has recently been changed. A concern was expressed that adequate information had not been reaching Councilors prior to items moving to the standing committees. More information has, therefore, been added into the subject lines as shown on the Committee Scheduled Items report in each Council packet. The intent of this change is to ensure Councilors have a clear understanding of the subject coming forward to committees and can thereby have an early discussion with the responsible Department Director to ensure he or she is aware of any Councilor concerns and can provide additional information or explanation as necessary. The Director can act as a communications tool in expanding not only on staff's perspective, but that of any advisory boards or commissions involved.

This is designed, therefore, to positively impact the Council's self-evaluation criteria in the areas of Council/staff partnership, as well as the effective chartering of committees and acceptance of committee work. The City Council's routine evaluation regarding these relationships and communications includes several other criteria which also reflect on these relationships, including understanding and demonstrating the elements of teams and teamwork and clearly defined roles and relationships. Council completed a self-evaluation in June on all of these criteria and evaluated itself on average as mid-range or higher on each. If the Council wishes, this could be a topic at the September quarterly work session; and this

Council Request Follow-up
July 28, 2011
Page 2

timing would allow for some experience under the matrix change to determine if it is being effective.

A handwritten signature in black ink, appearing to read "Ellen Volmert". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Ellen Volmert
City Manager Pro Tem

CITY OF CORVALLIS – COUNCIL REQUESTS – TRACKING REPORT
PENDING REQUESTS

Council Request Item	Requested By	Date of Request	CM Report Due Date	Assigned to	Response in CM Rpt No.	Comments
Procedure for presenting proposals to Standing Committees without impacting advisory bodies' efforts	Hervey	07-18-11	08-09-11	Volmert	CCR 07-28-2011	



City Manager Finalists Announced

FOR IMMEDIATE RELEASE

July 22, 2011

Contact: Phil McKenney
Peckham & McKenney
916-616-9173
www.peckhamandmckenney.com

CORVALLIS – The City of Corvallis today announced that six finalists have been selected from a nationwide search for City Manager. The finalists were selected from a pool of 86 applicants.

“We believe we have a strong group of finalists with significant related experience,” Mayor Julie Manning said. “We look forward to having them visit Corvallis and meeting with the City Council, staff and other members of the community.”

The finalists are:

- David Andrews, Assistant Town Manager/Finance Director, Town of Paradise Valley, Arizona
- Teresa Battuello, Assistant City Manager, City of Bothell, Washington
- Amy Brown, Acting City Administrator, City and County of San Francisco, California
- Steven Franks, Director, Community Resources, Orange County, California
- Graham Mitchell, City Manager, City of Lemon Grove, California
- Jim Patterson, City Manager, City of Sherwood, Oregon

In the next phase of the search process, the finalists will visit Corvallis on Aug. 4 and 5 and participate in a series of interviews with the City Council, city staff and community members. They will also attend a public reception on Aug. 4 from 5:30 to 7 p.m. in the main meeting room of the Corvallis-Benton County Public Library. At that time, candidates will give brief remarks beginning at 6 p.m., and comment cards will be provided for attendees to share their thoughts with the Mayor and City Council. The City anticipates announcing the selected candidate in August.

The new manager will succeed Jon Nelson, who retired on June 30. Phil McKenney of the recruitment firm Peckham & McKenney conducted the nationwide search and will facilitate the final interview process.

MEMORANDUM

July 25, 2011

TO: Mayor and City Council
FROM: Nancy Brewer, Finance Director *NB*
SUBJECT: Cost Containment

I. Issue

To share with the City Council examples of what the City has already done to contain costs.

II. Discussion

At the June 13, 2011 City Council work session there was some discussion about cost containment and what the City has or has not done to contain costs. The attached presentation is a list of some of the things City staff have pursued to save money and/or staff time, and to secure grant funding for projects that either would not have otherwise been done or would have been done using other City resources.

III. Requested Action

No action is required. This is information for the Council.

Review & Concur:


City manager *Pro Tem*

Cost Containment

2011 Update

Cost Containment

- Define the Term
- Define how it is used in government
- Provide examples from each Department of Cost Containment initiatives already in place
- Discuss Next Steps

Cost Containment Definition

- A quick Google Search on the term turns up a number of web sites where cost containment is defined.
- Most often used in the medical industry associated with either direct medical costs or containing the rates of increase in insurance premiums/containing the costs insurance pays.

Cost Containment Definition

In a business context, a definition from Barron's Business Dictionary:

(The) Process of maintaining organizational costs within a specified budget; restraining expenditures to meet organizational or project financial targets.

Cost Containment in Government

- The term “cost containment” is not widely used when referring to government, where the term “efficiencies” is more common.
- Efficiencies can be things that directly reduce costs or can be things that reduce demand on staff so that the capacity to serve more customers occurs without adding staff or other costs.
- Efficiency can also include seeking grant funding for projects that are priorities.

Cost Containment in Government

- Costs are driven by the following factors:
 - Level of service to be provided,
 - Quality of service to be provided,
 - Federal/State mandated activities/requirements,
 - Council/Charter mandated activities,
 - Labor contracts, and
 - Availability/market value of goods/services.

Cost Containment in Government

- Some of the cost drivers are in conflict with Council Goals and/or revenue availability. Examples:
 - Council wants to keep utility rates low, but federal and state mandates drive capital and operating requirements and meeting those requirements drives rates up.
 - Citizens want fast service, but staffing cuts mean fewer people are available to respond.

Cost Containment in Government

- In some cases, to become more efficient may cost money (i.e., purchasing software to allow customers to self-help on-line costs money and the resources may not be available to make the purchase).
- For many of the following examples, staff have made strategic short-term spending decisions in order to better manage long-term costs.

Examples of Efficiencies Implemented by City of Corvallis Departments

Organization Wide

- Exempt staff agreed to no COLA and no increase in benefits to offset increased medical costs in 2010 and 2011, and agreed to terminate the HMO plan (most expensive) in 2013.
- IAFF staff agreed to not take the contractually agreed to COLA for FY 11-12.

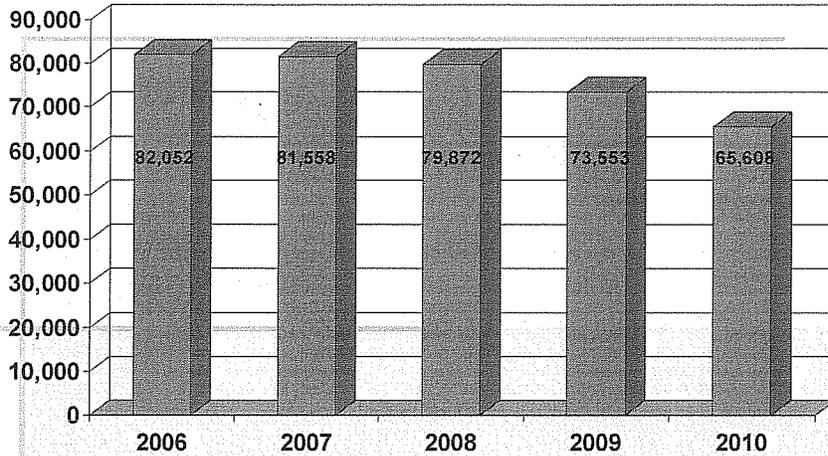
Organization Wide

- Significant attention has been paid to energy use, beginning with turning off lights, computers, and other electronic equipment when not in use.
- PV or Solar water heater installations on Fire Stations 1, 3, 4, and the Madison Avenue Building.

