



**HUMAN SERVICES COMMITTEE**

**Agenda**

**Tuesday, December 6, 2011  
12:00 pm**

**Madison Avenue Meeting Room  
500 SW Madison**

- |                                   |  |
|-----------------------------------|--|
| <b>Discussion/Possible Action</b> | I. Municipal Code Review: Chapter 9.02, "Rental Housing Code"<br><b>(Attachment)</b>                           |
| <b>Discussion/Possible Action</b> | II. Council Policy Review and Recommendation: 92-5.04, "Hate/Bias Violence"<br>(Attachment)                    |
| <b>Discussion/Possible Action</b> | III. Council Policy Review and Recommendation: 91-1.03, "Naming of Public Facilities and Land"<br>(Attachment) |
| <b>Discussion/Possible Action</b> | IV. Council Policy Review and Recommendation: 91-4.01, "Guidelines for Selling in Parks"<br>(Attachment)       |
| <b>Information</b>                | V. Other Business  |

**Next Scheduled Meeting**

Tuesday, December 20, 2011 at 12:00 pm  
Madison Avenue Meeting Room, 500 SW Madison Ave

**Agenda**

Social Services Funding Priorities  
Communication Plan Annual Report

## MEMORANDUM

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November 22, 2011

**TO:** Human Services Committee

**FROM:** Ken Gibb, Community Development Director 

**SUBJECT:** Corvallis Rental Housing Code Penalty Fee

### **I. Issue**

Municipal Code language that clarifies the City's approach to assessing Rental Housing Code penalty fees has been developed by the City Attorney and Housing Division staff.

### **II. Background**

In September of this year the Housing Division presented the Human Services Committee (HSC) with an annual report on the Rental Housing Program/Code. In addition to providing an overview of data relative to contacts and issues addressed through application of the Rental Housing Code during FY 10-11, staff presented several Code-related issues for the HSC's consideration. The issues included elements of the Code that staff felt might be modified to improve its effectiveness. Following brief discussion, the issues were forwarded by the HSC to the City's Housing and Community Development Commission (HCDC) for further discussion, and with a request that the Commission formulate recommendations for subsequent HSC/City Council action. Through this staff report the HCDC is forwarding its first in what will be a series of recommendations related to proposed Code amendments; in this case the amendments relate to Corvallis Municipal Code language that establishes the penalty fee that is charged to owners of rental properties who fail to pay their annual Rental Housing Program fee.

### **III. Discussion**

Each year the Housing Division assesses a per-unit Rental Housing Program fee and distributes fee billings to owners of Corvallis residential rental properties. If after 90 days and three billing statements/payment notices, accounts for which one or more per unit fees have not been paid are charged a penalty fee of \$100 per unpaid unit fee. If after another 40 days the per unit fees and associated penalty fees have not been paid, the account is turned over to a collection agency for further action.

During FY 10-11 the amount of the penalty fee was challenged legally by two rental property owners who had been assessed penalty fees for multiple units. An arbitrator in one such challenge opined that the fee of \$100 was "disproportionate" to the per dwelling unit fee of

\$10. The City's stance has been and remains to be that people who do not pay the fee in a timely manner should be responsible for the resulting costs the Housing Division and Finance Department must incur to collect that fee. As suggested above, these costs derive from staff time tied to the generation of multiple billings, ongoing collection activities, and account tracking and management over the course of the three month period between the mailing of the first Rental Housing Program billing and the ultimate application of a penalty fee.

In May, 2011 the City Council considered this information, concurred that the \$100 penalty fee is indeed appropriate and proportionate, and asked that the City Manager direct Housing Division staff to work with the City Attorney's Office to amend the Rental Housing Code ordinance to address this issue. The CAO subsequently developed proposed changes to the RHC ordinance, Section 9.02.120 Fees (see attached). On November 16, 2011 the City's Housing and Community Development Commission reviewed this revised language and voted unanimously to forward their recommendation to HSC that the Municipal Code be modified accordingly.

