**CORVALLIS**
**CITY COUNCIL AGENDA**

**March 5, 2012**
**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 – February 21, 2012
   2. City Council Work Session – February 11, 2012
   3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Bicycle and Pedestrian Advisory Commission – February 3, 2012
      b. Citizens Advisory Commission on Civic Beautification and Urban Forestry – January 12, 2012
      c. Investment Council – February 2, 2012
      d. Public Art Selection Commission – January 19, 2012
      e. Watershed Management Advisory Commission – January 18, 2012

B. Confirmation of Appointment to Citizens Advisory Commission on Transit (Wright)

C. Announcement of Vacancies on Advisory Boards, Commissions, and Committees (Arts and Culture Commission - Calhoun; Downtown Commission Parking Committee - Schwindt)

D. Announcement of Appointment to Parks, Natural Areas, and Recreation Board (Ashton)

E. Schedule a public hearing for March 19, 2012, to consider an appeal of a Planning Commission decision (PLD11-00004, SUB11-00001 – Harrison Street Apartments)

F. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(d) (status of labor negotiations)

## III. ITEMS REMOVED FROM CONSENT AGENDA

## IV. UNFINISHED BUSINESS

A. Deliberations relating to an appeal of a Historic Resources Commission decision (HPP11-00033 – Johnson Carriage House) [direction]

## V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. OSU/City Collaboration Project update [information]

B. Council Reports

C. Staff Reports [information]

1. Council Requests Follow-up Report – March 1, 2012
2. Energy Efficiency and Conservation Block Grant status

## 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 – February 22, 2012
1. Willamette Water Trail Partnership Memorandum of Understanding [direction]
2. Social Services Semi-Annual Report [direction]

B. Administrative Services Committee – February 22, 2012
1. Single-Use Plastic Bag Reduction [information]

C. Urban Services Committee – February 23, 2012

1. McFadden Industrial Annexation Explanatory Statement and Display Ad [direction]
2. Systems Development Charge Annual Review [direction]

   *ACTION:* *A resolution establishing Systems Development Charge rates, per Municipal Code Chapter 2.08, "Systems Development Charge," and stating an effective date,* **to be read by the City Attorney**

D. Other Related Matters

1. *A resolution accepting the Oregon Department of Transportation Local Agency Certification Program Agreement (No. 27077), and authorizing the City Manager to sign the agreement and future amendments,* **to be read by the City Attorney**

## X. NEW BUSINESS

A. Downtown Economic Improvement District reauthorization process (immediately after Consent Agenda) [direction]

## 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

## MARCH 5 - 17, 2011

MONDAY, MARCH 5

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

TUESDAY, MARCH 6

- Airport Commission - 7:00 am - Madison Avenue Meeting Room, 500 SW Madison Avenue
- No Human Services Committee
- Downtown Commission Parking Committee - 5:30 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

WEDNESDAY, MARCH 7

- Housing and Community Development Commission - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- Administrative Services Committee - 4:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- Planning Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard
- Corvallis-Benton County Public Library Board - 7:30 pm - Library Board Room, 645 NW Monroe Avenue

THURSDAY, MARCH 8

- Citizens Advisory Commission on Civic Beautification and Urban Forestry - 8:00 am - Parks and Recreation Conference Room, 1310 SW Avery Park Drive
- No Urban Services Committee

SATURDAY, MARCH 10

- No Government Comment Corner

MONDAY, MARCH 12

- Mayor/City Council/City Manager Quarterly Work Session - 7:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

TUESDAY, MARCH 13

- Ward 2 (Councilor Roen Hogg) Meeting - 7:00 pm - Depot Suites, 700 SW Washington Avenue (City sponsored)

WEDNESDAY, MARCH 14

- Citizens Advisory Commission on Transit - 8:20 am - Madison Avenue Meeting Room, 500 SW Madison Avenue

- Downtown Commission - 5:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard

THURSDAY, MARCH 15

- Parks, Natural Areas, and Recreation Board - 6:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard

SATURDAY, MARCH 17

- Government Comment Corner (Councilor Biff Traber) - 10:00 am - Library Lobby, 645 NW Monroe Avenue

# CITY OF CORVALLIS
# COUNCIL ACTION MINUTES
# February 21, 2012

## SUMMARY OF DISCUSSION

| Agenda Item | Information Only | Held for Further Review | Decisions/Recommendations |
|---|---|---|---|
| **Consent Agenda**<br>Pages 89 | | | |
| **Mayor Reports**<br>1. Helen Ellis recognition<br>2. ECL Proclamation – International Year of Cooperatives – February 2012<br>3. OSU/City Collaboration Project Steering Committee update<br>4. Benton County Ten Year Plan to Address Issues Surrounding Housing and Homelessness Forum<br>Pages 90-91, 93, 94 | <br>Yes<br><br><br>Yes<br><br>Yes | | <br><br>• Proclaimed |
| **New Business**<br>1. Highway 20/34 corridor plan<br>Pages 91-92 | <br>Yes | | |
| **Unfinished Business**<br>1. CPI communications site lease<br>2. City Legislative Committee – February 15, 2012<br>Pages 92-93 | | | • Authorized City Manager to sign passed U<br>• Authorized Mayor to communicate support for HB 4037, 4028, 4025, 4093, SB 1560; opposition of HB 4144, 4090 passed unanimously. |
| **Council Reports**<br>1. "The End of Growth" lecture (Hervey, Traber)<br>2. *After the Fire* film invite (Beilstein)<br>3. *Bag It* movie available (Beilstein)<br>4. PW commendation (Beilstein)<br>5. Sustainability Fair/Town Hall (Traber)<br>6. South African 4-H Students (Traber)<br>7. EITC/AARP tax assistance (Traber)<br>8. Sister Cities update (Raymond)<br>9. BCCCF update (Raymond)<br>10. CAD update (Raymond)<br>11. MLK Park signage (Raymond)<br>12. Locavore's Winter Table (Hirsch)<br>13. Library used book sale (Beilstein)<br>Pages 93-94 | <br>Yes<br><br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes | | |

| Agenda Item | Information Only | Held for Further Review | Decisions/Recommendations |
|---|---|---|---|
| **Staff Reports**<br>1. CMR – January 2012<br>2. CRFR – February 16, 2012<br>3. Advisory Question update<br>Pages 94-95 | <br>Yes<br>Yes<br>Yes | | |
| **ASC Meeting of February 8, 2012**<br>1. Financial Policies recommendation<br>Pages 95 | | | • Amended passed U |
| **USC Meeting of February 9, 2012**<br>1. CP 91-9.02, "Dirt on Streets"<br>2. CP 91-9.07, "Building Permits"<br>3. Airport Lease Amendments<br>4. Occupy Public ROW (Ayers)<br>Page 95-96 | | | • Affirmed passed U<br>• Affirmed passed U<br>• Authorized City Manager to sign passed U<br>• Denied alley overhang, approved 2nd-Jackson overhangs with tree notch and liability requirements passed 7-0; (1 abstained)<br>• Directed staff to develop public ROW encroachment policy passed 7-0; (1 abstained) |
| **Executive Session**<br>1. CPOA labor negotiations<br>2. IAFF labor negotiations<br>Page 96-97 | <br>Yes<br>Yes | | |
| **Visitors' Propositions**<br>1. Corvallis-Uzhgorod Sister Cities project (Rampton)<br>Page 97 | Yes | | |
| **Public Hearing**<br>1. Johnson Carriage House<br>Pages 97-115 | | March 5, 2012 | |

Glossary of Terms

| | | | |
|---|---|---|---|
| AARP | American Association of Retired Persons | EITC | Earned Income Tax Credit |
| ASC | Administrative Services Committee | HB | House Bill |
| BCCCF | Benton County Commission on Children & Families | IAFF | Int'l Fire Fighters Association |
| CAD | Community Alliance for Diversity | MLK | Martin Luther King, Jr. |
| CMR | City Manager Reports | OSU | Oregon State University |
| CP | Council Policy | PW | Public Works |
| CPI | Consumers Power, Inc. | ROW | Right-of-way |
| CPOA | Corvallis Police Officers Association | SB | Senate Bill |
| CRFR | Council Requests Follow-up Report | U | Unanimous |
| ECL | Enhancing Community Livability | USC | Urban Services Committee |

**CITY OF CORVALLIS**
**COUNCIL ACTION MINUTES**
**February 21, 2012**

The regular meeting of the City Council of the City of Corvallis, Oregon, was called to order at 12:00 pm on February 21, 2012 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 Hervey, Beilstein, Hogg, Brown, Traber, O'Brien, Raymond, Hirsch

ABSENT: Councilor Brauner (excused)

II. CONSENT AGENDA

Councilors Brown and Hirsch, respectively, moved and seconded to adopt the Consent Agenda as follows:

A. Reading of Minutes
   1. City Council Meeting – February 6, 2012
   2. City Council Work Session – February 4, 2012
   3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Citizens Advisory Commission on Transit – January 11, 2012
      b. Downtown Commission – January 11, 2012
      c. Economic Development Commission – January 9 and February 2, 2012
      d. Historic Resources Commission – January 10, 2012
      e. Planning Commission – January 4 and 18, 2012
      f. Watershed Management Advisory Commission – November 16, 2012

B. Confirmation of Appointments to Boards, Commissions, and Committees (Capital Improvement Program Commission - Carroll; Committee for Citizen Involvement - Demarest, Kilian, Parnon; Public Art Selection Commission - Laing)

C. Announcement of Vacancy on Citizens Advisory Commission on Transit (Shimabuku)

D. Announcement of Appointment to Citizens Advisory Commission on Transit (Wright)

E. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(d) (status of labor negotiations)

Councilor Traber requested the January 18, 2012 Planning Commission minutes be administratively corrected to reflect Councilor Hogg as the Planning Commission Council Liaison.

The motion passed unanimously.

III. ITEMS REMOVED FROM CONSENT AGENDA – None.

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. Helen Ellis recognition

Mayor Manning honored Ms. Ellis for her many years of service to the City and community. She noted that Ms. Ellis was a former Councilor and member of the Downtown Redevelopment and Riverfront Commissions. She is retiring from the Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF), Heartland Humane Society Board of Directors, and other civic duties. Mayor Manning acknowledged many special guests in the audience including Mr. Ellis and former Parks and Recreation Director Moye.

Parks and Recreation Director Emery said Ms. Ellis recently explained that her political career began when her grandmother gave her a necklace that included an elephant and donkey. Her grandmother told her it did not matter what side she chose, just as long as she voted. Ms. Ellis still wears that necklace. Ms. Emery highlighted Ms. Ellis' many accomplishments, including being the first female to receive a "lettermen's jacket" from Corvallis High School, supporter of and registered lobbyist for Senior and Disabled Services, master flower judge, and many more. Ms. Ellis was the first chair nominated to CBUF and has been honored with many awards. She helped shape this community and is a role model for all volunteers.

CBUF Chair Rehkugler added that Ms. Ellis was a great facilitator and powerful leader with a wonderful sense of humor. She made visitors feel welcome and heard, while keeping the meeting moving. CBUF is a well-known and respected commission due to the direction of Ms. Ellis.

Heartland Humane Society Board Member Thompson described Ms. Ellis as "a very classy lady" who is quiet, efficient, and knows exactly what needs to happen.

Ms. Ellis received a standing ovation when presented with flowers from the City and a plant from former Councilor Schmidt.

Ms. Ellis thanked everyone for the recognition. She acknowledged her husband of 56 years, noting that she could not have accomplished so much without him.

2. Proclamation of Enhancing Community Livability - International Year of Cooperatives – February 2012

Mayor Manning noted that she originally read the proclamation on February 16 during an event at First Alternative Natural Foods Co-op. She read the proclamation and presented a signed copy to representatives from the Co-op.

Co-Op Marketing Coordinator Stimac thanked the Mayor for the proclamation and acknowledgment of what food cooperatives offer communities.

## X. NEW BUSINESS

A. Highway 20/34 corridor plan presentation by Oregon Department of Transportation

John deTar, Oregon Department of Transportation (ODOT) Program Manager, said this plan includes State Highway 20/34 between Newton Creek in Philomath and SW 35th Street in Corvallis. He emphasized that the report is not related to any upcoming construction project as there are no funds available. A corridor plan had been developed in the early 1990s. During a recent review, the plan was determined to be outdated and potentially not reflecting current needs, policies, or solutions.

Councilor Brown left the meeting at 12:21 pm.

John Bosket, DKS Associates Project Manager, emphasized that the current work on this plan is for scoping purposes only. The primary focus is to seek input from the communities and stakeholders.

Councilor Brown returned to the meeting at 12:22 pm.

Jean Lawson, JLA Public Involvement Principal, said the purpose of the community outreach effort is to proactively engage individuals who are impacted by or interested in the corridor plan. She reviewed outreach efforts identified in the draft plan and included in meeting materials. She noted that the plan was developed following interviews with key representatives from a diverse set of neighborhood, business, property owner, and interest groups within the corridor, and in consultation with a committee comprised of key staff from each partner agency in each jurisdiction.

In response to Mayor Manning's inquiries, Mr. deTar said there is no implementation target date due to current contracting restrictions by the Oregon Legislature. When the restriction is lifted, outreach activities will be implemented and are expected to take approximately 18 months. The 1990s corridor plan was reviewed by ODOT after leadership from Benton County and the City inquired about construction improvements at SW 53rd Street and Highway 20/34 (SW Philomath Boulevard). Although ODOT did not have funding to support any improvements at that time, the request triggered a plan review.

In response to Councilor Beilstein's inquiry, Mr. deTar said he serves on the Technical Advisory Committee of the Corvallis Area Metropolitan Planning Organization (CAMPO) and is aware of nearby developments and how plans impact other jurisdictions. This includes Benton County's intention to upgrade the intersection of SW 53rd Street and West Hills Road.

In response to Councilor Beilstein's suggestion to include the Corvallis Bicycle and Pedestrian Advisory Commission (BPAC) in future outreach, Mr. deTar confirmed that ODOT will actively engage existing related committees in each jurisdiction with regular updates.

Mr. deTar clarified that ODOT will review the analysis of the West Hills Road project as it impacts Highway 20/34. The planning process will not include any decisions about what will be constructed at the West Hills Road intersection with SW 53rd Street.

As Council Liaison to the Committee for Citizen Involvement (CCI), Councilor Hervey said CCI has experience working with constituents and delayed implementation of projects and can provide additional insight. He noted that his neighborhood utilizes a listserve for communication and since they are adjacent to South 3rd Street/Highway 99, ideas about traffic and pedestrian improvements are frequently shared via the listserve.

Ms. Lawson added that BPAC and neighborhood associations were included in the initial outreach and will continue to be included. She added that key staff from each jurisdiction will provide direction about day-to-day activities. A steering committee comprised of decision-makers will be responsible for consensus on project milestones.

Councilor Traber noted that the plan goes from the eastern border of downtown Philomath to SW 35th Street. He inquired whether the segment from SW 35th to where it crosses the Willamette River is a separate project and when that plan might be updated.

Mr. daTar said ODOT is reviewing the section that was evaluated in the early 1990s as that area relies on the highway for access (Newton Creek to SW 35th Street). ODOT wants to address the primary issue associated to access with the pertinent jurisdictions. The segment to the east involves additional issues that will not be addressed in this review.

## IV. UNFINISHED BUSINESS

### A. Lease agreement with Consumers Power, Inc., for a communications site on Marys Peak

City Attorney Fewel said a review by his office determined the agreement is adequate and can be accepted.

Councilor Raymond said there were questions about the jurisdiction of the area below the south tower and removal of vegetation.

Interim Public Works Director Steckel clarified that the section of Marys Peak involving recent controversy about a construction project is owned by the Forest Service and is not near the property included in this lease.

Mr. Fewel said once the lease agreement is signed, the City has the ability to require Consumers Power, Inc. to comply with applicable laws.

Councilor Traber said the Forest Service/Marys Peak/Scenic Botanical special interest area appears to exclude part of the area noted in the lease.

Mr. Fewel agreed that it is unclear and ambiguous. After speaking to several jurisdictions, his office believes the lease provides adequate protection.

Councilors O'Brien and Traber, respectively, moved and seconded to authorize the City Manager to sign a public property lease agreement with Consumers Power, Inc. for a communications site on Marys Peak. The motion passed unanimously.