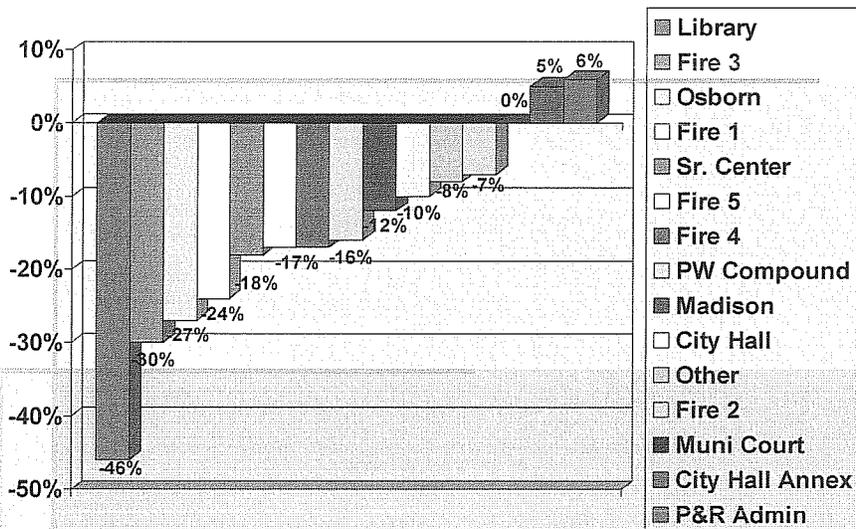
Organization Wide

- Building energy updates and retrofits including programmable thermostats, energy management systems, boiler replacements, lighting upgrades, lighting presence detectors and solar installations. See energy use charts for savings.

Total Organization Electricity/Natural Gas Used in MMBTUs



Energy Consumption 09-10 compared to 06-07



Organization Wide

- Printing is two sided, with emphasis on not printing unless hard copies are required.
- Departments re-use single side printed paper in FAX machines and in note pads.

Organization Wide

- Vehicle replacement schedules have been extended.
- In some cases, vehicles are re-built instead of replacing with new.
- The Fire Department purchases used vehicles for wildland firefighting.
- Use re-manufactured tires, where possible.
- Replace vehicles with higher miles-per-gallon vehicles like the Prius.

Organization Wide

- When replacing a piece of equipment, investigate the possibility of replacing only a portion of the vehicle, such as replacing the chassis of a dump truck but keeping the truck bed, and replacing the sweeper apparatus but keeping the street sweeper chassis.

Organization Wide

- Increased use of the City's intranet for distributing documents without printing. Examples include:
 - Forms
 - Purchasing and Budget manuals
 - Open enrollment information
 - Labor agreements
 - Employee Handbook

Organization Wide

- Increased use of the City's web site to distribute documents without printing, including:
 - Electronic Council and Committee packets
 - Budget/CAFR/QOR financial reports
 - Police/Fire reports
 - Departmental annual reports

Organization Wide

- Extensive use of volunteers to meet many organizational objectives, including:
 - Library assistance (over 15,000 hours/year)
 - Police Department Crime Prevention
 - Parks and Recreation (over \$535,000 over the last five years).
 - Fire Department (over 40,000 hours/year).

Organization Wide

- Routine waste audits and an emphasis on reducing waste and recycling have led to smaller waste containers, less frequent pick-up, increased composting, and lower Allied Waste costs as a result.

Police Department

- Contracting with local private maintenance business to do all police vehicle repairs and maintenance. Anticipate a 25% savings.
- Leave newly vacant senior admin. specialist position unfilled for FY11/12 for an annual savings of \$69,200.
- Use of CopLogic on-line reporting to reduce police calls for service and push out future staffing needs.

Police Department

- Investigate a 9-1-1 Service District to eliminate charges to the General Fund.
- Manage records and evidence functions for both CPD and Benton County Sheriff's Office.
- Initiated 12-hour work day for patrol operations to increase available daily staffing levels and reduce overtime costs without adding FTE; this pushes out future staffing needs.
- Hosting regional trainings to reduce training costs.

Police Department

- Received \$2.1 million in grants in past 5 years for 9-1-1 radio equipment.
- Received \$370,000 in grants for other uses in past 5 years.
- Receive \$2,000 each year from Friends of Corvallis Police (non-profit) for crime prevention supplies.

City Manager's Office

- Reorganized the Human Resources division and reduced FTE by 0.25.
- Consolidated results of the annual citizen survey and performance measurement data into one annual City Report Card, distributing it via "the City" newsletter.
- Partner with Benton County for Emergency Public Information functions.

City Manager's Office

- Partner to reduce training expenses, use available "free" resources for needed training, and use online classes and training to save travel expenses.
- Evaluate positions through an internal Classification and Compensation Labor/Management Team; most agencies utilize an outside consultant.

City Manager's Office

- Raise about \$1,000 annually for the employee picnic, making it largely an employee funded event.
- Created a number of strategic plans and a career development plan internally instead of hiring a consultant
- Utilize Section 125 Flexible Benefits Plan to save payroll taxes.
- Complete backgrounds online to reduce risk and increase timeliness of information.

Fire Department

- Significantly reduced solid waste generation through active composting of paper towels and food scraps via yard debris cards and recycling, downsizing waste containers at most stations.
- Use of outside recruitment organization, saving at least \$3,000 in overtime to administer testing

Fire Department

- Receive grant funds for 25 FTE offset (potentially renewable on yearly basis) for Planning and Administration Division Chief.
- Jointly fund position of Emergency Management Planner (at 25%) with Benton County (25%) and grant funds (50%).
- Replaced hydrant adaptors using temporary help, saving \$322,000 over a 2-year period.

Fire Department

- Increased Fire Prevention presence at OSU in exchange for a nearly three-fold increase in contract fees received.
- Partner with 509J and OSU for programs and services.
- Conduct annual hose testing using temporary employees instead of contracting for the service, saving \$6,000 annually.

Fire Department

- The Department trains Operations personnel in multiple service areas (fire suppression, fire prevention, emergency medical response, hazardous materials response, and technical rescue response), reducing the number of personnel required for daily operations.

Fire Department

- Installed low-flow shower heads in all stations
- Adjusted Station 1's HVAC systems to reduce use of electricity
- Will plant Water Miser turf at Stations 3 and 4 to decrease water usage

Fire Department

- Received the following grants:
 - \$53,985 in 2002 for Fire Safety Education Trailer
 - \$9,078 in 2003 for Thermal Imaging Device
 - \$219,689 in 2005 for Radio Tower
 - \$71,634 in 2008 for Installation / Upgrade of Exhaust Extraction Systems

Fire Department

- Received the following grants (continued):
 - \$9,190 in 2008 for South Willamette Valley Urban Search & Rescue Training
 - \$40,000 in 2010 for Purchase of Electric Gurneys to reduce the number of back injuries
 - \$40,590 in 2011 for Phase 2 of South Willamette Valley Urban Search & Rescue Training

Parks & Recreation

- Actively pursue and receive grant/donation funding:
 - Youth Park Corps, Youth Volunteer Corps, and Family Assistance programs of \$48,290 - last 5 years.
 - Senior Center programs - \$259,103 - last 5 years.
 - Avery Park Rose Garden - \$56,000
 - Central Park Plaza - \$50,000.
 - Osborn Aquatic Center programs - \$127,208 - last 5 years.
 - Parks services - \$107,953 over last 5 years.