FY 11-12 Rental Housing Program billing statements were mailed to Corvallis rental property owners/managers in early October this year. Although collections stand at just over 94% as of the time of this report, staff anticipate that late fees will be applied to approximately 40 accounts when the 90-day payment deadline is reached in early January.

#### **IV. Recommended Action**

Housing Division and City Attorney's Office staff recommend a Human Services Committee determination that the attached, modified Municipal Code language should be adopted, and request a Committee recommendation to the full City Council to do so.

Review and Concur:

  
\_\_\_\_\_  
James A. Patterson  
City Manager

  
\_\_\_\_\_  
James K. Brewer  
Deputy City Attorney

Section 9.02.120 Fees.

- 1) For the purpose of offsetting costs to the City associated with the enforcement of this code there is hereby imposed an annual fee, to be set by the City Council, for each dwelling unit covered by a rental agreement. The total annual fee for fraternities, sororities, and other similar group living structures will be calculated based on the occupancy capacity of each structure divided by the U.S. Census-determined average household size of renter-occupied units, multiplied by the annual per-unit fee.
  - 2) The following unit types, while subject to the standards, enforcement procedures, and other requirements established in this Chapter, shall be exempt from the fee payment requirements of this Section: rentals with a recorded deed restriction requiring the units to be rented affordably to households at or below 50% of the Area Median Income; rentals under contract with a public agency that requires the rental to be inspected at least annually and verifies that the dwelling is rented to a low income household; and rentals designated as senior or disabled housing by a public agency.
  - 3) The landlord is responsible for paying the annual fee upon written or electronic request. The Director shall adopt and implement policies and procedures which include multiple written or electronic communications with landlords before assessing a penalty. The penalty established below is necessary to offset the actual cost of these procedures when payment of the annual fee is not timely or when payment of the annual fee is not made.
  - 4) Policy regarding penalties. Providing minimally habitable rental housing is of great importance within the City of Corvallis. The costs of this program are intended to be somewhat offset by the annual fees, but the City Council also desires to not greatly increase the cost of renting residential property within the City. The City Council has balanced raising the amount of the annual fee in order to offset the cost of the program against the desire for landlords to pay the annual fee in a timely manner, and finds that an artificially lower annual fee that encourages timely payment is more likely to provide funding that offsets the costs of this essential program than is a higher fee which would capture all the administrative costs of collection. The City finds that staff charged with administration and enforcement of this program spend a grossly disproportionate portion of their time attempting to collect fees or to collect untimely fees from a relatively few landlords. The City Council finds that relatively low penalties for failing to pay the annual fee or for failing to pay the annual fee in a timely manner, encourages some landlords to fail to make payments or to make late and untimely payments. The City Council finds that relatively low penalties therefore result in an even more unfair apportionment of the cost of providing this essential program to other landlords and taxpayers, and threatens the City's ability to provide the service for the low annual fee.
- 4)5) Failure to pay the fee as requested will subject the landlord to the following actions:
- a) A penalty fee of \$100.00 will be assessed to the landlord for each unpaid per unit fee if the annual fee is not paid by the date specified in the written or electronic request for payment.
  - b) The City will initiate appropriate action to collect the fees due and all costs associated with these actions will be assessed to the landlord.
  - c) Appropriate action may include placing a lien on the property.

# CORVALLIS POLICE DEPARTMENT

## MEMORANDUM

November 7, 2011

**TO:** Human Services Committee

**FROM:** Gary Boldizar  
Chief of Police



**SUBJECT:** Policy Review / Council Policy 92-5.04 Hate/Bias Violence

### ISSUE:

The Police Department is responsible for the biannual review of Council Policy 92-5.04 Hate/Bias Violence. Council action is required.

### DISCUSSION:

The purpose of the Hate/Bias Violence policy is to condemn hate and bias activity in Corvallis; to encourage and preserve a harmonious and respectful community environment; and to work toward tolerance of diversity with the goal of equal rights for all citizens regardless of race, religion, national origin, sexual orientation and gender.

The policy directs staff to: (1) investigate hate and bias crime incidents within the framework of existing criminal law and, (2) establish and fund an ongoing training program for Corvallis Police Officers regarding hate and bias crime investigations and cultural diversity sensitivity.