B. City Legislative Committee – February 15, 2012

Mayor Manning reported that the Committee discussed seven bills and recommends Council support five bills and oppose two bills. She noted that House Bill 4090 was narrowly supported by the House and will be presented to the Senate.

Councilors Beilstein and Traber, respectively, moved and seconded to authorize the Mayor to communicate to the Legislature support for House Bills 4037, 4028, 4025, 4093, and Senate Bill 1560; and, opposition for House Bills 4144 and 4090. The motion passed unanimously.

V. MAYOR, COUNCIL, AND STAFF REPORTS – continued

A. Mayor's Reports – continued

Mayor Manning reported on three primary items discussed during the recent OSU (Oregon State University)/City Collaboration Project Steering Committee meeting:

1. Project Manager, Eric Adams, was introduced,
2. An updated six-month time line was reviewed, and
3. Chairs were appointed for each work group.

Patricia Daniels will chair the neighborhood planning work group, Dan Schwab will chair the neighborhood livability work group, and Steve Clark will chair the parking and traffic mitigation work group. A consultant will conduct a traffic study in the project area and the Steering Committee will meet again in three months.

B. Council Reports

Councilor Hervey referred to a flier Councilor Beilstein distributed announcing "The End of Growth" lecture by Richard Heinberg on February 29 (Attachment A). He opined that the lecture will be a good follow-up to the recent forum sponsored by the League of Women Voters on "Rethinking Our Economy."

Councilor Beilstein invited Councilors and members of the audience to a viewing of *After The Fire* at LaSells Stewart Center on February 22. The documentary is a true accounting of a university housing fire.

Councilor Beilstein announced that he has a copy of the *Bag It* movie for Councilors to borrow and view. The movie is about banning plastic bags.

Councilor Beilstein commended the Public Works Department for increasing visibility at the intersection of SW Washington Avenue and SW 9th Street.

Councilor Traber said he will attend Mr. Heinberg's lecture noted by Councilor Hervey. It is a discussion needed to gain a full understanding of our current economy.

Councilor Traber reminded the Council and audience about the March 1 Sustainability Fair and Town Hall.

Councilor Traber reported that he and Mayor Manning recently met with several 4-H students from South Africa. OSU is hosting a reception for the students on February 24.

Councilor Traber explained how the Earned Income Tax Credit (EITC) provides financial aid for lower to middle income working families. United Way is publicizing EITC and a tax preparation assistance program offered by the American Association of Retired Persons. Local residents able to utilize EITC provides an economic benefit to the community as the credit (up to $5,700) will most likely be spent in Corvallis. Linn County estimates $3 million returned to the local community through this tax credit.

Councilor Raymond updated Council on activities associated with the Corvallis Sister Cities Association, Benton County Commission for Children and Families, and the Community Alliance for Diversity. She noted that individuals who assist with projects in Martin Luther King, Jr. Park desire better signage to honor Dr. King.

Councilor Hirsch said he is a member of the First Alternative Natural Food Co-op Board. The Co-op contributes to the community in many ways. On Saturday, they are sponsoring "Locavore's Winter Table," an event that includes panel discussions, food fair, and several workshops.

A. Mayor's Reports – continued

Mayor Manning said the Benton County Ten Year Plan to Address Issues Surrounding Housing and Homelessness will hold a public forum at the Library on February 23.

B. Council Reports – continued

Councilor Beilstein announced that the Library will hold their annual used book sale at the Benton County Fairgrounds next weekend.

C. Staff Reports

1. City Manager's Report – January 2012

City Manager Patterson said, although there are no longer funds for school resource officers, Police staff continue to be engaged with local students. Sergeant Goodwin recently spoke at the OSU Greek Transition Summit about being a good neighbor, second response notice, minor in possession, and chronic nuisance properties. In January, Officer Kantola spoke to students at Corvallis High School about drug and alcohol use and Officer Hinckley spoke at a Crescent Valley High School student government class.

2. Council Request Follow-up Report – February 16, 2012

Councilor Hirsch said 2013 represents milestone anniversaries for many local arts and cultural facilities, including the Majestic Theatre, Arts Center, and daVinci Days. Festival directors and others are working together to plan an anniversary event and form a downtown cultural district. He requested follow-up information on the process to initiate a proclamation and recognition of 2013 as the Year of Culture in Corvallis. Six organizations are working on this project and dedicating a portion of their funding toward this celebration.

Councilor Hirsch clarified for Councilor Traber that the Arts and Culture Commission is aware of this independent effort.

3. Advisory Question update

Assistant to City Manager/City Recorder Louie reported that the chief petitioners withdrew their petition for an advisory question. This action ends their process and all legal requirements associated with that petition. Council's decision to forward the same advisory question will continue. The Administrative Services Committee (ASC) will consider a ballot title in April followed by review of the explanatory statement.

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

A. Human Services Committee – None.

B. Administrative Services Committee – February 8, 2012

1. Financial Policies Recommendation

Councilors Hirsch and Traber, respectively, moved and seconded to amend the Financial Policies as recommended by staff.

Councilor Hirsch acknowledged the work of Finance Director Brewer, staff, and other ASC members. The updated policies are comprehensive and coherent.

The motion passed unanimously.

C. Urban Services Committee – February 9, 2012

1. Council Policy Review and Recommendation: 91-9.02, "Dirt on Streets"

Councilors Hervey and Hogg, respectively, moved and seconded to affirm Council Policy 91-9.05, "Dirt on Streets." Councilor O'Brien requested, and Councilor Hervey accepted, a friendly amendment to affirm Council Policy 91-9.02, "Dirt on Streets." The motion passed unanimously.

2. Council Policy Review and Recommendation: 91-7.04, "Building Permits"

Councilors Hervey and Hogg, respectively, moved and seconded to affirm Council Policy 91-7.04, "Building Permits." The motion passed unanimously.

4. Airport Lease Amendments – WKL Investments Hout, LLC; Western Pulp; Plastech; Kattare Internet; T. Gerding Construction

Councilors Hervey and Hogg, respectively, moved and seconded to authorize the City Manager to sign the lease amendments. The motion passed unanimously.

3. Occupy Public Right-of-Way Request (NW Second Street and NW Jackson Avenue – Ayers)

Councilor O'Brien stated a conflict of interest, excused himself from the discussion, and observed the proceedings from the audience.

Councilor Hervey said the Urban Services Committee reviewed an application to extend a building overhang four-feet into the public right-of-way (ROW).

Councilors Hervey and Hogg, respectively, moved and seconded to deny the alley overhang, approve the NW 2nd Street and NW Jackson Avenue overhangs, include a notch in the NW Jackson Avenue overhang for the tree located on the east, and require liability language for any impacts the overhangs may cause.

Councilor Hogg said he opposed this decision during Committee discussions. After making a site visit, he strongly supports the recommendation.

The motion passed seven to one with one abstention.

Councilors Hervey and Hogg, respectively, moved and seconded to direct staff to add to the Public Works Department work program task list the development of a policy regarding encroachments into public rights-of way. The motion passed seven to one with one abstention.

Councilor O'Brien returned to the Council table.

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. No decisions would be made during the executive session. Council and staff members were reminded that the confidential executive session discussions belong to the Council as a body and should only be disclosed if the Council, as a body, approves disclosure. Council or staff members not be able to maintain the Council's confidences should leave the meeting room.

*The Council entered executive session at 1:17 pm.*

Mr. Patterson and Assistant City Manager Volmert briefed Council about labor negotiations with the Corvallis Police Officers Association and International Association of Fire Fighters.

Mayor Manning recessed the Council at 1:50 pm and reconvened the Council at 7:00 pm in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon.

I. ROLL CALL

PRESENT: Mayor Manning, Councilors Hervey, Beilstein, Hogg, Brown, Traber, O'Brien, Raymond, Hirsch (7:13 pm).

ABSENT: Councilor Brauner (excused)

Mayor Manning directed Councilors' attention to items at their places, including additional public hearing materials (Attachments B and C) and information related to the recent humanitarian shipment to Uzhgorod, Ukraine (Attachment D).

VI. VISITORS' PROPOSITIONS

Mark Rampton briefed Council on the recent shipment of medical equipment and other items to Uzhgorod, Ukraine, organized by the Corvallis-Uzhgorod Sister Cities Association (Attachment D). He read from, and presented Mayor Manning, a thank you letter from the Uzhgorod Sister Cities Association President. Mr. Rampton acknowledged the behind the scenes volunteers who make these partnerships possible.

As Council Liaison to the Corvallis Sister Cities Association, Councilor Raymond said it has been an honor working with everyone connected to this project. Several fund raising activities have been initiated for the next project to acquire a wheelchair accessible bus.

Because there were no other citizens in attendance wishing to address the Council under Visitors' Propositions, and the public hearing was advertised to begin at 7:30 pm, Mayor Manning recessed the meeting from 7:09 until 7:30 pm.

Councilor Hirsch arrived at this time.

VII. PUBLIC HEARINGS

A. A public hearing to consider an appeal of a Historic Resources Commission decision (HPP11-00033 – Johnson Carriage House)

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

*Declaration of Conflicts of Interest* – None.

*Declaration of Ex Parte Contacts* – None.

*Declaration of Site Visits*

Councilors Beilstein, Hervey, Raymond, O'Brien, Traber, Brown, and Hogg all declared making site visits.

*Objections on Jurisdictional Grounds* – None.

*Staff Overview*

Associate Planner Richardson noted that Attachments B and C were received after the staff report was submitted to Council. Attachment B includes additional written testimony received by staff before 5:00 pm on February 21. Attachment C is information received from the applicant/appellant.

Mr. Richardson reviewed the appeal via a PowerPoint slide presentation that included diagrams, photographs, and text (Attachment E).

The Johnson Carriage House (JCH), located at 612 SW 2nd Street, is a historic contributing resource in the Avery Helm National Register Historic District (District). In 2009, a complaint was received by the City about construction being conducted at this location without a Historic Preservation Permit (HPP). Staff determined that the work would have required a permit and a violation case was opened.

City staff worked with the applicant/appellant from 2009 until 2011 to resolve a number of violations. Some issues could not be resolved administratively and required review and approval of a HPP. The applicant/appellant submitted application to the Historic Resources Commission (HRC) who denied the application in January. On appeal, the application was revised prior to submitting it to Council.

**Issues on appeal:**

- Approval to install fiber cement siding over plywood siding.
- Install new wood trim over existing wood trim.
- Install new front porch steps.
- Replace front porch handrail.
- Reorient front porch landing boards.
- Replace metal doors with wood or metal-clad wood doors.
- Reinstall garage windows that had been covered by fiber cement siding.

Mr. Fewel announced that failure to raise an issue, accompanied by statements or evidence sufficient to afford the City or other parties the opportunity to respond to the issue, precludes appeals to the State Land Use Board of Appeals based upon that issue. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue precludes an action for damages in Circuit Court.

*Applicant/Appellant Presentation*

Eric Adams, Plannext Consulting, clarified that property owner, Rob Schneider, was aware his property was subject to historic preservation provisions. His actions were not an attempt to willfully circumvent the applicable regulations. Mr. Schneider believed the majority of the construction activities qualified as In-kind Repair or Replacement.

**Clarifications:**
Page 4 of the staff report indicates the porch landing boards will be reoriented parallel to the house. The proposal is to reorient the boards perpendicular to the house, which is the original orientation.

Pages 10 and 11 of the staff report speak to In-kind Repair or Replacement of the siding in relation to the reveal width for various siding materials. The report states that the 1970s siding was eight inches wide with a six-inch reveal. The report further states this information is similar to statements made in correspondence with the applicant/appellant, but inconsistent with information provided in the application. The application (Exhibit 4.21) notes that the plywood siding had a varied reveal dimension. The e-mail (Exhibit 4.28) from the applicant/appellant responds to questions from a November 22 staff review letter about the proposed siding. The applicant/appellant responded that the siding reveal width is six inches. Exhibit 4.21 refers to the pre-existing plywood siding and Exhibit 4.28 refers to the proposed siding. The applicant/appellant never indicated the plywood siding had a six-inch reveal.

**Doors**
The applicant/appellant agrees with the staff assessment related to door replacement.

**Stairs**
The applicant/appellant installed new front porch stairs on the south side of the porch. The stairs did not previously exist in this location. The stairs were installed to comply with building code. The staff report notes that HRC made findings concerning the removal of the previous railing and orientation of the porch boards, and that the HRC denial of the stairs was based on those contributing factors. HRC did not make that finding related to the stairs. The Council staff report combined the individual HRC findings to substantiate the denial. The stairs are consistent with building code and meet the Director level review criteria, eliminating the need for Condition of Approval 3.

**Porch landing boards**
The front porch landing boards will be reoriented to be perpendicular to the house. The boards are the exact dimensions of previous materials. This satisfies the In-kind Repair or Replacement criteria.

**Porch railing**
The In-kind Repair or Replacement of the porch railing was described in detail in the original appeal letter. The railing will be replaced with the exact materials and dimensions, satisfying Land Development Code (LDC) 2.9.70.b as an In-kind Repair.

**Garage windows**
Additional information and photographs (Attachment C) provides detail about the garage windows. These photographs were taken from inside the garage and show existing structure and window frames. The window frames and trim were in place on the east elevation; however, the window opening was covered with plywood. On the north elevation, the window trim was removed, leaving the frame and structure intact and the opening covered by plywood. The applicant/appellant believes the garage windows were taken from another structure, installed in the garage, and nailed in-place using quarter-round molding on either edge of the perimeter. The molding is on both the east and north windows. The glass panes are missing. The applicant/appellant will replace the glass after the window openings are uncovered on the internal and external walls. Given this additional information, the applicant/appellant believes the In-Kind Repair criteria has been met.

**Window/door trim**
Attachment C includes additional information related to the window and door trim. The previously existing wood trim was replaced with new wood trim of the same dimensions. The original application and HRC staff report notes that trim dimensions and materials are exactly the same. This satisfies the In-kind Replacement criteria. The related argument concerning the relationship of the siding to the trim pertains to the compatibility of the siding.

**Siding**
The fiber cement siding matches the design, texture, materials, dimensions, shape, and other visual qualities of the previously existing plywood siding. The reveal width matches at six-inches. The previous plywood siding and the fiber cement siding both have wood grain as the result of a manufacturing process. Both sidings are manufactured with wood product. Despite these consistencies, and the belief that the siding satisfies the In-kind Replacement criteria, if Council does not support this element, approval of the fiber cement siding is consistent with the review criteria in LDC 2.9.100.04.b.1, 2.b, and 3.

The JCH was listed as a historic contributing resource within the District despite being clad with plywood at the time of the designation. The design and material of what may have been the original siding is unclear.

It is not mandatory for a proposal to return a designated historic resource to its original form as is outlined on page 28 of the Council staff report.

LDC 2.9.100.04.b.1 emphasizes the existing designated historic resource. The JCH had plywood siding when it was designated a contributing resource within the District. Plywood siding should be the basis for determining compatibility of the fiber cement siding. Pages 20 and 21 of the Council staff report demonstrate consistency with this criterion. This section of the LDC does not expressly invoke consideration of materials that may have existed during the Period of Significance, as suggested by staff. It does, however, require consideration of the condition of the historically designated resource. Given these facts, the elements of fiber cement siding (reveal width, horizontal orientation, materials, appearance) are similar and comparable to plywood siding and support consistency with the criterion.

To apply LDC 2.9.100.04.b.2 to this application, one would need to conclusively state what the original siding material was in respect to the applicable Period of Significance. That cannot be determined. The trim line and nail pattern referred to in prior testimony is speculative.

The applicable criterion is LDC 2.9.100.04.b.2.b, which states the siding must be compatible with the historic characteristics of the designated historic resource and/or the District, based upon consideration of the historic design, style, appearance, or material composition of the resource. The plywood siding was not historically compatible siding, but it did not prevent designation of the structure as historic and contributing. The proposed siding will not further diminish historic characteristics. It is not necessary to demonstrate compatibility with either the plywood or presumed original siding, only the overall design and style of the siding found in the District.

There are numerous instances of horizontal siding with uniform reveal throughout the District. Similar sidings and reveal are located at 602, 620, 630, and 640 SW 2nd Street. They all have horizontal siding with uniform reveal and appear to be wood material. The fiber cement siding has been approved for use within the District on other structures. Additionally, other synthetic wood products have been approved for structures within the District. Recent cases include the Duncan House and the Benton Habitat development that utilizes fiber cement siding on all four new structures.