Parks & Recreation

- Enhanced the Family Assistance program, and expanded scholarship program for low income participants to include all ages.
- Partnerships with 509J and OSU for programs and space use.

Parks & Recreation

- Managed 3 demonstration projects for water-wise, pesticide free landscape areas.
- Parks & Recreation sells ads to cover the cost of printing/mailing the recreation guide - \$40,892 over last 5 years.

Parks & Recreation

- Implemented the second year of the Healthy Kids/ Healthy Communities grant to reduce youth obesity among at risk youth.
- Staff is developing a Community Gardens Master plan using a Benton County grant.
- Implemented on-line registration system.

Parks & Recreation

- Installed UV system in small pool at Aquatic Center to save water and use less chemicals.
- Parks and Recreation and Benton County began sharing Operational equipment in FY 10-11.

Parks & Recreation

- Improvements to an automated irrigation system, including annual water audits and web resources, reducing both staff time and water use.
- Completed the Herbert Farm and Natural Area Management Plan which will allow the Department to apply for grants to implement improvements.

Public Works

- Changed from incandescent bulbs to LEDs in traffic signals and lighted traffic signs (60% less electricity).
- Refurbish and reuse old street signs by putting new faces on them.
- Screen street cleaning debris and reuse organic material to fill excavations or as a soil additive for tree planting.

Public Works

- Public Work has earned the local agency Oregon Department of Transportation certification, which allows a streamlined construction management process, reducing costs.
- Public Works partners with Benton County and OSU on paving contracts to get economies of scale pricing from the vendors.
- Use ODOT for de-icing application to save cost of purchase application equipment

Public Works

- Installed solar-powered pedestrian signals.
- Use electric vehicle for traveling in town to meetings.
- Partner with other agencies on bus purchases, reducing the costs to advertise and award the contract.

Public Works

- Extending the use of methane as a heat source to another building at the Wastewater Treatment Plant, further decreasing the use of natural gas.
- Recover and refine used antifreeze for re-use.

Public Works

- Reduce crosswalk marking costs by eliminating the middle three feet of each nine-foot bar.
- Purchase asphalt that has 20% recycled material and is less expensive than 100% virgin material.
- Use computer system to monitor Rock Creek Water Treatment plant remotely and reduce vehicle trips to the site.

Public Works

- Installed an improved sodium bisulfite analyzer at the Taylor Water Plant to allow tighter control of the chemical feed which has reduced chemical use by 30%.
- Upgrade the water distribution and wastewater collection pumping stations to state-of-the-art energy efficient pumping systems.

Public Works

- Changed long distance service provider and reduce costs 45%.
- Salvage and refurbish bus shelters from other agencies.
- Share transit contractor with 509J, saving on management and overhead costs.

Public Works

- The City's water conservation program has led to reduced demand, which delays the need for capital expansion of the treatment plants.
- Reduced chlorine use by modeling the water distribution system to optimize the use of reservoirs and pumping.

Library

- Sprinter Bookmobile - increased gas mileage saves fuel costs.
- Staff has developed improved workflows to reduce staff time and handling of materials, especially in circulation.
- Reduced paid advertising in telephone book and use only free online advertising for recruitments.

Library

- Participate in statewide consortium for purchase and administration of shared collection of downloadable audio, video, and eBooks, using grants and shared funding to reduce costs.
- Use salvaged furniture from HP and the OSU bookstore.
- Accepted free used shelving and furniture from Oregon City Library for installation in the future new Monroe Library, saving thousands of dollars.

Library

- Discontinued mailing overdue and hold notices, using email and telephone instead, saving thousands of dollars in postage.
- Use collection agency to improve return of library materials and collection of fines and fees, passing on collection agency fees to users.

Library

- Discontinued paying for staff memberships to professional associations.
- Decreased amount of discarded materials sent to recycling reducing the cost and increased number of discarded materials given to Friends of the Library for resale.
- Reupholstered furniture rather than buying new; patched worn carpet.

Library

- Self Check machines handle 80+% of checkouts which frees staff to provide other services; self pick up of holds allows more users to use self check.
- Rearranged library and decreased size of aisles to maximize use of space, reducing need for an imminent expansion.

Finance Department

- Implemented revised work flow within the Finance function to decrease staffing, including:
 - contracted with OSU for mail services, decreasing staffing by 1.0 FTE (vacant).
 - Public Works' focus to install automated meters has allowed the elimination of a vacant .5 FTE meter reading position.
 - meter readers assumed maintenance functions of the automated meter system.

Finance department

- Established on-line payment options for Utility Billing, and soon to roll out for Municipal Court, decreasing the demand for staff to accept payments.
- Increased usage of electronic funds transfers to make payments to vendors, decreasing the number of paper checks, printed, mailed, and tracked.

Finance Department

- Implemented technical tools allowing IT staff to remotely access and correct computer problems, and “wake on LAN” for computers to allow all staff to power off computers at night and have the system “wake” the computer to distribute security patches and software updates, conserving energy.

Finance Department

- Implemented a telephone notification system in Utility Billing to notify delinquent customers of pending disconnect. Implementation costs of about \$7,500 resulted in saving staff time, paper, envelopes and postage of nearly 7,000 letters annually.
- Provide customers with an electronic City Services statement (E-Bill) each month reducing the use of paper and postage.

Finance Department

- Purchased two slightly used HP printers at one-fourth the cost of a new printer.
- Purchased an inexpensive, high-quality, all-in-one desk top copier, printer, scanner for Municipal Court with a three year warranty to replace a worn out copier. Total cost of copier and warranty is less than total maintenance costs for a one year period.

Finance Department

- Implementing a new tri-fold City Services bill that eliminates the need for 186,000 envelopes annually and saves about \$4,000.
- Hired a new collections agency to improve timely turnover and increased revenue from overdue accounts.

Finance Department

- Staff opted for a longer term copier lease and maintenance agreements to lower annual operating costs by \$2,000 per copier.
- Payroll direct deposit initiatives have reduced manual check issuance by just under 20% over the past fiscal year.
- Staff assesses debt holdings for opportunities to lower costs when interest the rate environment is conducive to refund (refinance) existing debt.

Community Development

- Continuing to implement technology initiatives that provide greater public access to information and create efficiency for customers and staff.
- Online permitting for plumbing, mechanical and electrical permits.
- Interactive Voice Response System (IVR) that allows 24/7 access for inspection requests and eliminates 1.5 hours of staff transcription time daily.