This policy also enables Council to affirm its philosophy regarding hate, bias and discrimination activity in Corvallis and to biannually review its implementation.

This past period Corvallis Police Department officers have attended or received the following diversity training:

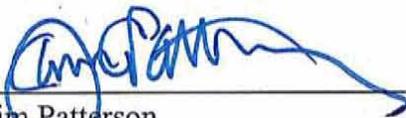
- 1) Tactical Ethics- Perspectives on Profiling (Occurred in April of 2010)
- 2) Effective Communications with the Mentally Ill (Occurred in November of 2011)

**RECOMMENDATION:**

Staff recommends the Council affirm the policy with no changes.

Attachment: Council Policy 92-5.04 Hate/Bias Violence

Review and concur:



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Jim Patterson  
City Manager

# CITY OF CORVALLIS

## COUNCIL POLICY MANUAL

### POLICY AREA 5 - COMMUNITY SAFETY

#### CP 92-5.04      Hate/Bias Violence

##### Adopted December 7, 1992

Affirmed 1993/1994  
Affirmed October 16, 1995  
Revised October 6, 1997  
Affirmed December 7, 1998  
Revised October 18, 1999  
Affirmed April 16, 2001  
Revised November 3, 2003  
Revised October 17, 2005  
Revised December 3, 2007  
Affirmed November 2, 2009

#### 5.04.010      Purpose

To establish a policy regarding hate/bias violence in the City of Corvallis.

#### 5.04.020      Policy

- a. Verbal threats and insults based on the recipient's age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income are not acceptable in the City of Corvallis.
- b. All physical violence or threatening behavior, including, but not limited to, the intent to cause inconvenience, annoyance or alarm, or recklessly creating a risk thereof based upon the recipient's age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income is not acceptable in the City of Corvallis.

## Council Policy 92-5.04

- c. Property damage or the threat of property damage based on the recipient's age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income is not acceptable in the City of Corvallis.

### 5.04.030 Goals of the Hate/Bias Violence Policy

- a. That the Corvallis City staff and elected Officials encourage, pursue, and preserve an environment that is harmonious, respectful, and fair in its treatment of all Corvallis residents regardless of age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income.
- b. That the City of Corvallis work toward tolerance of diversity in our pluralistic society with the goal of equal rights for all Corvallis residents regardless of age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income.

### 5.04.040 Actions to Implement the Hate/Bias Violence Policy and Goals

- a. This policy directs City Staff to investigate incidents of hate/bias violence within the framework of existing criminal law. Additionally, through the contract with the Community Alliance for Diversity (CAD), CAD shall act as a liaison to receive and refer complaints; provide information and referral for assistance from City Departments, neighborhood groups, community programs and other resources; provide presentations that include: information about available assistance from City Departments, neighborhood groups, community programs and other resources; receive housing and employment complaints; and receive discrimination complaints regarding City employees.
- b. An ongoing training program for all Corvallis Police Officers involved in patrol and investigation of hate/bias violence shall be established and funded.
- c. The goals of this officer training are to:

## **Council Policy 92-5.04**

- 1) Enhance sensitivity to cultural diversity and individual differences.
- 2) Recognize that hate and bias is not acceptable in Corvallis.
- 3) Document sufficient facts for prosecution.

### 5.04.050      Review and Update

This Community Safety Policy shall be reviewed every two years in October by the City Council and updated as appropriate.



# MEMORANDUM

**To:** Human Services Committee  
**From:** Karen Emery, Director  
**Date:** November 16, 2011  
**Subject:** Council Policy 91-1.03 Review  
"Naming of Public Facilities and Lands"

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**Background:**

This policy provides procedures and guidelines for City Council to name or rename City of Corvallis public facilities and lands.

**Discussion:**

The Parks and Recreation Director and the Community Development Director reviewed the Naming of Public Facilities and Lands policy and do not have changes.

**Recommendation:**

Human Services Committee recommends City Council approve the policy as written.