LDC 2.9.100.04.b.3 includes three main pieces assessed by this proposal. The facades criteria emphasizes particular attention be paid to facades significantly visible from public areas. Visually, from the distance of the structure to the public rights-of-way, one cannot tell the difference between fiber cement siding and wood siding.

The second piece relates to architectural details and states that the replacements for existing architectural elements or proposed new elements shall be consistent with the resources design or style. Plywood siding would be the basis for that assessment. Fiber cement board is consistent and compatible with plywood siding. The HRC opined that the trim and siding were too flat to one another. Photographs in the record reveal a three-quarter inch offset between the trim and siding on the JCH. Additional photographs reveal other nearby homes with similar shallow offsets between the trim and siding.

The request to approve the fiber cement siding is consistent with LDC 2.9.100.04.b, is reasonable, and should be supported.

*Questions of Applicant/Appellant*

Councilor Beilstein: Is it correct that the In-kind Repair or Replacement is exempt from permitting and can be completed without a review by the City?
*Mr. Adams: That is my interpretation and it was the assumption of the applicant/appellant, which is why a review was not sought.*

Councilor Hervey: Please clarify your request to delete Condition of Approval 3.
*Mr. Adams: The Condition states that a handrail will be installed around the porch and along the new steps at a height of two feet. This may not be consistent with building code*

*requirements. Replacing the handrail as proposed is consistent with the In-kind Replacement criteria and demonstrates requirements are satisfied. Additionally, the Director level criteria that allows installation of new steps to comply with building code also allows for handrail modifications to comply with building code. A Condition that states a handrail needs to be a certain dimension is redundant and only confuses issues.*

Councilor Hervey: Are any of the homes in the District utilizing fiber cement siding designated as historic structures?
*Mr. Adams: The Benton Habitat development is a non-historic, non-contributing site. The JCH issue is related to replacing non-historic siding with another non-historic siding and how that impacts of the integrity of the structure and/or District. The parallel is that fiber cement siding has already been approved for use in the District. Using fiber cement siding on the JCH cannot possibly diminish either the existing integrity of the structure or the integrity of the District. Synthetic, manufactured siding materials are being used in the District.*

Councilor O'Brien: Please clarify the plans for the garage windows.
*Mr. Adams: Exhibit I-20 is a view of the existing conditions of the east elevation of the structure. The window opening was covered with siding after removing the trim from around the window. A similar situation exists on the north elevation of the garage. The proposal is to cut away the portion of fiber cement siding to expose the currently existing window openings, reinstall the exact same trim that was removed, remove the wood paneling and supports nailed over the top of the window opening, and install single-pane glass. This will return the window to its original function and condition.*

Councilor O'Brien: Was the decision to install fiber cement siding due to a perceived deterioration of the existing siding?
*Mr. Schneider: The existing plywood siding had failed in some sections and was delaminating. One or two walls were in decent shape, but the decision was made to re-side the entire structure.*

Councilor Raymond: Why use fiber cement siding instead of wood siding? In 1907, plywood siding may not have been available and the original siding was most likely wood.
*Mr. Adams: It is safe to say that 100 years ago, manufactured siding products were not available. The reasonable argument is that when the JCH was inventoried and designated as historically contributing (or valuable addition to the integrity of the District), it was clad in plywood siding. It is not harmful to the integrity of the District or structure to replace non-historic siding with non-historic siding.*
*Mr. Schneider: Fiber cement siding is proven as a reliable, sturdy siding product.*

Councilor Raymond: Does fiber cement siding delaminate?
*Mr. Schneider: No, it does not.*

Councilor Raymond: Is perpendicular siding more historical than horizontal siding?
*Mr. Adams: The porch landing boards were originally perpendicular to the face of the structure. When the boards were replaced, they were installed parallel to the structure. The applicant/appellant will reorient the boards perpendicular to the structure which will*

*more closely match the historic design. The horizontal reference applies to the siding, not the porch boards.*
*Mr. Schneider: The original porch landing boards were shorter and perpendicular to the structure. It was incorrectly assumed that installing the porch boards parallel to the structure was more historical.*

Councilor Raymond: Why do you want to change the porch boards to be perpendicular?
*Mr. Schneider: The HRC noted that the orientation of the porch boards was not historically correct.*

Councilor Traber: Please clarify the window trim. Was new trim installed over existing trim? Was the old trim removed?
*Mr. Adams: Appeal Exhibit A-15 shows a window and window frame. The only part replaced was the trim around the outside of the frame. The new trim is the exact same materials and dimensions as the old trim.*

Councilor Traber: How was the new siding installed without removal of the window frame?
*Mr. Adams: There was sufficient width to maintain a defining relationship between the siding and the window frame. Siding was not installed over the window frame.*

Councilor Traber: Exhibit I-24 in the Council staff report is a picture identifying Siding Type 1 and Siding Type 2. Was the point of the picture to identify Type 1 as the original siding and Type 2 as the plywood siding installed in the 1970s?
*Mr. Adams: The photograph is of the interior wall of the garage that is shared with the north elevation of the house. Type 1 is characterized as a drop lap siding. The HRC relied on this photograph to conclude that drop lap siding was the original siding that existed throughout the exterior of the JCH. Given the fact that there are two different materials identified in the picture, it is difficult to agree with that conclusion.*

Councilor Traber: Are the materials in the Exhibit I-24 photograph side-by-side?
*Mr. Adams: Yes.*

Councilor Traber: Is it your opinion that this is not an indication of the original siding? Do you believe it is material installed on an interior wall on the garage or material installed and you do not know what it means?
*Mr. Adams: Of the three siding materials discussed in terms of layers, the drop lap siding is probably the closest to the original, if not the original. Since there are two types of siding side-by-side, it is difficult to conclusively state which is the historically accurate material connected to the Period of Significance. This raises the question of whether LDC 2.9.100.04.b.2.a can be applied.*

Councilor Brown: Attachment B, distributed before the meeting, includes a letter from Lori Stephens that discusses the use of horizontal fiber cement siding and refers to the 2010 Oregon Structural Speciality Code, Section 1405.16. The letter infers that installing fiber cement siding over plywood siding is not per State regulation.
*Mr. Schneider: That may be for new construction. The Benton Habitat construction installed fiber cement siding attached to 1x2s placed on top of sheathing. That method passed inspection. The fiber cement siding installation on the JCH is structurally solid.*

Councilor Brown: Was your siding installation approved by City inspectors?
*Mr. Schneider: The siding at the JCH did not require an inspection or building permit. The Benton Habitat development requires an inspection because it is new construction.*

Councilor O'Brien: Is Exhibit I-24 a photograph of the interior garage wall and not a former iteration of the exterior wall?
*Mr. Adams: The photograph is of the wall that is shared between the garage and north elevation of the house. Absent the attached garage, the entire surface as seen in the photograph would be exposed.*

Councilor Hervey: The internal wall of the garage (as seen in the photograph) is the external wall of the primary portion of the building. Is that correct?
*Mr. Adams: Yes.*

Councilor Hirsch: Is fiber cement siding being used on other designated historic homes in the District?
*Mr. Adams: The example previously provided does not involve fiber cement siding on a historic home. Fiber cement siding exists in the District as an approved siding. The connection is that when this structure was designated as historically contributing (to the District), it was clad in a manufactured siding product. Changing from one synthetic siding to another that is already utilized in the District does not negatively impact the structure or District.*

*Staff Report*

Mr. Richardson reported that LDC 2.9 identifies 27 activities exempt from obtaining HPP. There are 10 Director level activities reviewed administratively with decisions based on clear and objective criteria. Activities that do not qualify as exempt or eligible for Director level review, require review by HRC. When there are mixed applications, such as a Director level activity and HRC review activity, the HRC reviews the entire set of activities and evaluates the application based on applicable review criteria. In some cases, those applicable review criteria would be Director level and others would be HRC level. This application included reviews at the Director level and HRC level.

**Porch**
The applicant/appellant proposes new wood steps, reorientation of landing boards, and replacement of handrail. This complies with the Director level criteria in LDC 2.9.100.03.i which allows changes to first-story steps and stairways. Condition of Approval 3 states that the application complies with the Director level review criteria and contains flexibility to comply with building code requirements.

**Windows**
The applicant/appellant proposes to uncover two windows that were covered by siding and to replace the windows with single-pane glass. The applicant/appellant suggests this is an In-kind Replacement; however, without any information about the style or design of the windows that had been there, it was not possible to reach a finding that the proposed window is a match for the existing window. If the additional materials the applicant/appellant provided in Attachment C is enough information for Council to

understand what the original windows looked like and whether they matched the proposed windows, Council could find the installation an exempt activity. Staff determined that because the windows are in the same original location, are the same size, and made of the same original material, the proposal is historically compatible with what may have been there.

**Doors**
The applicant/appellant installed two metal doors without obtaining a HPP. On appeal, they are requesting to replace those doors with either metal-clad wood or wood doors. HRC noted that a wood door would be compatible and staff agree that replacing metal doors with wood doors satisfies relevant compatibility criteria.

**Trim**
Based on information in the application, there are two layers of trim. The original layer and a second layer installed in the 1970s. With the recent installation of fiber cement siding, the applicant/appellant removed one layer of trim and installed another. In other words, there are two layers of trim next to three layers of siding. It is difficult to determine whether replacement of the trim meets the In-kind Repair or Replacement criterion. The proposed trim matches existing trim in terms of material, dimensions, and style. HRC found that trim replacement resulted in a change of design or style and may not be consistent with the In-kind Repair or Replacement definition. HRC determined that the proposal was not historically compatible and that the trim did not protrude from the siding as would be typical. The applicant has provided additional information that existing trim on the house relative to the siding protrudes three-quarters of one inch which is similar to adjacent contributing resources.

**Siding**
The applicant/appellant installed fiber cement siding over the top of two layers of siding. The original siding was most likely a wood material. Plywood siding was installed over the original siding in the 1970s. HRC determined that the fiber cement siding was not a compatible design and style, and that the appearance was not compatible with the JCH. The applicant/appellant argues that replacing one synthetic material with another does not erode the historic integrity of the resource.

HRC based their decision on materials in place during the District's Period of Significance which concluded in 1949. The plywood siding was installed in the 1970s. The applicant/appellant states that it is not fair to claim drop lap as the original siding because it is not conclusive that drop lap siding clad the entire structure. The applicant/appellant has not identified the material of the original siding. It is difficult to make findings that fiber cement siding is historically compatible without knowing what kind of siding was originally installed during the Period of Significance.

In addition, HRC commented that the texture of the proposed siding was different from the 1970s siding. HRC determined the 1970s plywood siding was smooth and the applicant/appellant did not agree with that finding. Other factors, such as difference in reveal and original design resulted in HRC not being convinced fiber cement siding was historically compatible with the 1970s siding or materials in place during the Period of Significance.

Staff provided additional analysis based on information provided in the appeal letter. The Council staff report includes four options for consideration. Staff recommend option three which approves the application, in part, with Conditions of Approval, and deny the siding installation.

*Questions of Staff*

Councilor Brown: LDC 2.9.100.04.b.3 refers to existing, surrounding, comparable designated historic resources. Does "existing" mean today or the Period of Significance?
*Mr. Richardson: In this case, it means what is existing today, which is three layers of siding. LDC 2.9.100.04.b.3.a. states that the designated historic resource should closely approximate the original design, style, appearance, or material composition relative to the applicable Period of Significance. LDC 2.9.100.04.b.3.b. refers to the resource being compatible with the historic characteristics of the design, style, appearance, or material composition relative to the applicable Period of Significance.*

Councilor Brown said LDC 2.9.100.04.b.3 reads "a or b," and the applicant/appellant said they are more comfortable with "b." If they meet the requirements of "b," it is sufficient to merit approval and "a" would be irrelevant. Councilor Brown opined that, in this case, "existing" means 2008.

Councilor Brown: Why is metal-clad not sufficient for door replacement?
*Mr. Richardson: If Council finds that criterion is historically compatible, staff would not be concerned. Wood was suggested as a Condition of Approval because it was an option proposed by the applicant/appellant and noted as historically compatible by HRC.*

Councilor Brown: With regard to windows, the applicant/appellant provided photographs taken in 2008 of existing windows. The windows are still in place, but have been covered. Why is there doubt about the design of the window sashes?
*Mr. Richardson: If, based on the pictures provided by the applicant, Council determines that there were no grids in the original windows, and the original windows were the same as the proposed windows, then the window replacement can be considered an exempt activity. There is a question about whether or not the windows had grids, which makes a finding that the window replacement is an exempt activity more difficult to reach.*
*Mr. Gibb: If Council does not make the determination as noted by Mr. Richardson, Condition of Approval 1 approves the window installation as proposed by the applicant/appellant.*

Councilor Brown: When did the function of the structure change from a carriage house to apartments and when was the garage was added?
*Mr. Richardson: The Statement of Significance speaks to when the structure became an apartment complex. Staff does not know when the garage was added.*

Councilor Brown: Why does perpendicular porch boards matter?
*Mr. Richardson: The applicant/appellant proposed that on appeal. Staff found it to be an appropriate change.*

Councilor Brown: Is Council the final arbiter on what is exempt, Director level, and/or HRC level review?
*Mr. Fewel: Yes.*

Councilor O'Brien: Has staff considered whether the drop lap siding is sheathing and not siding? Drop lap sheathing seems to be inappropriate as an outdoor siding material.
*Mr. Richardson: It is possible.*

Councilor O'Brien: LDC 2.9.70 mentions exemptions from HPP. Subsection b allows for routine maintenance or In-kind Repair or Replacement, including maintenance of exterior features and deteriorated materials. The applicant/appellant testified that the siding was a replacement or repair of deteriorated materials. Has staff considered the siding replacement as In-kind based on the deteriorated condition and this section of the LDC?
*Mr. Richardson: Staff reviewed this information and concluded that it does not satisfy the exempt criteria because it was a different material and it did not match many of the requirements to meet the definition.*

Councilor O'Brien: In the initial HRC staff report, staff said the siding was compatible, reflective, and complimentary of the existing materials in form and composition. The report states that the applicant is not required to return the facility to its original state. The report further states that fiber cement siding is closer in appearance to original wood, is complimentary of abutting wood structures, is difficult to tell whether it is wood when viewed from 2nd Street, and that it better approximates the original siding. Why did staff reverse their opinion on the siding?
*Mr. Richardson: Staff carries forward the HRC decision and is presenting the HRC reasoning for finding that the siding was not historically compatible. HRC did not agree with the staff recommendation and reached different findings. The Council staff report includes additional analysis, side-by-side with the analysis provided to HRC.*
*Mr. Gibb: Staff recognizes that this is a discretionary decision by HRC. Staff is carrying forward the recommendation made by HRC as a body appointed by the City Council to make this type of discretionary decision.*

Councilor O'Brien: The basis on the siding is whether it is In-kind. The definition of In-kind is that it will match the old design, texture, materials, dimension, shape, and other visual qualities. In the HRC staff report, staff determined the siding matched the original material. Now, staff has determined that the material must be an exact match. There is no reference to exact match in the LDC. How did the requirement change from generally matching to exact?
*Mr. Richardson: Staff agrees that fiber cement siding material is not an In-kind Repair or Replacement activity; therefore, it is not exempt. The siding does not match the 1970s siding, or whatever wood material was on the structure originally. This does not mean Council cannot find the siding historically compatible. In the HRC staff report, the staff position was that the material was historically compatible based on consideration of applicable review criteria. Staff did not say it was an In-kind Repair or Replacement, exempt from the need for review. HRC reached a different conclusion and found that the siding was not exempt from review and was not historically compatible.*

Councilor O'Brien: During the HRC deliberations, they mentioned an assessment of "like-for-like" related to siding texture. What is the definition of "like-for-like"?
*Mr. Richardson: The term "like-for-like" was used synonymously with In-kind Repair or Replacement.*

Councilor Hervey: Based on testimony, the original siding is covered by two layers of additional siding. Is there a policy to establish the original siding?
*Mr. Richardson: The burden is on the applicant/appellant to demonstrate compliance with applicable review criteria. Staff cannot speculate why that information was not included in the application.*

Councilor Beilstein: When Mr. Fewel responded to Councilor Brown that Council is the final arbiter in an exempt, directorial, or public hearing decision, did he mean Council is the final arbiter of any interpretation required by the LDC?
*Mr. Fewel: Yes. This is a quasi-judicial decision and it is de novo. Council is being asked to be a jury. If there is conflicting information, Council needs to apply the evidence to the criteria and determine whether the evidence proves the criteria has been satisfied. It is a brand new hearing and it is up to Council, who adopted the LDC, to make the final decision.*

Councilor Raymond: Are there any other historical renovations in the City that have used fiber cement siding?
*Mr. Richardson: There have been instances in the last few years where requests to replace wood siding with fiber cement siding have been denied. There have been instances in new construction where fiber cement siding has been installed within a historic district, such as the Benton Habitat development that is all new buildings and not a renovation.*

Councilor Raymond: If this is a quasi-judicial hearing, the question is whether this will be a precedent setting decision?
*Mr. Richardson: Council should be specific in the findings. For example, Council could find that fiber cement siding is an In-kind Repair or Replacement activity for plywood siding.*
*Mr. Fewel: It would set a precedent to the extent of identical facts and criteria was applied in an identical situation. Council is obligated to treat everyone equally under the law. The findings can be narrow.*

*Public Testimony – Support* – None.