Community Development

- Partnering with Benton County and other public agencies to deliver construction inspection services.
- Executed an agreement with Oregon DEQ to manage the DEQ 1200-cn erosion control permitting process thereby creating a more efficient and cost effective environment for contractors and public agencies.

Community Development

- Cross-training construction inspection staff to increase efficiency and reduce travel to sites.
- Contracting for technical expertise to provide certain special plan review and inspection services rather than providing in-house staff.

Community Development

- Implementing the Development Services enhancement package to provide more efficient staffing assignments, electronic plan submittal, and review resulting in City and applicant cost savings and better customer service.
- Streamlined the public notice process for planning related items, using e-mail notices to save time, paper and mailing costs and automating reports and document management. This has helped the Planning Division absorb a 45 % reduction in administrative support staffing.

Community Development

- Providing staff support to two additional advisory boards (Downtown Commission and Economic Development Commission) while at the same time reducing general fund supported positions.
- Staffing the Airport Industrial Park Master Plan Update project which is a more cost effective approach than contracting with an outside firm to provide planning services.

Community Development

- Providing code enforcement program at a lower per capita staffing level than comparator cities.
- Partnering with Public Works and the Corvallis Environmental Center to deliver the Saving Energy Loan Fund energy efficiency loan program, providing lending and portfolio expertise within existing staff capacity.

Community Development

- Entered into a services contract to receive compensation for the provision of rehabilitation loan program technical assistance to Willamette Neighborhood Housing Services on an as-needed basis resulting in more efficiency for both agencies.

Next Steps

- At the June 13 work session Council discussed cost containment initiatives and indicated that more should be done in this area.
- The information in this presentation has been provided to share with the City Council some of what has been done to date.

Next Steps

- Staff expects to continue to pursue cost containment/efficiency initiatives along the lines of those identified here as opportunities occur.
- If the Council wishes to pursue a more formal cost containment initiative, the Council should identify a process for staff to follow.

For more information

- Contact Nancy Brewer via phone at 541-766-6990 or via e-mail at nancy.brewer@ci.corvallis.or.us.

**ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS**

July 28, 2011

MEETING DATE	AGENDA ITEM
August 3	<ul style="list-style-type: none"> • Ward Boundaries Criteria • Council Policy Review Process: <ul style="list-style-type: none"> • CP 91-3.02, "City Compensation Policy"
August 17	
September 7	<ul style="list-style-type: none"> • Ward Boundaries Update
September 21	<ul style="list-style-type: none"> • Economic Development Allocations Fourth Quarter Report • Land Use Application Fees Review
October 5	<ul style="list-style-type: none"> • Fourth Quarter Operating Report • Financial Policies Review Process • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • CP 04-1.09, "Public Access Television" • CP 93-1.06, "Guidelines for Use of the City Logo" • CP 94-2.09, "Council Orientation" • CP 91-3.04, "Separation Policy"
October 19	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 08-1.11, "Identity Theft Prevention and Red Flag Alerts" • Land Use Application Fees Recommendation • City Compensation Policy Recommendation
November 9	<ul style="list-style-type: none"> • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • CP 91-2.03, "Expense Reimbursement" • CP 98-2.10, "Use of E-Mail by Mayor and City Council" • Utility Rate Annual Review Recommendation • Comprehensive Annual Financial Report Recommendation
November 23	<ul style="list-style-type: none"> • Utility Rate Annual Review
December 7	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 91-2.02, "Council Process" • Financial Policies Recommendation • First Quarter Operating Report
December 21	

ASC PENDING ITEMS

- | | |
|---|--|
| <ul style="list-style-type: none"> • Economic Development Policy on Tourism • Utility Rate Structure Review • Voluntary Donations on Electronic Utility Payments | Community Development
Public Works
Finance |
|---|--|

Regular Meeting Date and Location:

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

**HUMAN SERVICES COMMITTEE
SCHEDULED ITEMS**

July 28, 2011

MEETING DATE	AGENDA ITEM
August 2	No meeting
August 16	<ul style="list-style-type: none"> • Social Services Semi-Annual Report
September 7	
September 20	<ul style="list-style-type: none"> • Rental Housing Program Annual Report • Willamette Neighborhood Housing Services Fourth Quarter Report
October 4	<ul style="list-style-type: none"> • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • CP 93-4.11, "Public Library Policy for Selecting and Discarding Materials" • CP 99-4.14, "Use of City Hall Plaza and Kiosk"
October 18	
November 8	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 91-4.01, "Guidelines for Selling in Parks"
November 22	
December 6	<ul style="list-style-type: none"> • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • CP 91-1.03, "Naming of Public Facilities and Land" • CP 92-5.04, "Hate/Bias Violence"
December 20	

HSC PENDING ITEMS

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|---|---|
| <ul style="list-style-type: none"> • Communication Plan Annual Report • Council Policy Review: CP 00-6.05, "Social Service Funding Policy" • Indoor Furniture Placed Outdoors • Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks) | <ul style="list-style-type: none"> City Manager's Office Community Development Community Development Parks & Recreation |
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Regular Meeting Date and Location:

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

**URBAN SERVICES COMMITTEE
SCHEDULED ITEMS**

July 28, 2011

MEETING DATE	AGENDA ITEM
August 4	No meeting
August 18	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 99-7.14, "Prepayment for Public Street Improvements" • Ponderosa Avenue Jurisdiction • Airport Base Lease Rates • Food Carts – Initial Discussion
September 8	<ul style="list-style-type: none"> • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • CP 02-7.15, "Fee-in-Lieu Parking Program"
September 22	<ul style="list-style-type: none"> • Food Carts Recommendation
October 6	<ul style="list-style-type: none"> • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • CP 91-7.01, "Assessments - Sanitary Sewer and Water System Improvements" • CP 91-7.02, "Assessments - Storm System" • CP 91-7.03, "Assessments - Street Improvements" • CP 91-7.11, "Water Main Extensions and Fire Protection" • CP 91-8.01, "Watershed Easement Considerations" • CP 91-9.04, "Street Lighting Policy" • CP 08-9.07, "Traffic Calming Program"
October 20	<ul style="list-style-type: none"> • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • CP 04-1.08, "Organizational Sustainability" • CP 91-9.03, "Residential Parking Permit District Fees"
November 10	
November 24	No meeting
December 8	<ul style="list-style-type: none"> • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • CP 91-7.09, "Traffic Control Devices, Cost of" • CP 91-7.10, "Water Line Replacement Policy" • CP 91-9.01, "Crosswalks"
December 22	

USC PENDING ITEMS

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|---|-----------------------|
| • Council Policy Review: CP 91-7.04, "Building Permits" | Community Development |
| • Energy Efficiency and Conservation Block Grant (EECBG) Program Update | Public Works |
| • Fire Protection Services in Health Hazard Residential Areas | Fire |
| • Reducing Potential for Fire Spread Involving Natural Resources | Fire |

Regular Meeting Date and Location:

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

UPCOMING MEETINGS OF INTEREST



City of Corvallis

JULY - NOVEMBER 2011

(Updated July 28, 2011)

JULY 2011

Date	Time	Group	Location	Subject/Note
28	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
30	10:00 am	Government Comment Corner	Library Lobby - Linda Modrell	