**Review and Concur**

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James A. Patterson, City Manager

Attachment

**CITY OF CORVALLIS**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 1 - GENERAL**

**CP 91-1.03 Naming of Public Facilities and Lands**

**Adopted October 7, 1991**

Revised June 21, 1993

Revised October 21, 1996

Revised October 18, 1999

Revised October 21, 2002

Revised November 7, 2005

Revised December 1, 2008

**Revised December 6, 2011**

1.03.010      Purpose

To provide procedures and guidelines whereby City of Corvallis public lands and facilities may be officially named by the City Council.

1.03.020      Policy

There are occasions when interested parties have proposed to name or rename City of Corvallis public lands and facilities. It is the policy of City Council to consider naming proposals, seek citizen input, and formally decide on proposed names or renaming of City of Corvallis public lands or facilities *within established criteria*.

1.03.030      Definitions

Public Land -            Lands which are owned or controlled in use by the City of Corvallis for the long-term benefit of the community. These lands may be within or outside of the corporate limits. Examples include, but are not limited to, parks, sports fields, beautification areas, natural areas, and plazas.

Public Facilities -      Physical facilities owned or controlled in use by the City of Corvallis for the long-term benefit of the community. Examples include buildings, bridges, rooms, and

## Council Policy 91-1.03

ballfields. Street-naming procedures are covered by a separate City Council policy, Street-Naming and Addressing.

### 1.03.040      Naming Criteria

City of Corvallis public lands and facilities may be named after persons or after a place or location, or after an event that has created an important legacy or achievement. A person's name is eligible for consideration after two years after his/her death, with special benefactors excepted. The following criteria may be used by the City Council in determining the appropriateness of the naming designation:

- \* A noteworthy public figure or official;
- \* A person, place, or event of historical or cultural significance;
- \* Special benefactor(s) [living or dead]
- \* A person, group, place, or feature, particularly identified with the public land or facility;
- \* Exceptions to the naming criteria can be approved by City Council if an occasion to recognize the outstanding contributions of a living person is determined.

### 1.03.050      Procedures

#### 1.03.051      Initiation of Proposed Name

- a. Preliminary consideration of naming proposals by City Council may be initiated by any citizen, Council Advisory Committee, Council or City Task Force, or elected or appointed official. Naming proposals for public facilities which have not originated from an advisory committee or task force shall be given directly to the City Council through a Department Director. The City Council will then direct the request to the appropriate advisory committee or task force for the public notification and review.
- b. Prior to naming proposals being forwarded to City Council for preliminary review, naming proposals shall be formally reviewed by the appropriate advisory committee(s) or task force(s), as determined by the City Council, in public meetings with opportunity provided for citizen input requested through advanced meeting advertisement. The City Council, through the associated department, will solicit public input prior to making a decision on a naming request not assigned to a committee or task force for preliminary review.
- c. Meeting minutes, or department staff reports shall be prepared that fully document input received from citizens, committee or task force

## Council Policy 91-1.03

discussions, and a specific naming recommendation(s) for preliminary review of City Council.

### 1.03.052 Preliminary City Council Review and Formal Decision

- a. The item will be placed on the City Council meeting agenda for discussion and action. Minutes from committee or task force meetings which include a naming recommendation, or a department staff report, will be transmitted to the City Council for review.
- b. City Council, after consideration, by motion and majority vote may:
  - 1) Formally name a public land or facility, or
  - 2) Formally reject a naming proposal, or
  - 3) Hold a public hearing.
- c. The decision of City Council to name or reject a recommendation to name, public lands or facilities at preliminary review is subject to review by appeal.

### 1.03.053 Additional Public Input and Public Hearing

- a. If additional public input is needed, the City Council, prior to making a formal decision on a naming proposal, will hold a public hearing no sooner than 30 days following the Council meeting at which recommendations were received by the Council. That public hearing will be announced at least 10 days in advance by a block advertisement in a local newspaper.
- b. The purpose of the public hearing is to provide opportunity for additional public input.
- c. City Council will do one of two things at this time:
  - 1) Formally name a public land or facility, or
  - 2) Formally reject a naming proposal.