*Public Testimony – Opposition*

Carolyn Ver Linden read from her prepared testimony (Attachment F) and added that the original JCH was converted to a home in 1912 and apartments in 1927. She clarified for Councilor Hogg that Mary Gallenger conducted the original historic surveys for the Avery Helm Historic District in 1983.

BA Beierle submitted testimony distributed prior to the meeting (Attachment B). She added the following:

Exemptions – LDC 2.9.70.b is very clear that an exemption does not apply if there is a material change in the resource. The siding changed from wood to fiber cement; therefore, it cannot be considered an exemption. Technically, it cannot be an In-kind Repair or Replacement since the applicant/appellant has taken nothing away and has replaced it with something else.

Fiber cement siding used elsewhere – LDC 2.9.100.04.a is general review criteria referring to historic significance, historic integrity, and other elements. The Benton Habitat homes are not historically significant, do not have historic integrity, their architectural style is contemporary, and they are new construction. The JCH has historic significance and the integrity of the building is good. The Johnson House is located adjacent to the JCH, which is rare.

Drop lap siding – The photograph revealing drop lap siding clearly identifies it as the original siding. It is not sheathing and is most likely attached to studs. The photograph includes two types of siding with a seam, trim line, and evidence of nail holes that held trim in place on one side, but not the other. It is reasonable to conclude that one side was an opening covered with plywood and the drop lap siding was original.

Councilor Beilstein: How has the applicant/appellant degraded the historic significance by installing non-conforming material over non-conforming material? Has he actually harmed the historic value by installing fiber cement siding?
*Ms. Beierle: He has introduced an element that does not belong and by applying fiber cement siding over existing plywood, he will accelerate the deterioration of the two sidings underneath and the overall building.*

Councilor Hervey: Where is the Johnson House in relation to the JCH?
*Ms. Beierle: To the north.*

*Public Testimony – Neutral* – None.

*Appellant Rebuttal*

Mr. Adams said the Period of Significance is irrelevant in this case. There are applicable criteria that the applicant/appellant can comply with and demonstrate consistency that do not rely on materials dating to the Period of Significance. Specifically, LDC 2.9.100.4.b. 2.b does not invoke the Period of Significance. Fiber cement siding is comparable to plywood siding as the existing material. Existing material is material invoked by several standards in the LDC to demonstrate consistency. Fiber cement siding is a manufactured material, uniform reveal of six inches, is oriented horizontally, and has a synthetic wood grain; all comparable, if not identical, to the existing plywood siding. The plywood siding existed on the structure when it was inventoried.

The applicant/appellant has demonstrated that the trim is consistent with In-kind Repair or Replacement criteria. If the replacement of the trim and approval of the siding is consistent with LDC 2.9.100.04.b, Condition of Approval 1 is not needed.

If the interpretation of "In-kind" means exact match, the word "exact" should be included in the LDC definition. Since it is not included in the definition, there is a degree of flexibility in what "match" means.

Discovery of the original siding material is not required to comply with LDC 2.9.100.04.b.2.b. The reason for this includes cost and environmental health impacts. It is important to note that if plywood siding continued to be manufactured and the applicant/appellant replaced the plywood siding with plywood siding, there would be no need for this hearing. Fiber cement siding improves the appearance and compatibility of the structure and District.

The JCH was inventoried and deemed to be a historically contributing structure to the District without any reliance or consideration of the Johnson House. The JCH stands on its own as a primary designated historic resource and there is no bearing on the Johnson House.

Siding materials and installation methods utilized in 1907 when the JCH was constructed is speculation only. No one knows whether the drop lap is sheathing or siding.

Regarding the method of fiber cement siding installation, current construction standards and practices were used. It is unlikely that the structural integrity of the building has been degraded.

*Questions of Applicant/Appellant*

Councilor Brown: Was the photograph of the window taken prior to the siding being installed?
*Mr. Adams: Yes.*

Councilor Brown: When the photograph was taken, did the window have cross-bars?
*Mr. Adams: There is no evidence of a divided window.*
*Mr. Schneider: There is no window. It is a wood box with a piece of plywood over it. This is why the contractor installed siding over the top of the window opening.*

Councilor Brown: Was the window sash existing before the siding was installed?
*Mr. Schneider: Yes.*
*Mr. Adams: The photograph showing the windows from inside the garage was taken five days ago. It shows exactly how the area looked prior to being covered with siding.*

Councilor Traber: What is the treatment of fiber cement siding? Is it paintable?
*Mr. Schneider: It is paintable and can be ordered pre-painted.*

Councilor O'Brien: What is the life-span of fiber cement siding?
*Mr. Schneider: The warranty may be 35 years.*

Councilor Raymond: Why not remove the old plywood siding prior to installing fiber cement siding?
*Mr. Schneider: There was a concern about the environmental and health impacts related to lead paint. There was a benefit to utilizing the existing siding as additional sheathing.*

Councilor Raymond: Did you observe rot in the plywood siding?
*Mr. Schneider: The plywood was delaminated, meaning the layers were coming apart. A heavy tar paper was installed between the plywood siding and fiber cement siding.*

Councilor Beilstein: There was testimony that installing fiber cement siding over the plywood siding would further damage the structure due to trapping water under the new siding. Is it your opinion that the new siding protects the old siding by excluding water? If, at some point, someone wants to return the structure to plywood siding, will the plywood siding be in as good or better condition than it was when the fiber cement siding was installed?
*Mr. Schneider: Absolutely. The intention was to improve the structure of the house.*

*Sur-Rebuttal*

Ms. Ver Linden read LDC 2.9.100.04.2.a and b related to Period of Significance and from her written statement (Attachment F, page 4). She added that lead paint can be painted over to encase harmful impacts. Fiber cement siding also has health impacts, requiring the use of masks and safety training prior to installation. Fiber cement siding can crack and break.

The historical relationship of the Johnson House to the JCH is not diminished simply because it served a different function. The JCH was built at the same time as the Johnson House to serve the Johnson House.

Councilor Beilstien: The Period of Significance extends from 1870 until 1949. The JCH became a residence in 1912. The link of the JCH to the Johnson House existed for only a short period of time. For most of the Period of Significance, there was no connection.
*Ms. Ver Linden: The connection continues, regardless. All of the homes are given their original historic names by the builder. The original purpose and intent of the building is the link and history. It does not matter what has happened since the original intent.*

Councilor Beilstein: The JCH had multiple uses during the Period of Significance.
*Ms. Ver Linden: The historic context is based on the original purpose and intent. It does not make sense to no longer apply the historic context when the original owner dies. The Johnson's owned the Johnson House, the JCH, and the house to the south.*

Councilor Brown: Do you have any information about the appearance and/or configuration of the doors and windows of the building when it was a carriage house?
*Ms. Ver Linden: No.*

Ms. Beierle said the Period of Significance defines historic elements and non-elements. It is a definition and is listed throughout LDC Chapter 2.9. The Johnson House has bearing and even though there is a change in use, it does not change the historical story or materials used for construction. Use is not part of the discussion.

Regarding the existing resource at the time of the nomination (to the District), the focus would be on the features present in the designated historic resource during the Period of Significance. If the Period of Significance ends in 1949, the existing elements are those present until 1949.

*Questions of Staff*

Councilor Brown: The written testimony from Ms. Stephens (Attachment B) refers to the 2010 Oregon Structural Specialty Code, and how fiber cement siding should be applied. Is there any validity to her argument that the siding was applied incorrectly?
*Mr. Richardson: The siding does not require a building permit for installation. It should be installed according to the manufacturer's specifications.*

Councilor Brown: Has fiber cement siding been used to replace or supplement exterior walls of a historic contributing resource within the City?
*Mr. Richardson: It was used to replace either vinyl siding or fiber cement siding that had been applied prior to a historic district forming.*

Councilor Brown: In that case, it would be considered "like-for-like"?
*Mr. Richardson: Yes; however, I do not think that was the exact case, because it was reviewed by the HRC.*

Councilor Brown: In the past, it was my understanding that HRC was not dependent upon precedence similar to a court of law. How would allowing fiber cement siding in this case apply to future HRC decisions?
*Mr. Fewel: It will depend partially on how the findings are drafted and approved. The law must be applied the same to everyone. If, in a future application, the facts are substantially the same, this decision would be considered a precedent.*

Councilor O'Brien: Understanding that staff does not agree that installing fiber cement siding is an In-kind Repair or Replacement, is it possible to allow the siding as a historically compatible alternative; thereby, creating a precedent needing to be reviewed on a case-by-case basis by HRC?
*Mr. Richardson: Yes. Council could find that fiber cement siding was a historically compatible material and the findings would specifically state the reasons for that finding. For example, the findings could state that it is a historically compatible replacement for plywood siding, but not for wood siding.*

Councilor Hervey: There was testimony about potentially accelerating the deterioration of the structure by installing fiber cement siding over existing plywood siding. Is there any criteria in LDC Chapter 2.9 that applies to this assumption?
*Mr. Richardson: No.*

Councilor Traber: Is In-kind Repair or Replacement not viable due to the material and other issues?
*Mr. Richardson: The key part is "in-kind." It may be a repair or replacement, but staff does not believe it is an In-kind Repair or Replacement due to the definition in LDC Chapter 1.6 that details design, appearance, materials, texture, etc.*

Councilor Traber: Specifically, which ones do not apply? The applicant/appellant argues that design, appearance, reveal, horizontal orientation, and others apply.
*Mr. Richardson: Fiber cement siding is a different material and composite. If plywood siding was still manufactured and used as the replacement siding, it would be considered*

*In-kind Repair or Replacement. It is also not clear that the 1970s siding reveal was the same dimension as the fiber cement siding. The texture does not appear to be the same.*

Councilor Traber: The applicant/appellant submitted a photograph with old and new siding with similar reveal. The photograph staff included to show a smooth surface on the old siding included 40 years of paint layers, not where paint had peeled revealing texture. Is it reasonable to conclude that the old siding was also textured?
*Mr. Richardson: It is reasonable, based on Council's evaluation of the photographs. Staff opined that the original siding was most likely smooth and did not have texture as simulated in the fiber cement siding.*

Councilor Traber: Material is the hardest to argue as "in-kind," shifting the question to compatibility with what was on the building previously or at the time of historic significance.
*Mr. Richardson: The applicant/appellant argues that the siding is exempt from review. If Council does not agree with that statement, the next step is to determine if fiber cement siding is compatible with historic characteristics of the JCH as required by LDC 2.9.100.04.b.2.b.*

Councilor Hervey: The Johnson House has drop lap siding.
*Mr. Richardson: There are photographs in the record of the Johnson House which is located to the north of the JCH. In the HRC staff report, there is reference to information from the District nomination form that discusses types of siding commonly found in the District during the Period of Significance. One of the sidings mentioned is drop lap or ship lap siding. There is information in the record that Council could refer to that would compare the siding on the JCH to the Johnson House.*

Councilor Hervey: The materials criterion include discussion about presentation and factoring in the distance from the street to the house. The JCH sits back from the street and the texture is not visible from the street.
*Mr. Richardson: This was in reference to the facades criterion in LDC 2.9.100.04.b.3 that says architectural features shall be retained, restored, and designed to compliment the primary structure and existing, surrounding, comparable historic resources. Particular attention should be paid to those facades that are significantly visible from public areas, excluding alleys. That does not mean that something not visible from a public area does not need to be considered and reviewed via HPP. It does mean, in instances where part of a building is visible from a public area, extra attention needs to be given to those alterations. The LDC does not speak to the distance from the public area; however, it does provide some flexibility for Council to determine if the changes are compatible and/or whether it is significantly visible.*

Councilor Hogg: It seems the intent of LDC 2.9.100.04.b.3.d is to avoid modern, non-conforming material unless it is consistent with the original design or structure.
*Mr. Richardson: That subsection lists certain siding materials that shall be avoided unless documented as being original. Council can look at that criteria in different ways and, depending on what is original to the building, a modern material could be approved.*

Councilor Brown referred to Councilor Hervey's inquiry about protection and said, LDC 2.9.20.b discussed a purpose having to do with protection. It is not a criterion, but can be considered when making a decision.

Councilor Hervey: Is there any expert evidence regarding the further degradation of the structure due to installing fiber cement siding over existing plywood siding?
*Mr. Gibb: Staff cannot speculate on that question. The installation did not require a building permit which would have initiated an inspection.*

*Request for Continuance* – None.

*Request to Hold Record Open* – None.

*Right to Submit Additional Written Argument*

Mr. Adams indicated that he was not waiving his right to submit final written argument. *(NOTE: This statement was unclear during the meeting. The applicant later clarified the intent to submit final written argument.)*

Mayor Manning closed the public hearing.

*Deliberations*

Councilor Beisltein said he was ready to move forward with a motion to approve the revised application and overturn the HRC decision. He inquired whether other Councilors needed more time for discussion.

Councilors Brown and Hervey, respectively, moved and seconded to postpone deliberations to the March 5 Council meeting.

Mr. Gibb noted that deliberations typically occur during noon Council meetings. There is no opportunity for additional public comment.

Mr. Gibb clarified for Councilor Hirsch that holding deliberations at a subsequent Council meeting was built into the decision making time frame.

The motion passed unanimously.

Mr. Fewel reminded Council about their legal responsibility regarding ex parte contact or other evidence. The hearing was closed and Council will make their decision on what has been submitted into the record.

In response to Councilor Hirsch's inquiry about site visits, Mr. Fewel said Council's decision should be based on what is in the record when the public hearing was closed by Mayor Manning. Making a site visit after the close of the hearing could be challenged as additional evidence.

In response to Councilor Traber's inquiry about receiving e-mail correspondence related to this case, Mr. Fewel suggested Council delete the correspondence without reading it. If it is read, it should be submitted into the record.

## XI. ADJOURNMENT

The meeting adjourned at 10:02 pm.

APPROVED:

_____

MAYOR

ATTEST:

_____

CITY RECORDER

2/21/12 Jan
Councilor Bilbstein
/cc

**The End of Growth** – Lecture by Author Richard Heinberg

We all take economic growth for granted – until it falters, as in 2008. But what if the recent economic meltdown was not just an interruption in the story of continuous economic expansion, but the first sign of the end of growth as we know it? Will the convergence of financial instability, the end of cheap oil, and climate change usher in an era of contraction? In other words, do we have to adapt to a "new normal"?

Traditional economic growth is not the best measure of human health and welfare. How might we pursue improvements in education, the arts, health, well-being, freedom, and happiness without depending upon ever-expanding consumption? What does a transition to a new economy look like that doesn't depend on a model of growth based on cheap energy, reckless consumption and financial speculation?

**Lecture Details:**
**Wednesday, February 29th, 7:00 pm**
**Corvallis High School Auditorium**
**Admission is Free**

For more information, please contact: Courtney Childs 541.766.8229.

About Richard Heinberg: Richard Heinberg is a Senior Fellow of the Post Carbon Institute and is widely regarded as one of the world's foremost Peak Oil educators. He is the author of ten books including: End of Growth (August 2011), The Post Carbon Reader (2010) (editor), Blackout: Coal, Climate, and the Last Energy Crisis (2009), Peak Everything: Waking Up to the Century of Declines (2007), and Powerdown: Options & Actions for a Post-Carbon World (2004).

# Memorandum

| | |
|---|---|
| To: | Mayor and City Council |
| From: | Bob Richardson, Associate Planner |
| Date: | February 21, 2012 |
| Subject: | Written Testimony – Johnson Carriage House (HPP11-00033) |

Enclosed with this cover memorandum is written testimony received before 5:00 PM on February 21, 2012, regarding the appeal of the referenced land use case to City Council.