AUGUST 2011

Date	Time	Group	Location	Subject/Note
1	12:00 pm	City Council	Downtown Fire Station	
4	7:00 pm	City Council	Downtown Fire Station	
2	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
2	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
2	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
3	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
3	5:30 pm	<i>Land Development Hearings Board</i>	<i>Downtown Fire Station</i>	
3	7:00 pm	Planning Commission	Downtown Fire Station	
3	7:30 pm	Library Board	Library Board Room	
4	various	City Council Executive Session	various	City Manager interviews
4	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
4	5:30 pm	<i>City Manager Candidates Reception</i>	<i>Library Main Meeting Room</i>	
4	7:00 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
5	various	City Council Executive Session	various	City Manager interviews
5	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm <i>Downtown Fire Station</i>	
6	10:00 am	Government Comment Corner	Library Lobby - TBD	
8	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
9	7:00 pm	Historic Resources Commission	Downtown Fire Station	
10	8:20 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
10	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
11	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
13	10:00 am	Government Comment Corner	Library Lobby - TBD	
15	12:00 pm	City Council	Downtown Fire Station	
15	7:00 pm	City Council	Downtown Fire Station	
16	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
16	5:00 pm	City Council Executive Session	Madison Avenue Mtg Rm	tentative
17	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
17	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
17	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
17	7:00 pm	Planning Commission	Downtown Fire Station	
18	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
18	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
20	10:00 am	Government Comment Corner	Library Lobby - Julie Manning	
22	4:30 pm	Airport Industrial Park Plng Cmte	Downtown Fire Station	

Date	Time	Group	Location	Subject/Note
23	12:00 pm 4:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
25	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
27	10:00 am	Government Comment Corner	Library Lobby - TBD	

SEPTEMBER 2011

Date	Time	Group	Location	Subject/Note
1	7:00 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
2	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
3		No Government Comment Corner		
5		City Holiday - all offices closed		
6	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
6	12:00 pm	City Council	Downtown Fire Station	
6	7:00 pm	City Council	Downtown Fire Station	
7	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
7	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
7	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
7	7:00 pm	Planning Commission	Downtown Fire Station	
7	7:30 pm	Library Board	Library Board Room	
8	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
8	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
10	10:00 am	Government Comment Corner	Library Lobby - Dan Brown	
12	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
12	7:00 pm	Mayor/City Council/City Manager Quarterly Work Session	Madison Avenue Mtg Rm	tentative
13	7:00 pm	Ward 5 Meeting (Beilstein)	to be determined	City sponsored
13	7:00 pm	Historic Resources Commission	Downtown Fire Station	
14	8:20 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
14	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
15	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
19	12:00 pm	City Council	Downtown Fire Station	
19	7:00 pm	City Council	Downtown Fire Station	
20	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
21	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
21	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
21	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
21	7:00 pm	Planning Commission	Downtown Fire Station	
22	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
22	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
24	10:00 am	Government Comment Corner	Library Lobby - Richard Hervey	
26	4:30 pm	Airport Industrial Park Plng Cmte	Downtown Fire Station	
27	12:00 pm 4:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	

OCTOBER 2011

Date	Time	Group	Location	Subject/Note
1	10:00 am	Government Comment Corner	Library Lobby - Jeanne Raymond	
3	12:00 pm	City Council	Downtown Fire Station	
3	7:00 pm	City Council	Downtown Fire Station	
4	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
4	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	

Date	Time	Group	Location	Subject/Note
4	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
5	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
5	7:00 pm	Planning Commission	Downtown Fire Station	
5	7:30 pm	Library Board	Library Board Room	
6	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
6	7:00 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
7	7:00 am	Bicycle & Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
8	10:00 am	Government Comment Corner	Library Lobby - Hal Brauner	
10	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
11	7:00 pm	Ward 3 (Hervey) meeting	TBD	City sponsored
11	7:00 pm	Historic Resources Commission	Downtown Fire Station	
12	8:20 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
12	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
13	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
15	10:00 am	Government Comment Corner	Library Lobby - Julie Manning	
17	12:00 pm	City Council	Downtown Fire Station	
17	7:00 pm	City Council	Downtown Fire Station	
18	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
19	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
19	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
19	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
19	7:00 pm	Planning Commission	Downtown Fire Station	
20	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
20	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
22	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
25	12:00 pm 4:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
27	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
29	10:00 am	Government Comment Corner	Library Lobby - Mark O'Brien	

NOVEMBER 2011

Date	Time	Group	Location	Subject/Note
1	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
1	5:30 pm	Downtown Parking Committee	Madison Avenue Mtg Rm	
2	7:00 pm	Planning Commission	Downtown Fire Station	
2	7:30 pm	Library Board	Library Board Room	
3	7:00 pm	Committee for Citizen Involvement	Madison Avenue Mtg Rm	
4	7:00 am	Bicycle and Pedestrian Adv Cmsn	Madison Avenue Mtg Rm	
5	10:00 am	Government Comment Corner	Library Lobby - TBD	
7	12:00 pm	City Council	Downtown Fire Station	
7	7:00 pm	City Council	Downtown Fire Station	
8	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
8	7:00 pm	Historic Resources Commission	Downtown Fire Station	
9	8:20 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
9	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
9	5:30 pm	Downtown Commission	Downtown Fire Station	
10	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
10	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
11		City Holiday - all offices closed		
12		No Government Comment Corner		

Date	Time	Group	Location	Subject/Note
14	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
16	12:00 pm	Housing and Community Dev Cmsn	Madison Avenue Mtg Rm	
16	5:30 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
16	7:00 pm	Planning Commission	Downtown Fire Station	
17	6:30 pm	Parks, Natural Areas, and Rec Brd	Parks and Rec Conf Rm	
19	10:00 am	Government Comment Corner	Library Lobby - TBD	
21	12:00 pm	City Council	Downtown Fire Station	
21	7:00 pm	City Council	Downtown Fire Station	
22	12:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
22	12:00 pm 4:00 pm	Cmsn for Martin Luther King, Jr.	City Hall Meeting Room A	
23	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
24		No Urban Services Committee	Madison Avenue Mtg Rm	
24	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
26		No Government Comment Corner		