### 1.03.054 Formal City Council Decision

A formal decision of a naming recommendation may be made at the time of:

### **Council Policy 91-1.03**

- a. Preliminary review or following;
- b. Additional public input and public hearing.
- c. Any decision to name a public land or facility or reject a recommendation to name a public land or facility, is subject to review by appeal.
- d. A flow chart depicting this process is attached.

#### **1.03.060     Appeal Procedure**

- a. Any decision to name or reject a recommendation to name a public land or facility is subject to review by City Council through appeal. Appeals must be filed in writing with the Assistant to City Manager/City Recorder within 30 days of the formal Council decision.
- b. Written appeals shall include:
  - \* Name and address of persons requesting reconsideration,
  - \* A statement of specific grounds for appeal,
  - \* A specific naming recommendation for the subject public land or facility.
- c. If written appeal is filed in the appropriate time period, the public land or facility-naming decision at issue will be suspended until that name is reaffirmed, modified or deleted by City Council.
- d. Properly filed appeals shall be forwarded to City Council. In considering appeals, the Council, by motion and majority vote may:
  - 1) Dismiss the appeal with no further review,
  - 2) Act on the appeal upon review without further input, or
  - 3) Set a public hearing date for additional citizen input regarding the appeal, and then modify, reaffirm or delete the public land or facility name.
- e. Once formal action on an appeal has been completed by City Council, the public land or facility name shall become effective immediately, as applicable and as determined upon City Council decision. The City Manager shall determine the appropriate City Department to inform affected governmental agencies, community organizations, and individuals of the official naming decision.

## Council Policy 91-1.03

- f. There is no fee associated with an appeal. All citizens are considered to have a standing in public land and facility naming matters, regardless of residency.

### 1.03.070      Public Notifications

- a. The City Council finds widespread public involvement essential in considering naming of public lands and facilities. It is the intent of this policy that committee or task force meetings and individual citizen recommendations are adequately advertised and opportunity exists for citizen input prior to developing recommendations for preliminary Council review. Advertisements shall specify the public land or facility being discussed and any proposed recommendations which may exist.
- b. If additional input is desired by Council, advance notice will be provided for City Council public hearings.
- c. Chairs of the advisory committees, task forces, and Department Directors, on behalf of the City Council, are charged with the responsibility of ensuring adequate opportunity is provided for citizen input throughout the process.
- d. The City Council may amend the naming procedures at any time to facilitate appropriate levels of citizen involvement.