February 21, 2012

Dear members of the Corvallis City Council :

I am a member of the HRC, but I am writing today as an architect concerned with the improper installation of siding on the Johnson Carriage House.

The owner of the Johnson Carriage House installed a horizontal lap cement fiberboard siding over a horizontal plywood lap siding from the 1970's, over the original drop siding from 1907.

In the 2010 Oregon Structural Specialty Code, Section 1405.16 Cement Fiber Siding, it states that *siding shall be installed over sheathing or materials listed in Section 2304.6 (*this section lists more types of acceptable wall sheathing*). Siding and accessories shall be installed in accordance with approved manufacturer's instructions.*

Lap siding is not wall sheathing. Wall sheathing is typically a 4' x 8' flat panel of plywood or oriented strand board. Wall sheathing helps in stabilizing the building against seismic forces, but it also provides a smooth surface on which to apply siding.

All fiberboard manufacturer's installation instructions that I have read state that their siding must be applied directly to studs or to wall sheathing. If it is not applied to these specifications their manufacturer's limited warranty is void. My concern with the Johnson Carriage House is that the siding was not installed to manufacturer's specifications, and therefore, not installed per code (I have never run across 3 layers of siding in the field). This means it was not installed on a level surface. The owner also stated that some areas of the 1970's plywood siding were in bad shape. In my opinion, putting siding over uneven, failing siding will do more harm than good. I had noticed that in some places on the Johnson Carriage House, the new siding was bowed and perhaps popping out. This is not a good sign. It is foreseeable that the new siding will fail because of improper installation which will allow water intrusion behind the siding which will lead to degradation of the structural integrity of the building. One should never install fiberboard lap siding in this manner, and with an historic structure one should have more concern for proper building practices.

Sincerely,

Lori Stephens
Architect, AIA

Broadleaf Architecture PC
534 NW 4th St,
Corvallis, OR 97330

City of Corvallis City Council
**Johnson Carriage House Appeal**
February 21, 2012

**Why LDC Chapter 2.9 is important for City Council**
Oregon Statewide Planning Goal 5 directs local governments to adopt programs that will protect natural resources and conserve scenic, historic, and open space resources for present and future generations. The Historic Preservation provisions of LDC 2.9 help implement this mandate. Inventory, designation, review, and celebration of Corvallis' historic resources advance this statewide goal.

**Why Historic Preservation is Important**
Preservation is place-keeping, safeguarding that sense of place that makes each and every place unique. In the words of Gertrude Stein: "There's a there, there."

**Sense of Place**
Geographic places with a strong **sense of place** have an identity and character that is deeply felt by residents and visitors. Sense of place is characterized by authenticity and is composed of natural and cultural features in the landscape. When it comes to stewardship of sense of place, we are discussing historic preservation. When we loose an element of our place – in whole or in part – we erode the whole collection of elements that define our place.

**Sense of Place and Economic Development**

Quality of life considerations are the single-most important factor when businesses consider relocation. And sense of place is a significant component of quality of life. To be competitive economically, a community must safeguard its sense of place. Other towns and communities may offer similar tax strategies, incentives, or industrial park amenities, but no one can duplicate a community's sense of place and the historic resources that help define it. That is why we are here this evening – to take good care of our sense of place, and our quality of life that place supports.

**Three-tiered System**

Chapter 2.9 provides Corvallis with a three-part system for reviewing our historic resources to streamline the process. A group of activities are exempt from review altogether; another group of activities at the Director level may be reviewed responsively. Anything with an answer that resembles "It depends," is referred to the HRC as the city-appointed authority in heritage conservation matters. The Corvallis HRC is a Certified Local Government (CLG). There are over 1800 CLG's in the country, 56 in Oregon alone. The CLG program was created in 1966, more than 40 years ago.

**Appeal**

I encourage you to adopt Recommended Action Option 3: approve the revised application in-part, with conditions that uphold aspects of the HRC decision, as itemized in Table 2, Review Criteria and Staff Recommended Decisions. And I would like to address the appellant's grounds for appeal.

**Item 1.** The staff report explains the scope of the HRC's municipal authority to approve, approve in

part, or deny an application. The HRC neither exceeded nor neglected its authority under LDC 2.0.50.16, Multiple Actions Filed Together.

**Item 2** addresses information supplied by the applicant and evidence in the record. A cursory glance at the original permit application demonstrates that unusually little information was provided in the application itself for the HRC's consideration making their deliberations that much more challenging. Many of the application questions were left either unanswered or provided little information. Further, some information provided at the hearing was either vague or self-contradicting.

Much of the appellant's justification for your reconsideration of the proposed siding installation rests on the definition of In-kind Repair or Replacement. It is important for your deliberations that the siding was **neither repaired nor replaced.** Consequently the **definition does not apply** to either this appeal or the original application. The siding is **added – applied over existing siding material** – consequently the proposed siding neither repairs failed siding, nor replaces existing siding.

The definition does tell us that in the situation where replacement does occur, replacement elements match the old in design, color, texture, materials, dimensions, shape, and other visual qualities. The definition does not allow that replacement elements match only some of these considerations, e.g., dimension but not material. As the staff report succinctly states "proposed siding is a different material than existing siding." Hardie plank contains: water, sand, wood fiber, and cement. The siding materials are not similar; they do not match.

**Item 3** addresses 2.9.100.04.b.1 General Review criteria. This is the part of the code where the expertise of the HRC is most needed. It is important to understand that (a) through (g) do not provide a checklist of criteria. These criteria have a dynamic interrelationship with one another where interpretation, evaluation, and balance in decision-making is most critical. If there is "wiggle-room" in 2.9, this is where it occurs. Those of you who have ever watched Antiques Roadshow will understand that condition matters less if an object is rare or unusual or an early example of a particular kind of widget. You will also understand that a totally ordinary object may have tremendous value if it is in pristine condition: no nicks, no bumps, no bruises. These general review criteria – taken together as a dynamic interrelationship – allow the decision-maker to distinguish how important a particular historic resource is to our sense of place and the quality of stewardship that it merits.

The appellant suggests that even though the Johnson Carriage House was inappropriately sided with plywood in the past, that it still maintained sufficient historic integrity to merit listing in the National Register of Historic Places. Further the appellant suggests that adding a new layer of inappropriate material would not change that pre-existing integrity consideration. The appellant fails to consider the additional criteria that more than compensate for lack of pristine condition. As itemized in my testimony at the HRC hearing, this property has unusually strong ties to our earliest Euro-American settlement pioneers and patterns, women's history, and conservation policy. The Johnson Carriage House is so "heavy" on the Historic Significance aspect of the these criteria that its Condition matters less. Also the resource is one of a few remaining example of a once common site arrangement of a home, the Johnson House, and its supporting dependency building, the Johnson Carriage House.

Importantly, despite the presence of inappropriately installed plywood siding in the 1970s, the Johnson Carriage House satisfies six of the seven criteria for the definition of Historic Integrity, when only two criteria need to be met to establish that a resource maintains its historic integrity.

The appellant suggests that it was inappropriate for the HRC to "apply 2.9.100.04.b.2 at all." This is not a discretionary matter for the HRC or Council. It must be determined if a proposed change is going to return a resource to its original appearance **or** be compatible with either its own or its district's **historic characteristics**. The decision-making body must determine which one of these criteria apply before considering any of the Compatibility Criteria that follow. This is not a discretionary consideration, the code states: "shall either . . . or." For example, installation of fiber cement siding categorically does not "more closely approximate the original material composition of the resource," because fiber cement siding did not exist during the District's Period of Significance. Because criterion (a) cannot be met, criterion (b) **must** apply and proposed alterations **must** be compatible with the historic characteristics of the Designated Historic Resource and/or District.

The staff report and the appellant's review of 2.9.100.04.b.3, fail to consider a critical clause: "Alteration or New Construction shall complement the architectural design or style of the primary resource, **if in existence and proposed in part to remain; and any existing surrounding comparable Designated Historic Resources.**" The siding on this resource exists and it is proposed to remain. It is inappropriate to suggest that this criterion is satisfied by matching a new alteration to an intervening mistake, particularly when it occurs outside the Period of Significance.

Any applicant could determine if materials with historic characteristics remain with careful, limited investigation of the resource in an inconspicuous place. In this particular case, all the applicant need do is examine the existing siding – that is proposed to remain – on the interior wall of the garage addition, Exhibit 1-24 (also Attachment A-9). The appellant suggests that it is "unreasonable to rely on this photo in order to reach a conclusion as to the type(s) and/or conditions(s) of the original siding that might exist elsewhere on the house." This photo and the location of the materials is exactly the type of information that responsible stewards use to research appropriate treatment for historic resources. It was appropriate for the HRC to give considerable weight to this documentary building evidence.

On page 10 of the appeal letter, the appellant suggests:

"It cannot be presumed to be present on all other portions of the exterior." While it is possible different siding materials were used on different sides of a structure, it is highly unlikely that a builder during the Period of Significance – or today – would likely use such surface variety, particularly on a Carriage House. That said, careful investigation would answer this question definitively.

There is, however, nothing conjectural about the photographic evidence. The photo does show two types of siding. It is clear that some opening, a window, door, or carriage house door, once existed here, and that siding of one type or the other was used to cover the opening. It is also evident in the photo, which was siding and which was surface infill. Siding Type 1, drop lap siding, has a trim

shadow line that parallels the seam between the two types of siding material. This shadow line tells us that trim framed the opening that existed to the right of the seam between the two siding types. The presence of nail scars in the trim shadow further supports this conclusion as well as accumulation of dirt and dust over time. No such shadow or nail scars exist on the Siding Type 2 surface, indicating that no trim covered this surface for any opening that possibly existed to the left of the seam. Siding Type 1 was trimmed out around an opening; Siding Type 2 was not, consequently Siding Type 1 was installed earlier than Siding Type 2. While it cannot be concluded that Siding Type 1 is the original siding, it can be concluded that it was installed during the Period of Significance, which is all that is needed for the HRC's – or Council's decision.

Once a determination is reached regarding siding, the issue of appropriate trim application would answer itself.

**Incentives**

Importantly, for commercial historic properties like the Johnson Carriage house and others the appellant owns nearby, substantial Rehabilitation Tax Credits exist to defray the costs of a quality rehabilitation project. The State of Oregon also offers a financially attractive Property Tax Abatement program while pre-approved rehabilitation activities are underway. These incentives apply to income-producing rental properties.

I encourage you to adopt Recommended Action Option 3.

Thank you for your kind attention.

Respectfully submitted,

BA Beierle

February 18, 2012

RECEIVED

FEB 21 2012

Community Development
Planning Division

Mayor Manning and Corvallis City Council
c/o Mr. Robert Richardson
Associate Planner
City of Corvallis
501 SW Madison Avenue
P.O. Box 1083
Corvallis, Oregon 97339-1083

Dear Mayor Manning and City Councilors:

The purpose of this letter is to express our support of the appeal filed by Mr. Rob Schneider on the Johnson Carriage House (HPP11-00033).

As owners, property managers, and brokers of historic properties in Corvallis, it is of great concern to us that the Historic Resources Commission (HRC) improperly applied the criterion in Land Development Code (LDC) Section 2.9.100.04.b.2.a. There is no evidence contained in the record that conclusively demonstrates the style and materials of the original siding material that may have existed on the Johnson Carriage House during the associated Period of Significance. Given comments contained in the minutes of the January 10, 2012, hearing, the HRC clearly made assumptions about the original siding material and based its denial of the application on this criterion. It is not defensible for a quasi-judicial body to make a land use decision by relying on speculative information.

Even more puzzling is the fact that the HRC was not obligated to apply Section 2.9.100.04.b.2.a in the first place. The language used clearly conveys the flexibility to review an application under either Part "a)" <u>or</u> Part "b)." There are no prerequisites that must first be satisfied in order for Part "b)" to apply to a proposal, and Mr. Schneider did not explicitly request approval based on one criterion and not the other. Thus, the HRC simply failed to correctly interpret and apply the applicable criteria as a whole. The subject application clearly complies with LDC Sections 2.9.100.04.b.2.b and 2.9.100.04.b.3, as discussed in the December 30, 2011, HRC staff report and further argued in the submitted letter of appeal. Therefore, the City Council should approve the request.

The larger issue raised by this appeal is the City's duty to encourage and facilitate the reasonable maintenance of historic resources. In the case of the Johnson Carriage House, Mr. Schneider made considerable effort to revitalize a historic structure that the previous owners had allowed to deteriorate. While the plywood siding replaced by Mr. Schneider was not likely to have approximated siding materials used during the Period of Significance for the Avery-Helm National Historic District, its presence did not prevent the structure from being classified as 'Historic/Contributing'. Allowing the replacement of a "non-historic" siding material with another "non-historic" siding material should not be viewed as harming the structure's historic integrity, especially when the design, style, and appearance of the HardiPlank siding is consistent with historic siding materials found elsewhere within the Avery-Helm National Historic District. Permitting this flexibility encourages property owners to properly maintain the historic resources our community cherishes without imposing burdensome requirements. The result is that both the property owner and the community benefit; the house is maintained, and its historic integrity has not decreased.

In comparison, the HRC's perspective in this case solidifies a precedent of forcing owners of historic property to rehabilitate to an almost pristine state, regardless of the costs. While some may voluntarily elect to on their own, the decision to return a historic structure to its original conditions should be left to the property owner so long as it can be demonstrated that a material that does not "closely approximate the original historic design or style, appearance, or material composition" (Section 2.9.100.04.b.2.a) of a resource is at least "compatible with the historic characteristics of the Designated Historic Resource..." (Section 2.9.100.04.b.2.b). Holding property owners to the more stringent standard will likely encourage some to repair or replace materials without first seeking the appropriate reviews, or worse, to simply not perform the necessary maintenance at all. The possible outcomes of those scenarios include an increase in Violation cases that are costly for the City to manage, and the gradual decline of historic structures judged to be too expensive to maintain.

Among the purposes of LDC Chapter 2.9 are the following.

> **b. Encourage, effect, and accomplish the protection, enhancement, and perpetuation of historic resources, historic resource improvements, and of historic districts that represent or reflect elements of the City's cultural, social, economic, political, and architectural history;**
>
> **c. Complement any National Register of Historic Places Historic sites and/or Districts in the City;**
>
> **d. Foster civic pride in the beauty and noble accomplishments of the past;**
>
> **e. Promote the use of historic districts and landmarks for education, pleasure, energy conservation, housing, and the public and economic welfare of the City;**

The City Council has an opportunity through its decision on this appeal to convey what constitutes an appropriate balance of these purposes. We strongly encourage you to facilitate a reasonable path to preserving and protecting our community's historic resources.

Sincerely,

| Signature | Printed Name | Relation to Issue |
|---|---|---|
| [illegible] | Trevor deVos | Owner 620 SW 2nd |
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February 20, 2012

RECEIVED

FEB 21 2012

Community Development
Planning Division

Mayor Manning and Corvallis City Council
c/o Mr. Robert Richardson
Associate Planner
City of Corvallis
501 SW Madison Avenue
P.O. Box 1083
Corvallis, Oregon 97339-1083

Dear Mayor Manning and City Councilors:

We are writing to you in support of Mr. Rob Schneider and his appeal of the Historic Resources Commission's (HRC) decision to deny his Historic Preservation Permit request (HPP11-00033).

Mr. Schneider has made significant improvements to the southern portion of Downtown and the Avery-Helm National Historic District by rehabilitating the Johnson Carriage House. Prior to him purchasing the house, it had been neglected and was being used as a "flop house" by various individuals. Broken windows and doors were boarded up, and litter accumulated around the property. As Mr. Schneider testified during the HRC hearing, evidence of drug use and open fires was found inside the building as renovations began. The house had become a blight on the neighborhood and was an attractive nuisance.

In comparison to those conditions, the Johnson Carriage House and the property it occupies is now well-kept and positively contributes to the historic character of the surrounding properties. The improvements made by Mr. Schneider have returned the property to a respectable condition that supports it use a residence for several tenants. Initially, Mr. Schneider made the house available to participants of a Benton County sanctioned drug rehabilitation program at sub-market rents. While this only lasted for 2 years due to funding cuts, we remain grateful to Mr. Schneider for rescuing a significant historic property from the brink of disaster.