DECEMBER 2011

Date	Time	Group	Location	Subject/Note
1	7:00 pm	<i>Committee for Citizen Involvement</i>	<i>Madison Avenue Mtg Rm</i>	
2	7:00 am	<i>Bicycle & Pedestrian Adv Cmsn</i>	<i>Madison Avenue Mtg Rm</i>	
3	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - TBD</i>	
5	12:00 pm	City Council	Downtown Fire Station	
5	7:00 pm	City Council	Downtown Fire Station	
6	7:00 am	<i>Airport Commission</i>	<i>Madison Avenue Mtg Rm</i>	
6	12:00 pm	<i>Human Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
6	5:30 pm	<i>Downtown Parking Committee</i>	<i>Madison Avenue Mtg Rm</i>	
7	4:00 pm	<i>Administrative Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
7	7:00 pm	<i>Planning Commission</i>	<i>Downtown Fire Station</i>	
7	7:30 pm	<i>Library Board</i>	<i>Library Board Room</i>	
8	8:00 am	<i>Citizens Advisory Cmsn on Civic Beautification and Urban Forestry</i>	<i>Parks and Rec Conf Rm</i>	
8	5:00 pm	<i>Urban Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
10	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - TBD</i>	
12	3:00 pm	<i>Economic Development Cmsn</i>	<i>Madison Avenue Mtg Rm</i>	
14	12:00 pm	<i>Housing and Community Dev Cmsn</i>	<i>Madison Avenue Mtg Rm</i>	
14	8:20 am	<i>Citizens Adv Cmsn on Transit</i>	<i>Madison Avenue Mtg Rm</i>	
14	7:00 pm	<i>Planning Commission</i>	<i>Downtown Fire Station</i>	
15	6:30 pm	<i>Parks, Natural Areas, and Rec Brd</i>	<i>Parks and Rec Conf Rm</i>	
17	10:00 am	<i>Government Comment Corner</i>	<i>Library Lobby - Mike Beilstein</i>	
19	12:00 pm	City Council	Downtown Fire Station	
19	7:00 pm	City Council	Downtown Fire Station	
20	12:00 pm	<i>Human Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
21	4:00 pm	<i>Administrative Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
21	5:30 pm	<i>Watershed Mgmt Adv Cmsn</i>	<i>Madison Avenue Mtg Rm</i>	
22	5:00 pm	<i>Urban Services Committee</i>	<i>Madison Avenue Mtg Rm</i>	
22	5:30 pm	<i>Arts and Culture Commission</i>	<i>Parks and Rec Conf Rm</i>	
24		<i>No Government Comment Corner</i>		
27	4:00 pm	<i>Cmsn for Martin Luther King, Jr.</i>	<i>City Hall Meeting Room A</i>	
31		<i>No Government Comment Corner</i>		

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

TBD To be Determined

**HUMAN SERVICES COMMITTEE
MINUTES
July 19, 2011**

Present

Councilor Dan Brown, Chair
Councilor Jeanne Raymond

Staff

Ellen Volmert, City Manager Pro Tem
Kent Weiss, Housing Division Manager
Carrie Mullens, City Manager's Office

Absent

Councilor Mike Beilstein (excused)

Visitors

Jim Moorefield, Willamette Neighborhood Housing Services (WNHS) Executive Director

SUMMARY OF DISCUSSION

<u>Agenda Item</u>	<u>Information Only</u>	<u>Held for Further Review</u>	<u>Recommendations</u>
I. Willamette Neighborhood Housing Services Third Quarter Report			Accept the Willamette Neighborhood Housing Services third quarter report for Fiscal Year 2010-2011
II. Other Business	***		

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

CONTENT OF DISCUSSION

I. Willamette Neighborhood Housing Services Third Quarter Report (Attachment)

Mr. Weiss said the third quarter report identifies achievements related to the WNHS work plan activities for Fiscal Year 2010-2011. Of note, all funds have been secured for the Seavey Meadows multi-family and Community Land Trust projects. The microenterprise program continues with additional enrollments and graduations. Business plans are being developed and business relationships with previous graduates continues.

In response to Councilor Raymond's inquiry, Mr. Moorefield said the biggest disconnect has been the First Time Home Buyer Education Program. Staff is spending most of their time with foreclosure assistance and counseling. Home buyer education numbers would most likely be low since home sales are low. Interest rates and Benton County unemployment rates are low, but people are cautious about the future.

Mr. Moorefield reported that WNHS is changing how they reach first time home buyers. They will continue to rely on referrals from Realtors and have begun advertising their services. First time home buyers are inquiring about WNHS programs well into the process and many have already entered into contracts. WNHS needs to be more aggressive in encouraging first time home buyers to see them first so they can make smarter choices by obtaining the information they need early in the process. WNHS has invested in radio advertising and is working with four other organizations to implement a statewide marketing campaign.

Mr. Moorefield responded to several inquiries and comments posed by Chair Brown:

- Realtors subscribe to the multiple listing service; it is not a public record.
- A national database recently identified "searching the Internet" as the first step first time home buyers take when purchasing a home. It would be useful to gain access to those making these types of inquiries. Initially, it would be beneficial to capture those visiting the WNHS site.
- A new WNHS Web site should be released within the next month. The organization helping create the site has identified ways for WNHS to return in a higher position on a browser search list.
- WNHS was not satisfied with the first release of radio advertising. New advertisements will be released next week to an expanded audience.

Mr. Moorefield agreed with Councilor Raymond that the Oregon State University grad students are a potential market for first time home buyer education.

The Committee members present recommend Council accept the Willamette Neighborhood Housing Services third quarter report for Fiscal Year 2010-2011.

II. Other Business

The next Human Services Committee meeting is scheduled for 12:00 pm on Tuesday, August 2, 2011 in the Madison Avenue Meeting Room.

Respectfully submitted,

Dan Brown, Chair

MEMORANDUM

TO: Human Services Committee

FROM: Ken Gibb, Community Development Director 

DATE: July 7, 2011

SUBJECT: Willamette Neighborhood Housing Services Economic Development Allocations Quarterly Reports for the quarter ending March 31, 2011

I. Issue

Under the terms of the Economic Development Allocations Program funding agreements between the City of Corvallis and Willamette Neighborhood Housing Services (WNHS), review and acceptance of WNHS quarterly reports by the City is required in order for operational funding payments to continue.

II. City Funding

The City's FY 10-11 budget provided Economic Development Allocations funding to Willamette Neighborhood Housing Services for two separate purposes: \$14,025 in general operations funding support, and \$4,675 to support WNHS microenterprise development activities. Through the end of the quarter discussed herein, WNHS received 75% of those funding allocations. Payments throughout the fiscal year are being made monthly in amounts not to exceed \$1,168.75 for general operations and \$389.58 for microenterprise support. Payments for both programs combined through the end of the quarter reported herein totaled \$14,024.97 (\$10,518.75/\$3,506.22).

III. Discussion

Within 30 days of the end of each quarter, WNHS is required to submit reports on their City-funded activities for review by staff and acceptance by City Council. The City's Housing Division carries out the staff-level review of WNHS activities, evaluating the reported accomplishments using the activities proposed in the agency's applications for Economic Development Allocations funding as a guideline.

WNHS General Organizational Support

The WNHS funding agreement for organizational support during FY 10-11 outlines a set of five activities that the organization will pursue through its work plan using City Economic Development resources during the year. These include:

1. Continue work on Alexander Court/Seavey Meadows, a 48-unit multifamily housing project.
2. Construct seven new single family homes to be sold through WNHS's Community Land Trust (CLT) program.
3. Continue search, site evaluation, and acquisition activities related to future projects.
4. Assist low and moderate income households with the purchase of their first home.
5. Pursue partnerships and collaborative relationships with other agencies and entities to maximize the effectiveness of housing development and assistance resources.