### 1.03.080      Policy Review and Update

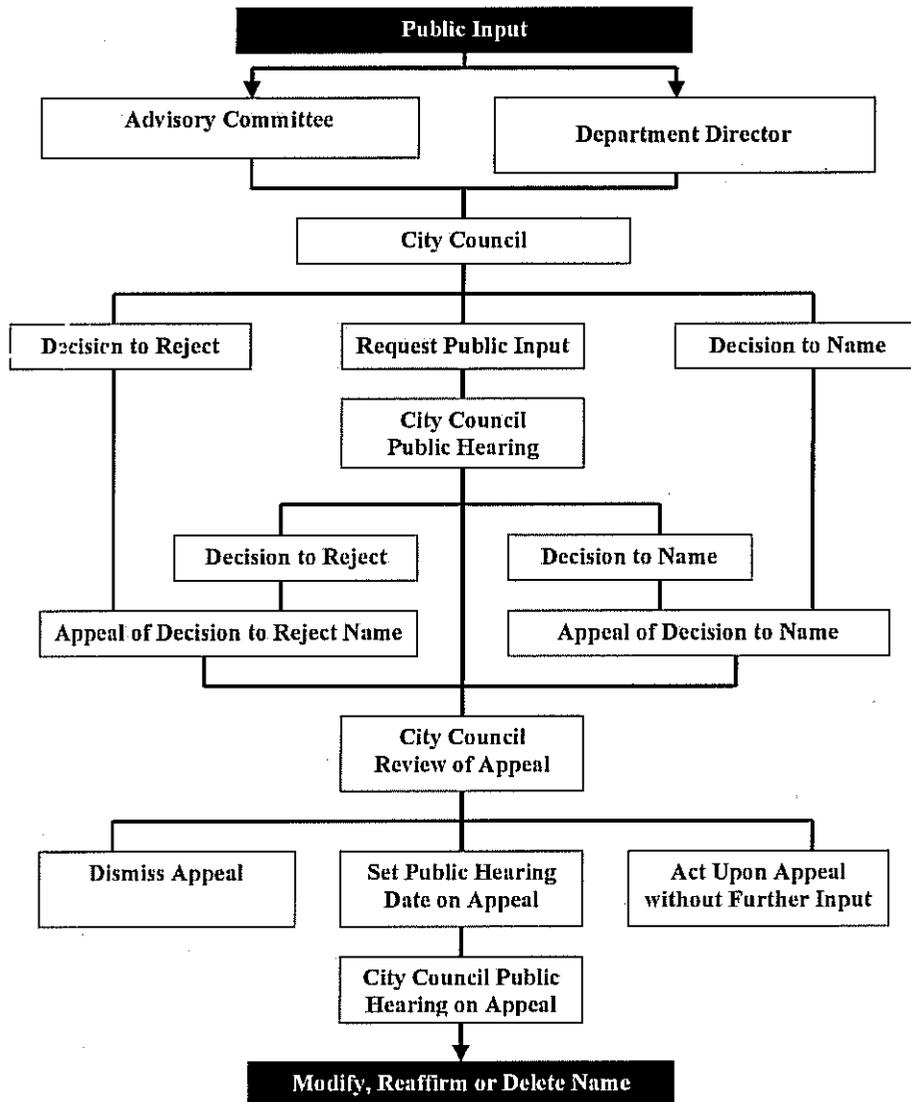
This policy shall be reviewed every three years by Department Directors.

Attachment (*I:\cmo\citywide\city council policies\ccpol1.03 attachment*)

# Council Policy 91-1.03

Council Policy 91-1.03

## Naming of Public Facilities and Lands





# MEMORANDUM

**To:** Human Services Committee  
**From:** Karen Emery, Director *KE*  
David Neighbor, Administrative Services Manager *DAN*  
**Date:** December 7, 2011  
**Subject:** Review of Council Policy CP 91-4.01 Guidelines for Selling in Parks

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**Issue:** This policy establishes guidelines regarding the use of City parks for personal or organizational gain. It is the purpose of this memo to inform the City Council of the completion of the triennial review of the Guidelines for Selling in Parks, as required by Council Policy CP 91-4.01.

**Background:** Since the last review, the Parks and Recreation Department has continued to authorize permits to operate concessions in City parks. Fees are used to help defray the cost of operations and maintenance of the City's parks.

**Discussion:** Parks and Recreation issued 38 permits for FY 10-11. Requests for concessions range from fundraising runs, sports clinics where a registration fee is charged, music events charging entry, and shaved ice.

Commercial or organizational gain through City park use should reflect current management philosophy and City Council goals. Additionally, these endeavors should not detract from the visual esthetics of the surrounding natural environment nor detract from a park user's experience.

**Recommendation:**

It is recommended that Council Policy #91-4.01 be approved as revised.

**Review and Concur**

James A Patterson, City Manager

Attachment: Council Policy CP 91-4.01

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 91-4.01      Guidelines for Commercial Vending and Fundraising  
Activities in City Parks

Adopted May 3, 1982

Affirmed October 7, 1991

Revised April 17, 1995

Revised November 17, 1997

Revised June 19, 2000

Revised January 22, 2002

Revised March 21, 2005

Revised December 1, 2008

Revised December 7, 2011

4.01.010      Purpose

To establish a policy regarding the use of City Parks for personal or organizational financial gain.

4.01.020      Mission

Providing public parks is a desired value as outlined in The Corvallis Vision 2020 Statement. This contributes to Community Livability.

4.01.030      Goals

Provide a venue for activities that compliment the public parks and provide a user based revenue source to support it.

4.01.050      Definitions

Concession:              Undertaking and profiting by a specific activity

Fee:                        Payment due to the City.