We believe Mr. Schneider has supported the purposes of Land Development Code Chapter 2.9 by rehabilitating the Johnson Carriage House through the use of materials that are consistent with the design, style, and appearance of building materials found throughout the Avery-Helm National Historic District. These efforts ensure that the house will be available to make further contributions to the history of our community. The City Council can affirm the importance of that fact by reversing the HRC's decision and approving Mr. Schneider's request.

Sincerely,

| Signature | Printed Name | Relation to Issue |
|---|---|---|
| | K. HUMBY | Neighbor 614 S.W 4th |
| | Debra GRIFFIN | 545 S.W. 3rd Phils Tarantsmissons |
| | JAIME MARIE | 630 SW 2nd |
| | GARY SMITH | 504 NW THIRD ST CORVALLIS |
| | DOLF A. deVos | OWNER 620 SW 2nd St. CORVALLIS, OR |
| | E. Gale Farley | 2940 NE Lancaster Corvallis, OR |
| | THOMAS ELLIOTT | 4020 SW BROOKLANE CORVALLIS, OR |
| | Colleen ELLIOTT | 4020 SW Brooklane Corvallis OR |
| | JOHN T. HUMMÉ | 624 THIRD #1 CORVALLIS, OR. |
| | Jim Cikak | 4835 N.E. Viniferu St Corvallis, OR 97330 |
| | MEREDITH EBAUGHMAN | REAL ESTATE BROKER |
| | Tom Rondeau | Real Estate Broker |
| | Steve Redman | Real Estate Broker |
| | Jill Schuster | Real Estate Broker |
| | Pete Sekermestrovich | Real Estate Principal Broker/Owner |

| Signature | Printed Name | Relation to Issue |
|---|---|---|
| | SUSAN HETHERINGTON | REALTOR |
| | TERI ZALESKY | REALESTATE BROKER |
| | Michelle Fowler | Realtor |
| | Raymond Cihak | 3705 SW HILLTOP DR CORVALLIS OR 97333 |
| | John Gibbons | JOHN'S AUTO Adjacent Property |
| | Steve Isle | neighbor, works in area |
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Jim.Sobb@KW.com
Pete@SekorFamily.com

PLANNEXT

COMMUNITY • PLANNING • STRATEGIES

February 21, 2012

Mayor Manning and Corvallis City Council
c/o Mr. Robert Richardson
Associate Planner
City of Corvallis
501 SW Madison Avenue
P.O. Box 1083
Corvallis, Oregon 97339-1083

**RE: Additional Information Concerning the Johnson Carriage House Appeal (HPP11-00033)**

Dear Mayor Manning and City Councilors:

After reviewing the February 14, 2012, staff report to the City Council on the case referenced above, it is necessary to provide additional information for your consideration on behalf of the appellant. At issue are: (1) the analysis provided by City Staff concerning the request to consider the new window and door trim as an In-kind Replacement; (2) the relationship between the proposed window and door trim and the proposed siding; and (3) the proposal to repair windows present on the north and east elevations of the attached garage as an In-kind Repair.

In-kind Replacement of Window and Door Trim

Pages 8 through 10 of the City Council staff report contain an analysis of the applicant's request that the new window and door trim be considered an In-kind Replacement and exempt from review per Land Development Code Section (LDC) 2.9.70.b. In support of this request, the applicant noted during the hearing before the Historic Resources Commission (HRC) that the previously existing wood trim was removed and replaced with new (proposed) wood trim with a matching design. The analysis provided in the staff report to the HRC also noted that photographs of the trim confirmed that the dimensions of the new (proposed) wood trim match the previous trim (see Page 9 of the City Council staff report). Further, it was noted that because of these facts, the trim qualified as an In-kind Replacement and was exempt from review.

Specific comments regarding the proposed trim were made by two commissioners during the hearing. In one instance, Commissioner Stephens noted that placing a new layer of siding over an existing layer of siding "makes the top layer of siding very flat relative to the trim" (see Exhibit III-6 of City Council staff report). She continued by stating that "Normally, the trim stands out more on a historic home." Commissioner Wathen noted later in the hearing that "it could be argued that the trim is exempt, since it was replaced as it was; however, if the siding is pulled off to the original siding, then the add-on trim could be pulled off to return it to a more historic state" (see Exhibit III-9 of City Council staff report).

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Both of these comments demonstrate that the matter of concern was not whether the proposed trim qualified as an In-kind Replacement, but rather the relationship between it and the proposed siding. Therefore, the HRC did not make specific findings to support the conclusion that the proposed trim did not qualify as an In-kind Replacement.

The analysis presented in the City Council staff report interpolates the comments referenced above to conclude that the proposed trim does not qualify as an In-kind Replacement because of its relationship to the proposed siding. This represents a new argument for reaching that conclusion, and is one that was not directly synthesized by the HRC. As a result, the appellant did not have an opportunity to respond to this argument until after the appeal letter was filed and the City Council staff report had been published.

The definition of 'In-kind Repair or Replacement' makes no mention of the relationships that might exist between one type of architectural element and another. It focuses solely on the "design, color, texture, materials, dimensions, shape, and other visual qualities" of the element to be repaired or replaced. Based on testimony provided by the applicant and the analysis provided in the December 30, 2011, HRC staff report, it is clear that the proposed trim matches the previous trim in these respects, and satisfies the exemption criteria contained in LDC Section 2.9.70.b. The appellant requests that the City Council make findings to that effect.

Relationship Between the Proposed Siding and Trim

Having addressed installation of the proposed trim as an exempt activity, the related issue of how the proposed siding relates to the proposed trim remains. This issue only pertains to whether the proposed siding complies with the review criteria contained in LDC Section 2.9.100.04.b. It should be noted that the exact relationship between the previous siding and trim is unknown, as is the exact relationship between the original siding and trim.

As mentioned above, the HRC made comments concerning impacts to the structure's historic integrity potentially caused by the proposed siding being "flatter" to the proposed trim; specifically, Commissioner Stephen's statement that the trim on a historic home typically stands out more. Attached to this letter are photographs showing the offset depth achieved by the window and door trim in relation to the siding proposed on the Johnson Carriage House, (Attachments A-23 through A-24). Also attached are photographs of existing window and door trim and siding found on historic structures within the Avery-Helm National Historic District. Both of these structures are located immediately south of the Johnson Carriage House, (Attachments A-25 through A-28).

The offset depth resulting from the proposed trim and siding on the Johnson Carriage House is roughly three-quarters of an inch (3/4"). The same dimension was observed for window and door trim found on the historic houses located at 620 and 630 SW 2nd Street. Based on information contained in the Statement of Significance for the Avery-Helm National Historic District, each of these residences is designated as 'Historic/Contributing', and each still contains the original siding and trim. Therefore, the relationship between the trim and siding proposed on the Johnson Carriage House is consistent with that of siding and trim found on comparable historic resources within the Avery-Helm National Historic District that contain elements dating to the Period of Significance. This information provides additional support for arguments made by the appellant that the proposed siding satisfies LDC Sections 2.9.100.04.b.2.b and 2.9.100.04.b.3, and directly refutes findings made by the HRC concerning the

relationship between trim and siding typically found on historic homes. The appellant requests that the City Council make findings to that effect.

In-kind Repair of Garage Windows

As discussed in the appeal letter, the appellant proposes to uncover and repair two windows that are located on the north and east elevations of the garage attached to the Johnson Carriage House. With the exception of previously existing trim that was removed from around these windows when the new HardiPlank siding was installed, no other changes have been made to the structure of these windows, (see Exhibits I-16, I-17, and I-31 of City Council staff report).

The appellant's proposal to repair these windows by replacing the glass panes and re-installing the trim as an 'In-kind Repair' was based on an assumption that the photographs referenced above provide the information necessary to demonstrate compliance with LDC Section 2.9.70.b. Based on the analysis presented on Page 13 of the City Council staff report, the assumption was incorrect. Attachments A-30 through A-32 have been provided to remedy the deficient information previously presented by the appellant.

These photographs demonstrate that the frame of each window is still intact, and that the windows were installed in a fixed position. Based on the manner in which they were framed and secured, it is reasonable to conclude that the windows were taken from some other building and installed in the garage to simply allow light to enter the structure. Neither window frame shows any evidence of having originally contained divided lights. By removing portions of the HardiPlank siding to expose these windows, re-installing single pane glass, and re-installing the previous trim, the appellant will return the windows to their previous conditions and function, consistent with the definition of In-kind Repair. Therefore, this aspect of the proposal should be considered exempt per LDC Section 2.9.70.b. The appellant requests that the City Council make findings to that effect.

**Summary**

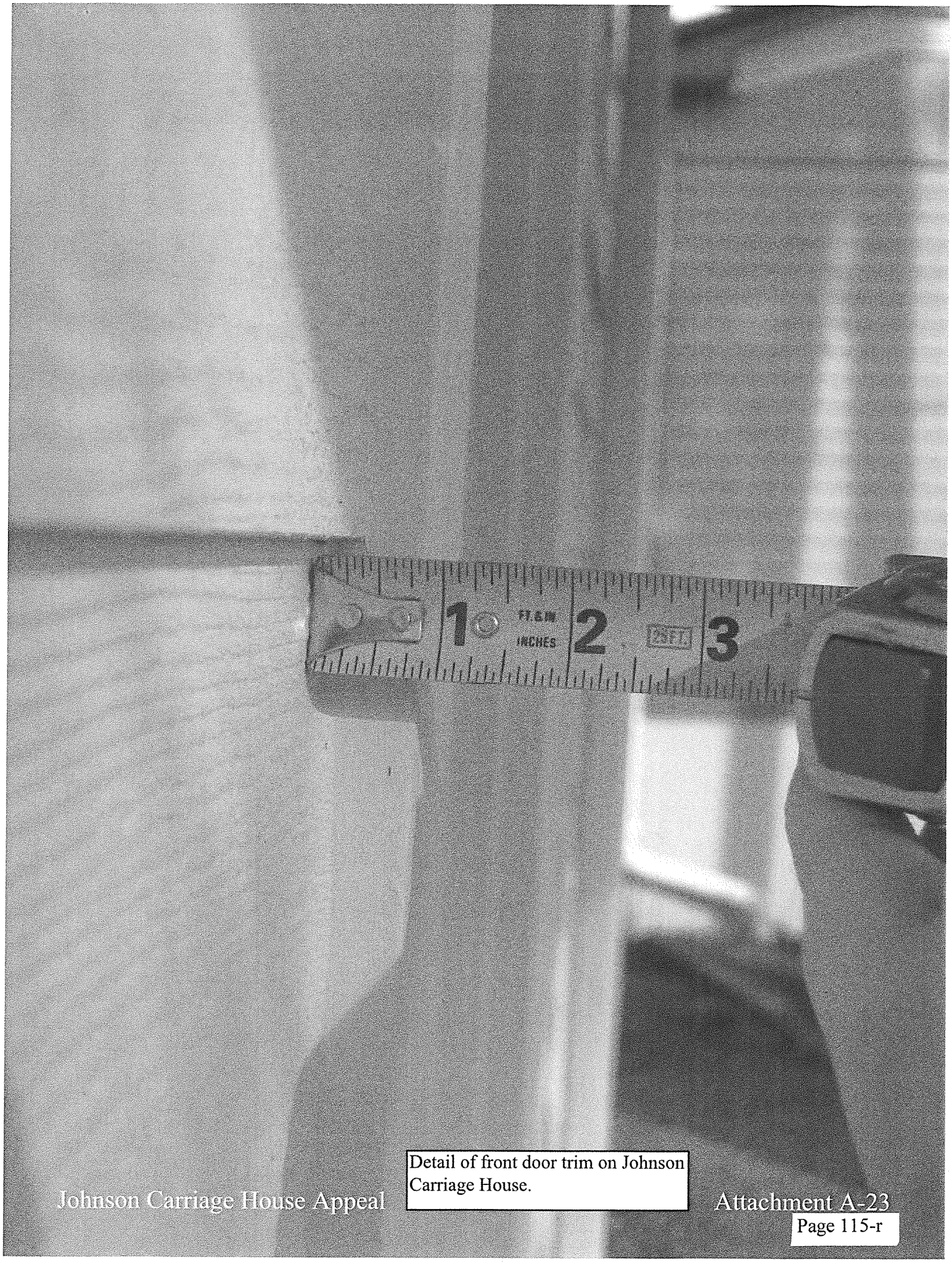
This additional information is submitted with the intent of clarifying critical components of the appellant's request and subsequent analysis performed by City Staff. We appreciate the City Council taking time to review this supplemental information, and look forward to answering any questions the Council might have.

Respectfully,

Eric M. Adams

Attachments:

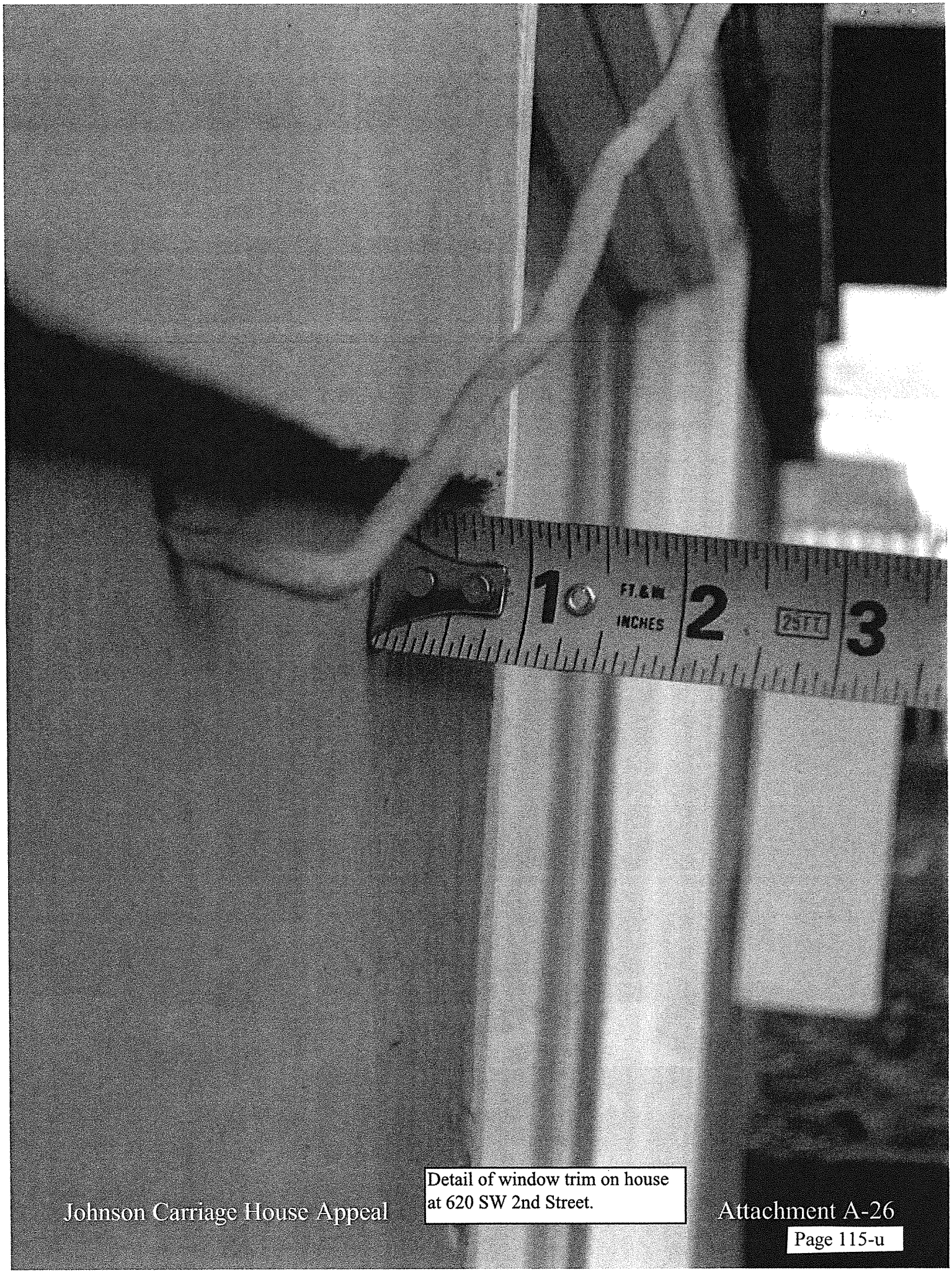
Attachment A – Additional Photographs of Johnson Carriage House and Nearby Properties




Detail of front door trim on Johnson Carriage House.