WNHS Microenterprise Development Activity Support

The WNHS funding application for microenterprise development support during FY 10-11 outlined a set of six activities that the organization would pursue with the assistance of City Economic Development resources. These included:

1. Enroll at least 16 microentrepreneurs from Corvallis during the FY 10-11 grant period.
2. Help at least 80% of enrollees complete an individual training plan.
3. Conduct three twelve-week, 30-hour microenterprise training classes.
4. Help at least 80% of enrollees graduate from the class with 85% reporting satisfaction with the education they received.
5. Help at least 33% of enrollees complete a business plan and help 100% of Valley Individual Development Account (VIDA) Microbusiness participants complete a business plan.
6. Help at least 30% of enrollees start, maintain or expand a microenterprise within 12 months.
7. Pursue partnerships and collaborative relationships with other agencies and entities to maximize the effectiveness of economic development resources, enhance the microenterprise education program, and facilitate the success of program participants.

IV. Review of Activities

The WNHS quarterly reports for the period ending March 31, 2011 (copies of which are attached) outline the progress the organization has made under its two Economic Development Allocations funding agreements in many of the activity areas outlined above.

WNHS General Organizational Support

The report on general organizational support reflects varying degrees of progress and success in four of the five work plan areas.

Activity 1 (Alexander Court/Seavey Meadows): Full project funding has been awarded and final design work continues.

Activity 2 (Seavey CLT): Needed funding has been awarded and refinement of development plans continues.

Activity 3 (assessing future projects): An application for state funding to underwrite a housing rehabilitation/preservation project at WNHS's 50-unit Lancaster Bridge project was developed during the quarter.

Activity 4 (home buyer education): The numbers of both program attendees/graduates and of graduates purchasing a home were below projected outcomes.

Activity 5 (partnerships): Nothing reported.

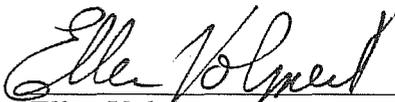
WNHS Microenterprise Development Activity Support

During the quarter WNHS held its third orientation session of the fiscal year, and completed a MicroBusiness Program workshop series in which five Corvallis residents were enrolled initially, and from which four graduated. Other accomplishments for the quarter included both business plan development (2 participants) and the launch or continuation of a microenterprise (4 participants).

V. Action Requested

The WNHS quarterly reports demonstrate the organization's general compliance with the terms of the City's Economic Development Allocations funding agreements. Staff requests a Human Services Committee recommendation of City Council acceptance of both WNHS reports for the third quarter of FY10-11.

Review and Concur:



Ellen Volmert
City Manager Pro Tem



Nancy Brewer
Finance Director

attachments

**WILLAMETTE NEIGHBORHOOD HOUSING SERVICES
2010-2011 ECONOMIC DEVELOPMENT WORK PLAN
AND QUARTERLY REPORT
JANUARY – MARCH 2011**

The WNHS work plan and city economic development goals

Economic Development Policy: Support the development of a supply of adequate housing which is affordable to employees of existing and future businesses (Goal 6.03.022h):

Activity 1: Continue work on the Alexander Court-Seavey Meadows Project, 49 units of multifamily housing at two sites in Corvallis.

During this quarter WNHS:

- WNHS staff is working on the various due diligence lists for the Tax Credit Investors; the Construction Loan; and the permanent loan.
- Construction documents for both projects are being created and are about 90% finalized. The project Civil Engineer revised the Public Improvements by a Private Contractor (PIPC) applications to the City.
- WNHS applied for and received demolition permits for Alexander Court.
- WNHS applied for building permits at Alexander Court on March 31.

Activity 2: Continue work on the Seavey Meadows Homeownership Project, 6 single family Community Land Trust homes for first-time homebuyers.

The City of Corvallis awarded a CHDO reservation of \$800,000 for the Seavey Meadows homeownership project. Sara Bergsund of Bergsund Delaney Architects has begun preliminary house/ site layouts for the proposed houses. The offsite (infrastructure) estimate to complete the work was received in October 2010. An updated estimate of the offsite work was revised to be \$150,000. WNHS was awarded \$150,000 in City of Corvallis CDBG funds to go toward the project to pay for public improvements. The Public Improvements portion of this project are almost approved by the City.

Activity 3: Continue search, site evaluation, and acquisition activities related to future projects.

In December Of 2010, WNHS acquired the investor's ownership interest in Lancaster Bridge, as it was the 15th year of the Tax Credit period for the project. WNHS is working with the Housing Development Center of Portland to submit a 2011 CFC funding application in April to Oregon Housing and Community Services (OHCS). This project would include a rehab of all 50 units at Lancaster Bridge. All 50 units would be targeted to serve residents at or below 50% of Area Median Income.

Activity 4: Assist low and moderate income households with the purchase of their first home.

Services include: *Home Buyer Education and Counseling* – In 2010-2011 we will provide Home Buyer Education to about 200 households and help at least 75 of those households buy a home after receiving services. Our Homebuyer education workshops have started to pick up again with

the new year. Our numbers are still lower than they were at the same time last year. We believe this is due to the end of the tax credit for first time homebuyers.

Progress this quarter:

ACTIVITY	THIS QUARTER ONLY		YEAR TO DATE TOTAL
	PROJECTED	ACTUAL	
Home Buyer Education attendance (graduates)	50	36	55
Class graduates that purchased a home	15	9	38

Leveraging city to non-city funding sources

The following summarizes the year-to-date status of requests for financial support submitted in support of 2010-2011 activities.

SOURCE	REQUEST	RESULTS
OPERATING SUPPORT		
Low Income Housing Tax Credits (LIHTC)	870,000	870,000
	8,700,000	6,960,000*
Housing Trust Funds	200,000	200,000
Oregon Affordable Housing Tax Credits (OAHTCs)	2,125,000	2,125,000
CASA of Oregon	600,000	600,000
Network for Oregon Affordable Housing (NOAH)	2,100,000	2,100,000
Community Framework Self Help-Housing Opportunity Program	90,000	90,000
NeighborWorks® America	120,000	110,000
Meyer Memorial Trust/Foreclosure Assistance Grant	30,000	30,000
Department of Justice Foreclosure Grant	35,000	35,000
HUD Housing Counseling Grant	55,000	48,832
CAPITAL SUPPORT		
NeighborWorks® America/Round 1	450,000	181,000
TOTAL VALUE OF APPLICATIONS SUBMITTED FY 2010-2011		\$14,505,000
VALUE OF PENDING RESOURCES		\$12,479,832
VALUE OF COMMITTED RESOURCES		\$3,304,832

*Based on the Equity Investor offering \$.80 on the dollar for LIHTCs.