## Council Policy 91-4.01

**Public Park:** An area of land owned or managed by the City, set aside and maintained by the City, for the recreation and relaxation of the public.

**Selling:** The transfer of ownership of goods, services or opportunities for participation in exchange for money or items.

### 4.01.060    Policy

Anytime within a City park **is used for a venue and money or item donations** for the benefit of a person or group, other than the City, is exchanged, or requested for goods, services or the opportunity to participate, this policy will apply.

The benefitting person or group need not be the permit requestor, and the collection of the money or items need not take place on park grounds for this policy to apply. Some examples include: ice cream vendors, concerts where food donations are requested, races with entry fees, raffle tickets sold during a picnic, a donation jar on a display table at a fair, etc.

### ~~4.01.050~~    Procedures

#### 4.01.061    Issuance of a Permit

- a.    A completed and signed Concession Permit application, submitted to the Parks and Recreation Department Administration Building, 1310 SW Avery Park Dr., Corvallis, OR 97333 will be required of anyone wishing to sell any service, goods or opportunity to participate in any public park in the City of Corvallis. A list of items/services to be sold or opportunities to be had and a description of equipment to be used must accompany the application. No permits will be processed without payment of appropriate fees.
- b.    In determining whether or not to approve a permit, the City Manager (or designated representative) shall take into consideration the number of such permits for similar concessions already in operation in any one location and the probable positive or negative effect on park users. It is to be understood a permit is not exclusive nor to be construed as a limitation on the City in granting similar rights, privileges, and authority to other persons and the activity or event is not granted an exception to existing City rules, regulations, and ordinances.

## Council Policy 91-4.01

- c. The length of the concession activity must be of a limited duration, ranging from a few hours to three months unless Section 4.01.04363 applies. The permit shall be immediately revocable by the City Manager or designated representative if any portion of the Concession Policy is breached.

### 4.01.062 Rules and Regulations

- a. The City retains priority use of its facilities and reserves the right to reject all applications for commercial vending or fund-raising activities in the parks. The City further reserves the right to conduct concessions using its own staff or contractors.
- b. *The concessioner holds the City harmless from liability for their activity and if there is substantial risk involved, as determined by the City Manager, the concessioner provides a certificate of insurance in accordance with City specifications, listing the City as an additional insured.*
- c. Any approved concessioner must agree to abide by all applicable federal, State, and local laws, rules, and regulations.
- d. All concessions must display a valid Corvallis Parks and Recreation Concession Permit when using a park for commercial vending or fund-raising gain.
- e. All concessions involving food must have an approved Benton County Health Department certificate, if applicable.
- f. Any activity or event associated with commercial vending or fund-raising gain in the park must not endanger persons or property or detract from the public's recreational use or aesthetic enjoyment of the park.
- g. *The concession must only occur in locations approved by the City Manager or designated representative, and authorized by permit.*
- h. Utilities used by or for the benefit of the concessioner shall be paid for by the concessioner at a rate to be determined by the Parks and Recreation Director.

## Council Policy 91-4.01

### 4.01.063 Agreements

An agreement, requiring an action of the City Council, will be used at any time when a request to use the park for commercial vending or fund-raising gain:

- a. Covers a period in excess of three consecutive months in any calendar year;
- b. The circumstances and/or risks set a precedent; or,
- c. The concession requires an exception to existing rules and regulations.

### 4.01.064 Permitted and Not Permitted Activities

Examples of profit activities that may be permitted in designated areas of a park include, but are not limited to:

- a. Food/beverages that can be consumed in the park;
- b. Paintings;
- c. Handcrafted art items;
- d. Small carnival games, usually as part of an event; and
- e. Flowers/vegetables/plants.
- f. **Footraces**

Examples of profit activities that are not permitted in designated areas of a park include, but are not limited to:

- a. garage or rummage sales;
- b. selling used cars or other large equipment.

### 4.01.070 Review and Update

This Leisure and Culture Activities Policy shall be reviewed every three years by the Parks and Recreation Director in ~~October~~ and updated as appropriate.