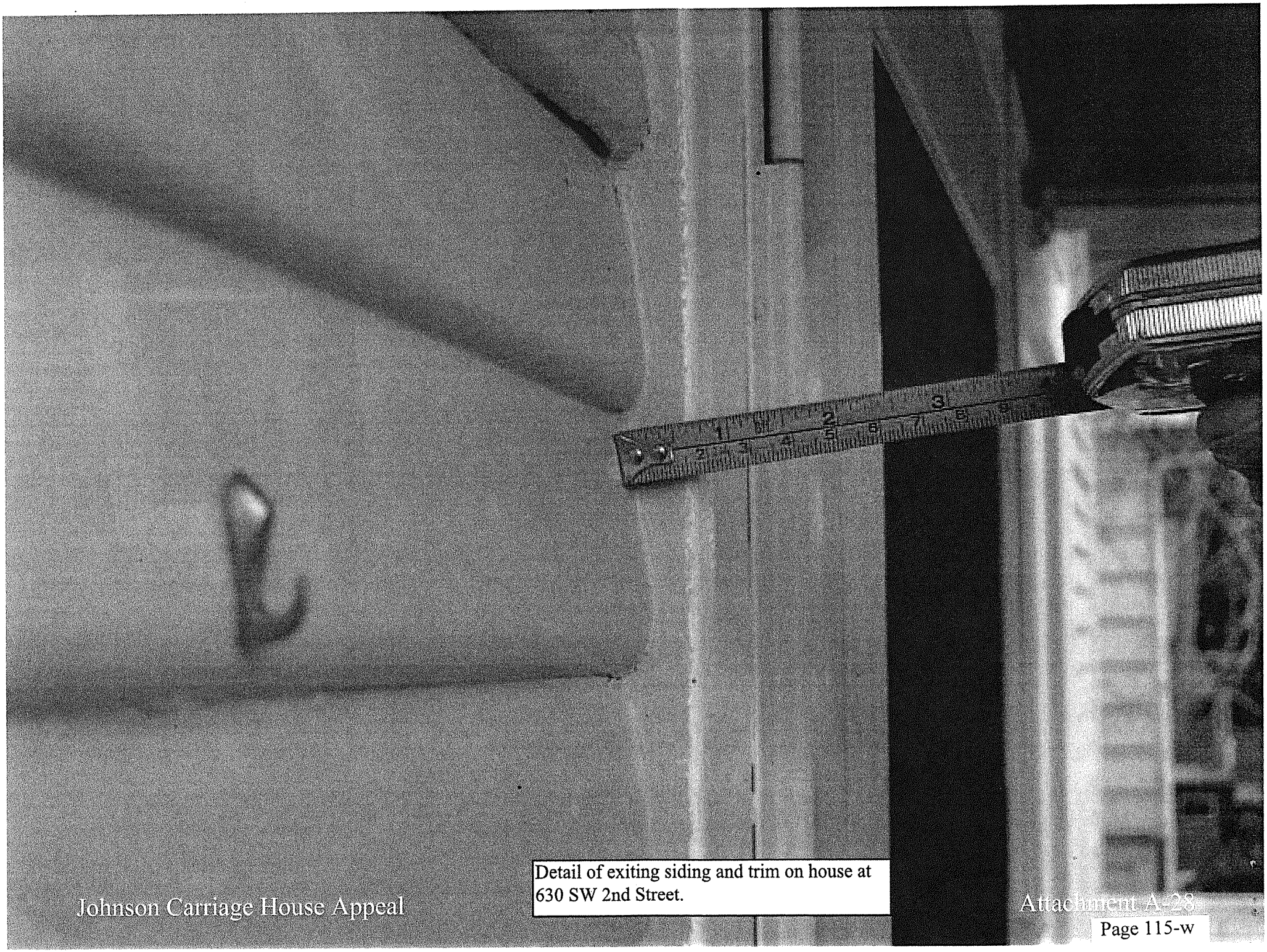
Detail of window trim on south elevation of Johnson Carriage House.

East elevation of house at 620 SW 2nd Street showing existing window trim and siding.

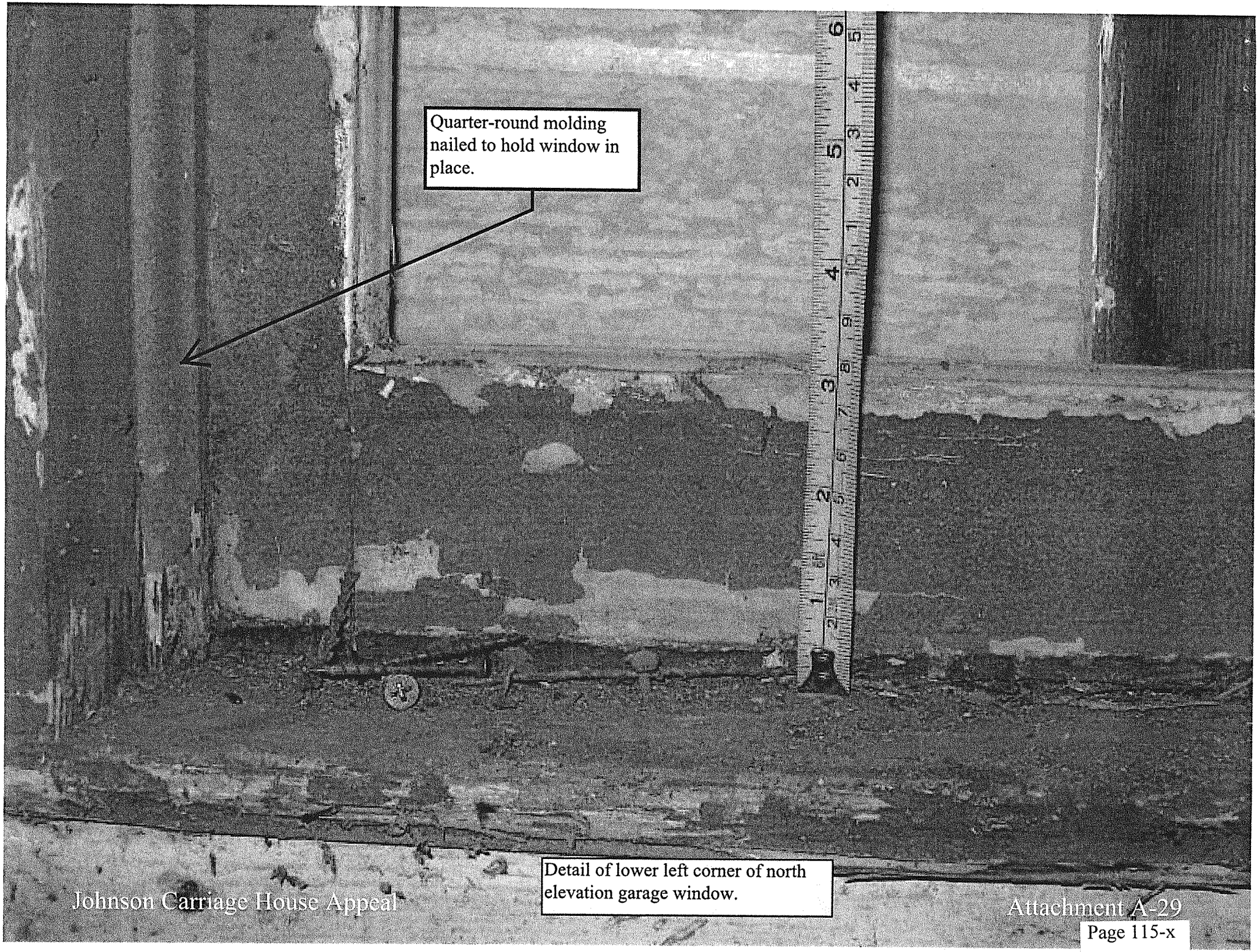



Detail of window trim on house at 620 SW 2nd Street.

East elevation of house at 630 SW 2nd Street.

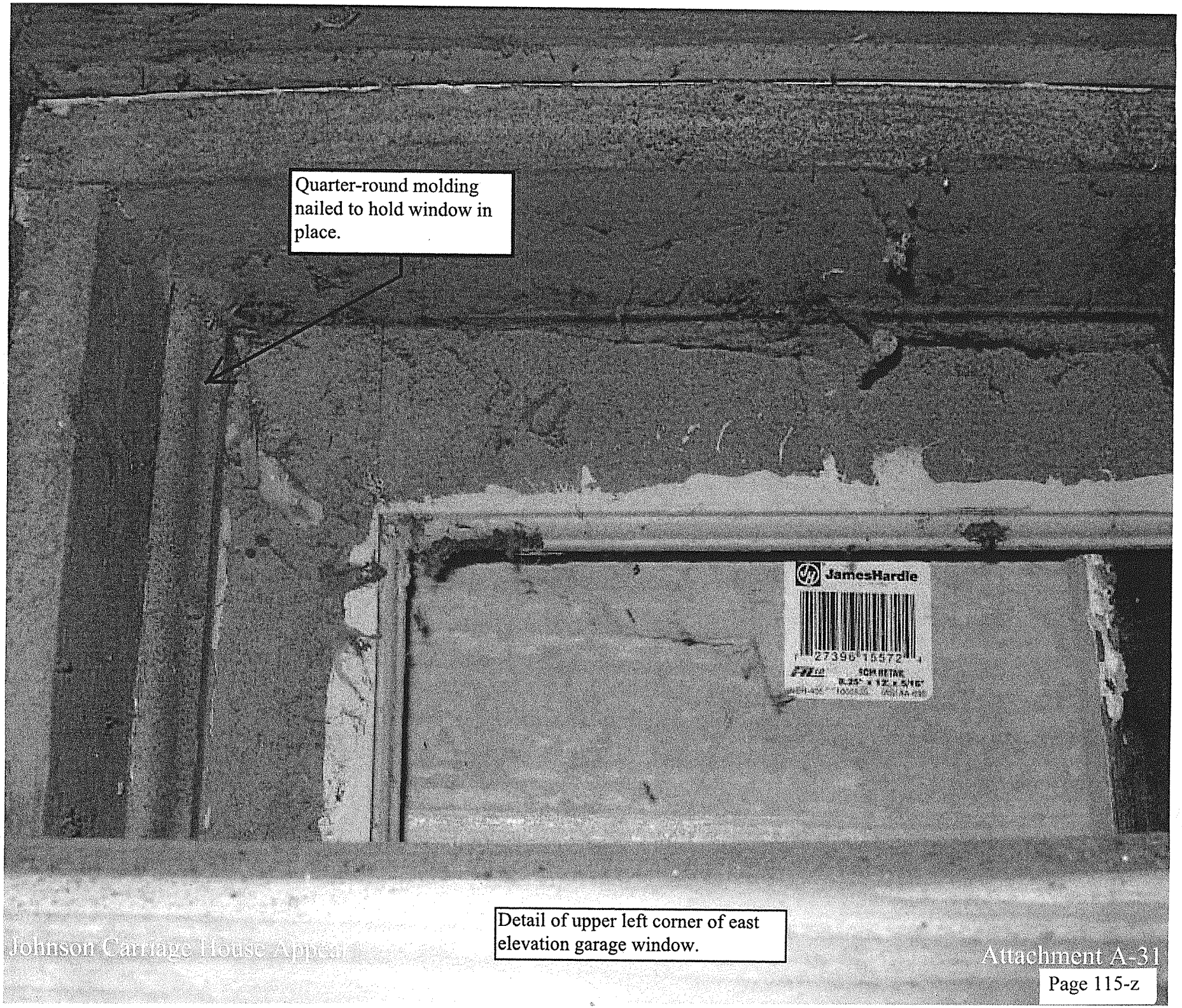


Detail of exiting siding and trim on house at 630 SW 2nd Street.

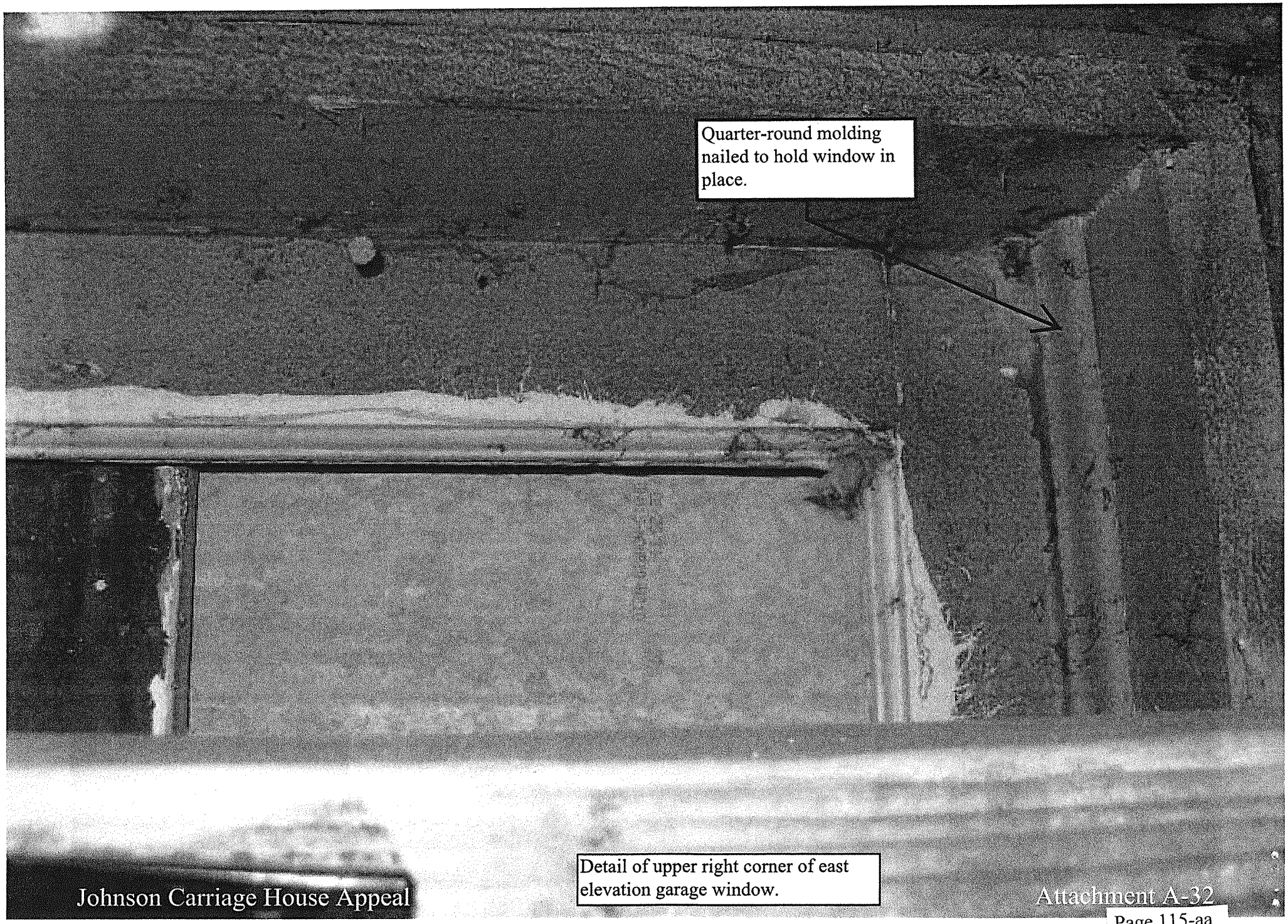



Detail of lower left corner of north elevation garage window.

Detail of lower right corner of north elevation garage window.




Detail of upper left corner of east elevation garage window.




Detail of upper right corner of east elevation garage window.