**Willamette Neighborhood Housing Services
Economic Development Grant
2010-2011 Linn Benton MicroBusiness Program report
January – March 2011
Contact: Greg Gerding Phone: (541) 752-7220 ext. 308**

The MicroBusiness work plan and City Economic Development Goals

Support financial and technical assistance programs that are available to business startups, small business development, local product development, and environmentally responsible modernization (Goal 6.03.022i)

Facilitate partnerships with public, non-profit, educational, and private sector organizations to maximize the effectiveness of economic development resources (Goal 6.03.022j)

Support programs, projects, and activities which encourage local spending, thereby sustaining the local economy (Goal 6.03.022f)

Activity	Total Projected	Actual this Quarter	Year to Date Total
Conduct three feasibility/orientation workshops in Corvallis to help potential microentrepreneurs decide the feasibility of their business idea, as well as determine their business capabilities.	3	1	3
Conduct three twelve-week microenterprise training classes, helping micro-entrepreneurs increase knowledge of business management and planning	3	1	2
Through microenterprise training and one-on-one technical assistance, microentrepreneurs will complete a business plan, giving their business a sustainable foundation and the proper planning to access credit.	4	2	2
A total of 16 Corvallis potential microentrepreneurs will participate in feasibility/orientation workshops and enroll in the MicroBusiness training program.	16	5	13
Five Corvallis training program graduates will complete a business plan	5	2	2
Five Corvallis training program graduates will open and/or maintain a microenterprise as a result of the outcomes described above.	5	4	4
Within one year of program enrollment, participants who open a microenterprise will	N/A	0	0

realize increased household incomes and assets.			
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Administration

Our previously reported technical transition from NSTEP to Outcome Tracker as our database repository for microbusiness data, has been halted due to the decision transferring the Linn-Benton MicroBusiness Program from WNHS to Linn Benton Community College Small Business Development Center (SBDC) in July 2011. Development of a transition plan to the SBDC is on-going.

Training

The Winter Term MicroBusiness class that started January 6th at Linn Benton Community College main campus in Albany, concluded on March 17th. Five participants from Corvallis enrolled in the workshop. The workshop consisted of 12 sessions. Small business planning and oversight from the instructor, informative sessions with our guest speakers, and regularly scheduled exercises in class greatly assisted our clients as they progressed their way through the steps of developing their business strategy and business plans.

Guest Speakers

Jessica Stanley (Rocket Queen Cupcakes)
Richenda Hawkins (LBCC Research Librarian)
Ilene Anderton (A&S Accounting)
Nadine Davidson (Jeanne Smith & Associates)
Rudy Asunlo (State of Oregon, Linn Benton Community College Small Business Development Center (SBDC))
Trevor Griesmeyer (Barker-Uerlings Insurance)
Brian Egan (Clarity, LBCC SBDC)
Ryan McLaughlin (Oregon MicroEnterprise Network - MarketLink)
Marlene Peterson (Campagna Foods)
Rebecca Badger (Badger Marketing)
Loyan Roylance (ProWorks)
Karen Schulz (Oregon State University Federal Credit Union)
Greg Gerding (Willamette Neighborhood Housing Services)

Participants

The workshop concluded with attendance about average, with sixteen graduates, four from Corvallis. Of the four Corvallis resident graduates, three were male, one female. All Corvallis resident participants reported moderate, low, or very low income.

The Corvallis resident business ideas explored in this workshop were a vegetable/flower starts community-based agriculture (CSA) business; a handyman services company; a native landscaping and vegetable gardening company; and a household goods moving services company.

Four Corvallis participants completed a training development plan and all made significant progress in their business plans, but none had completed and submitted their business plans for final review by the end of March.

A Spring Term 2011 MicroBusiness Orientation Session was held in Corvallis on March 28th. Eight Corvallis residents attended the Orientation Session in preparation for Spring Term Workshop which will commence in Corvallis on April 6th.

Market Research Assistance

Having solid market research is an important part of developing a strong business plan; providing sound, knowledgeable assumptions and reasonable expectations of future markets activity, and it's an area that many of our clients struggle with. Through MarketLink, a program of the Oregon Microenterprise Network (OMEN), clients receive assistance in gathering research on their industry. This research often includes market size and potential, competition, market saturation, pricing information, and sometimes in-depth specialized marketing trend data depending upon how marketing queries are structured. We work closely with clients to create marketing queries, which are sent to a market researcher at OMEN who compiles an industry report or creates a potential contact list for them. One Corvallis participant requested market research assistance from MarketLink this period. Clients are allowed multiple market queries if desired and appropriate, and access to this service for two years after completion of the course.

Networking Sessions

Current and past participants are invited to take part in periodic business networking sessions. These sessions are facilitated by the program instructor and program manager, and involve a guest speaker or panel of speakers who discuss different topics. Participants have the opportunity to ask questions of the guest speakers and network with each other. We schedule networking sessions in conjunction with our MicroBusiness Workshop. We held a networking session on February 16th with a panel of local Corvallis small business owners from storefronts to web-based businesses. Four past Corvallis graduates of our MicroBusiness Workshops participated in the networking session.

Previous Program Graduates Participation

We continue to have a number of clients who participate in the program on an on-going basis from previous workshops. These clients are utilizing our networking, counseling, micro loan, or Valley Individual Development Account (VIDA - a matched savings account) programs and are thus leveraging the program going forward from when they participate in a workshop. Clients are allowed access to program tools and resources for two years following workshop program completion. Successful and articulate program graduates often volunteer or are invited as Guest Speakers during the workshops, such as Rebecca Stanley, Rocket Queen Cupcakes did this term.

To: City Council
From Dan Brown, Ward 4

August 1, 2011

Cost Containment and The Matrix

I have not had time to deal with these two topics since I received the Council packet last Thursday. I hope we will have opportunity for substantial further discussion in the near future.

Cost Containment

"Cost containment" means different things to different people. Here are three quite different approaches:

1. Strategic Service Adjustment

Costs are managed by altering the number of services and the target quality level of each service.

2. Workforce Adjustment

Costs are managed by altering the: number of employees, job requirements of people employed, and compensation of employees

3. Continuous Process Improvement

Processes are examined and reengineered in attempt to improve service quality, decrease process time, and eliminate unnecessary costs.

Continuous Process Improvement

All three are key, but I believe that the third approach is the most promising first step for the City of Corvallis. The best cost reductions you will see today come from improving workflows that currently require many "hands-on" touches by many individuals – often unnecessarily. These cumbersome processes grow over time due to the pressures of bureaucracy, etc. Every once in awhile, any organization, especially public, should revisit those processes and see if they still fit current needs. Basic Total Quality Management tools, such as Pareto Diagrams, are fundamental to this approach. This approach is usually also accompanied by the integration of IT capabilities and automation.

An overriding principle in Continuous Process Improvement is that quality should not be sacrificed, instead customer requirements (plus audits, safety and mandated quality) are the drivers of target quality. This is a different approach than Strategic Service Adjustment (#1 above) where target quality may be the first variable changed to affect costs.

During my four and a half years with the City of Corvallis, I have not seen much attention to this approach at an organizational level. However, many vendors are available to help us with this approach, including the Business Solutions Group in the College of Business at Oregon State University.

The Matrix

On "City Services Matrix" I think there needs to be more transparency as to various functions/services and cost of providing each.

For example, in Parks and Rec., there are five distinct functions/services identified:

1. Sports field setup and maintenance
2. Building and facility(ies?) maintenance
3. Youth parks Corps
4. Playground inspection and maintenance
5. Memorial Program

What are each of these functions/services about? What does each cost? The output of the programs – including measures of effectiveness -- should be included wherever possible. For example, an output of the police and fire departments should be time required to respond to emergencies, the notion being that if one increases/decreases the money allotted to the departments, the response time decreases/increases allowing the budget commission and city council to make better policy decisions. I believe with specific functions/services identified, and costs attached to them, the City and citizens will better be able to ask and answer important questions, such as the above.

Additional room could be provided by making the report landscape instead of portrait orientation.