# Facts about the Aid To Uzhhorod-6 Shipment

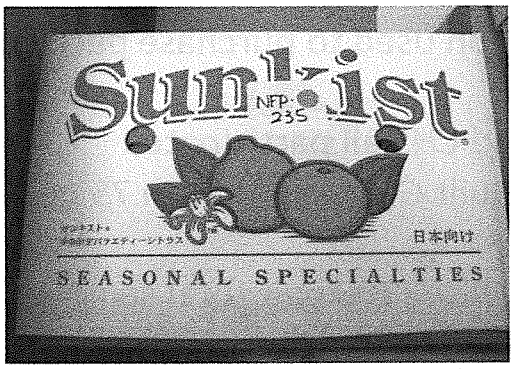
Corvallis-Uzhhorod Sister Cities Association

- Valued at $105,000-150,000
- Shipment weighed over 12,200 pounds
- Shipment provided free of charge through Counterpart International (USAID)
- 200 community volunteers involved in donations, sorting, packing, loading
- 17 pallets of supplies filled with 320 boxes and various equipment items
- Filled a 40 foot container
- Budget equaled $9000 raised from private donations and a contribution from Corvallis-Uzhhorod Sister Cities Association used to purchase packing supplies, 2 ultrasounds
- Students at CVHS, Wilson Elementary and CHS all participated
- Several quilts donated by Mary's River Quilt Guild along with 75 donated used blankets
- 100 pairs of new shoes donated by Footwise (300 pair total sent)
- 100 boxes of clothing
- New dental operatory donated by A-dec in Newberg, Oregon
- Almost new, refurbished mammography unit donated from Hologic in New Jersey
- 12 boxes of school supplies and hygiene supplies
- 6 wheelchairs, 18 walkers, 3 ultrasound machines, 8 exam tables, EKG machine included in shipment
- Recipients included a Rehabilitation Center for Children with Disabilities, an orphanage, a Roma School, a Youth Facility, a home for Orphanage graduates, a Family Practice Clinic, Uzhhorod National Dental School, a Mammography Center, Children's Hospital, and Uzhhorod Polyclinic
- Shipment left Corvallis on August 17, 2011 and arrived at port on the Black Sea on October 6th . It was safely and efficiently distributed to recipients in Uzhhorod on November 18, 2011.

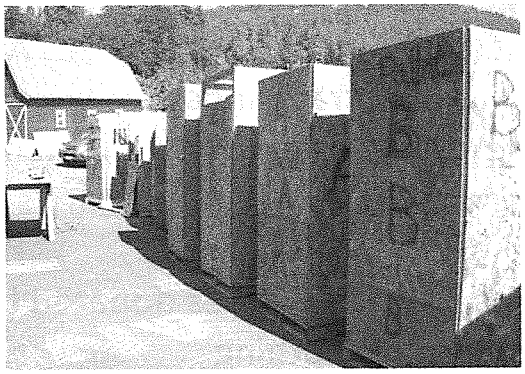
**Aid To Uzhhorod 6th Shipment (ATU6) of Humanitarian Aid to Uzhhorod, Ukraine through Corvallis-Uzhhorod Sister Cities Association 2010-2011**

CVHS Clothing Drive Committee

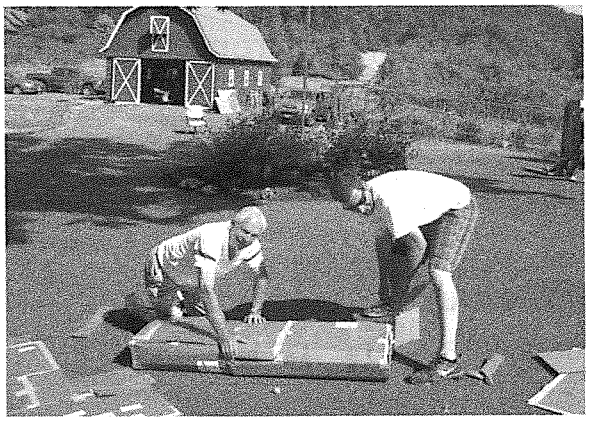
Nancy Boom, Jan Baumgartner, Mary Dean Snelling, and Cari Gleason sorting bags of clothing




Sample packing box with ID label and dot



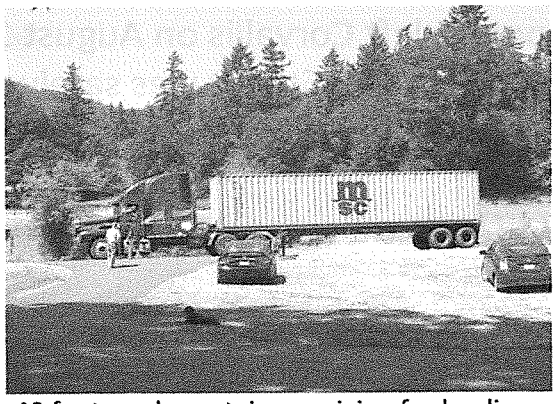
Filled pallets ready for loading onto truck



Bill Paul and Jim Humphreys building boxes for truck

Volunteers gathered with a loaded truck

Rampton barn where most items were stored



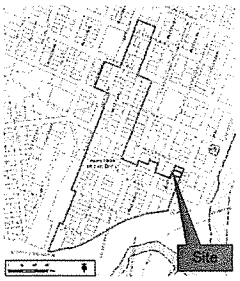
40 foot ready container arriving for loading.

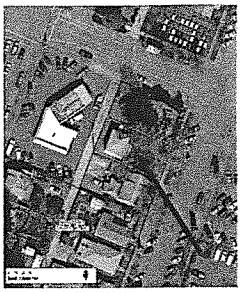
# Johnson Carriage House
# HPP11-00033

Appeal of an HRC Decision

Bob Richardson, Associate Planner
February 21, 2012

## 612 SW Second Street



## Background & Proposal Summary

- Background
- Proposal Summary
  - Install Fiber Cement Siding
  - Install Wood Trim
  - Front Porch
    - Steps, handrail, re-orient landing boards
  - Replace Metal Doors with Wood or Metal-Clad Wood Doors
  - Re-install Shed Windows

# Full Presentation

## Structure of LDC Chapter 2.9

- 27 Exempt Activities – No HPP required
- 10 Director-level Activities
  - Reviewed against clear and objective criteria
- All other activities require HRC-level approval
  - Discretionary decisions
- Multiple application types combined
  - Reviewed by HRC

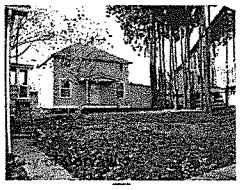
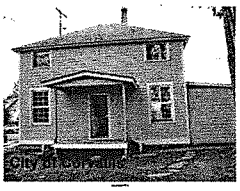
## Evaluation of Alterations

- Porch
  - As conditioned, satisfies Director-level criterion
- Windows
  - As conditioned, satisfies HRC-level criteria
- Doors
  - As conditioned, satisfies HRC-level criteria
- Trim
  - With new information, Council may approve. HRC denied
- Siding
  - HRC denied. Staff do not believe it satisfies applicable review criteria

## 1970's Siding and Adjacent House

## 1970's Siding

## Proposed Fiber Cement Siding

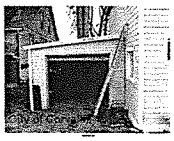



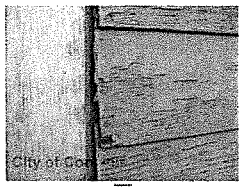
## Front Porch

Original Concrete Steps

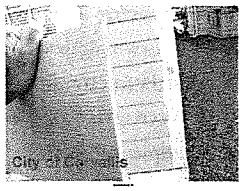
New Steps

## Original Siding on Shed





1970's Siding



Proposed Siding

## Proposed Trim and Doors

Carolyn Ver Linden

City of Corvallis City Council
**Johnson Carriage House Appeal**
February 21, 2012 HP 11-00033

City staff has done an excellent job of explaining in their report to the City Council why this appeal should be denied.

**2.9.130.02 Ordered Remedies**
Violations shall be remedied; if an after-the-fact HP permit is required to address a violation, the decision-maker for that permit shall have full authority to implement these regulations. Any person who intentionally or negligently allows the alteration or new construction shall be required to restore or reconstruct the designated historic resource, etc.

**2.9.70 b. Routine Maintenance and/or In-kind Repair or Replacement**
Routine maintenance of any exterior feature of a Designated Historic Resource that does not involve a change in the design or style, dimensions, or material of the resource.

The applicants knew that they had acquired historic properties within an official Historic District (Avery-Helm). The applicant stated that they were under some kind of time restraint to get this project done, and [redacted] felt that they did not need to comply with city regulations about acquiring a Historic Preservation Permit for the work they were doing on the Johnson Carriage House because everything was like-for-like; they're saying that they may have been naïve about like-for-like, however, changing a porch and covering up windows is at least a Director-level review, and it would seem apparent that changing wood doors for steel doors certainly would not qualify as like-for-like. They were forced into compliance with ordinance 2.9 because of a stop-work order that was placed on their project 2 years ago. The applicant has stated that he's cooperative and wants to do the right thing, but on his Historic Preservation permit application he checked that he did "not authorize City staff and HRC members to enter onto the property associated with this application," furthermore his application would have been almost blank if staff had not filled out his form for him based on questions they asked him by email.

Having made all the alterations to this resource without a permit, the applicants now hope to gain approval after the fact for siding ALREADY installed [redacted] (and I would contend, is also an inappropriate material). To that end, they have acquiesced on a number of smaller points.

I'm going to address the applicant's 3 appeal points. There are several arguments beneath each point and I'll address those in turn.

**1. The HRC exceeded its authority by denying the entire application.**

As noted in the Staff review, ("Director-level activities are reviewed against a set of clear and objective criteria to determine historic compatibility. These criteria are different than the HRC-level activities which guide discretionary decisions.) If multiple activities are proposed in one application, and one activity qualifies for Director-level approval, but others require HRC-level approval, the Director-level activity is considered by the HRC, not the Director. However, the HRC would apply the Director-level review criteria when considering the Director-level activity, not the HRC-level criteria. Thus, the HRC did not exceed its authority by denying the entire application.

In this new appeal to the City Council, the applicant has agreed to fix 5 of these issues, including the porch. I have a problem with the approval of the porch however. Although the boards will be returned to their original orientation and the railing replaced, the new stairs that were added have been placed on the south side of the porch, whereas previously they were on the north. This is clearly preferential as the driveway and garage are on the north side, and this is where one would enter the house from a car. I disagree with staff that this modification satisfies the Director-level review criteria, and would ask for a further modification by having the new stairs moved back to their original position on the north side of the porch.

The only remaining issues then are the trim and siding. The applicant thought that the trim satisfied the definition of In-kind Replacement; however, the trim cannot really be discussed on its own without a consideration of the siding because whatever happens to the siding affects the trim. The applicant referred to the audio recording of the HRC hearing in support of the trim being exempt from review because of the statement of Commissioner Wathen during Deliberations. Referencing that audio, this is what he said:

**3:33:27** "Window trim, I think, could very easily be argued as exempt because it was replaced as it was, but if the siding is pulled off to the original siding then this add-on trim that was tacked on the top could be pulled off in order to return it to a more historic state."

The applicant stated that the old trim that was added when the plywood siding was installed in the 70s was removed before they applied the new trim; however they still had to apply it over the original trim to make it stand out beyond the third layer of siding. They could not remove the original trim as well or the new trim would be recessed below the siding. If the siding were to be taken back to the original material, the trim would also have to be removed; therefore, it is a complicated situation which must be considered in tandem with the siding.

**2. City Planning Staff and the HRC misinterpreted information submitted by the applicant, and relied on contradictory evidence contained in the record to deny consideration of the HardiPlank lap siding as an In-Kind Replacement.**

The discussion goes on to say that they thought that the plywood reveal was 8" when actually the boards themselves were 8". I think this is intended to imply that the plywood therefore must have had a 6" reveal and is thus an In-kind match for the Hardi Plank 6" reveal (although Exhibit I 35 shows that Hardi Plank is actually closer 5 ¾"). However, this is confusing because what the applicant said in his application for a Historic Preservation Permit was "Existing siding reveal varied substantially. We used the large reveal dimension when installing." The HRC mentioned that statement during the hearing, so it's unclear to me how Staff and the HRC misinterpreted the information that he gave himself.

As an aside, since plywood siding comes in large sheets of 4' x 8', and he says that he was led to believe that the siding was manufactured to be 8" wide, I wonder if that siding can even be plywood. How was that determination made?

In any case, it is irrelevant as to whether the reveal is 6" or 8". The important point is that fiber cement is imitation wood siding substituted for traditional timber, a composite material consisting of sand, cement,

and wood fibers, and therefore not an in-kind material for the Period of Significance. To claim that Hardi Plank is an In-Kind for plywood which consists of layered sheets of wood glued together is incorrect, neither the material nor the style is the same. They may both be manufactured, but they're different animals. Hardi Plank with its simulated wood texture is even further removed from the original siding of just plain wood, so it is going in the wrong direction as far as being reflective of, and complementary to, that found on the existing primary Designated Historic Resource during the Period of Significance.

In the first email referred to by the applicant, on Nov 25, 2011, he says:

> "2. The siding's compatibility with the characteristics is unknown and not part of my request. We feel the [HardyPlank] siding is 100% compatible with the 1970s era plywood lap siding that was on the building. We did a like-for-like replacement of that siding and feel that our choice of Hardi plank to replace the plywood lap siding was 100% compatible as both are lap sidings.
>
> 3. Hardi plank is a manufactured siding consisting of three materials – wood, cement and glue. This was chosen as the only recommended composite siding for our climate (and I stress the word "composite"). It replaced the existing siding that was plywood lap siding consisting of wood and glue. About ten year [sic] ago, LP siding was being used in the valley and it was wood and glue. It was discontinued because it failed prematurely in our wet environment."

I would argue that this also makes a strong case for removing the old plywood to see whether it has failed and there is water damage beneath that has caused rot. Three layers of siding don't make a building more structurally sound if it's rotten. Adding layer upon layer of siding is not a good practice in general, and certainly not in a historic resource.

In his second referenced email on Dec. 21, 1911 "Remember that this house now has 3 layers of siding on it. The first layer is the original layer when the house was built – I believe and is a ship lap type of siding. The second siding layer is plywood siding. When this was installed I suspect that they added window trim on top of the original windows. This trim was removed and new trim installed when we installed the HardiPlank siding (3rd layer) over the plywood siding."

The applicant was incorrect in saying that the HRC made contradictory findings concerning whether Hardi Plank constituted in-kind replacement. The 3 conversations he cites in the audio tape of the hearing were **not** findings – it was the discussion phase of the hearing in which they were still asking him questions, and their questions concerned going back to the original siding to see what was there, and if given a good faith effort to match it, they might be able to be more lenient about materials. They were also looking for precedents. (See attached Appendix for transcribed conversations).

The applicant states that the similarity of the plywood and Hardi Plank siding materials is such that one can conclude that they match one another in terms of design, texture, materials, dimensions, and shape. Not only is this not the case since the texture, materials, and dimensions are different between the two, but it's a spurious argument since the siding should match that in the Period of Significance, which would be the original siding. Since he has stated that there are 3 layers on the house, it behooves him to go down to the original siding to try to emulate that, not the plywood.

**3. The HRC erred in assessing the compatibility of the HardiPland siding based on conjectural evidence of siding materials contained in the record, through consideration of which the HRC improperly applied Section 2.9.100.04.b.s.a as a basis for denying the application.**

**2.9100.04 3b**. Building materials shall be reflective of, and complementary to, those found on the existing primary Designated Historic Resource, if in existence …

Conjectural evidence is misunderstood here. A conjectural element in historic preservation is one that has been fabricated on a building to resemble something from other historic properties, not material that is actually found in the building. Usually this would apply more to fanciful add-ons and not functional elements. The drop-lap wood siding, most especially in its current location within the shed, would certainly not be a made-up element to resemble something else. If anything, I contend that the Hardi Plank siding is itself conjectural, as it is being made to try to assume the identity of something it is not.

The HRC did not rely on conjectural evidence to make its decision against Hardi Plank but rather real evidence – the wood remaining in the shed as well as the applicant's own written answers that there is original siding on the house and that it is shiplap – and that is fact, not conjecture. The type of lap is insignificant – what counts is that it exists. BACK TO ORIGINAL

He quotes the city as saying that adding plywood siding over the original siding back in the 70s reduced the building's historic integrity in terms of materials and construction techniques. Ironically, he is staking his Hardi Plank claim on the fact that it's just like the plywood, and by that logic, Hardi plank would also compromise the integrity of the building, and by one more layer. He's taking the building in the wrong direction – into future materials which are less authentic, when he should be looking to the past. Two wrongs don't make a right.

**2.9.100.04.2** In general, the proposed Alteration or New Construction shall either:

**a)** Cause the Designated Historic Resource to more closely approximate the original historic design or style, appearance, or material composition of the resource relative to the applicable Period of Significance; or

**b)** Be compatible with the historic characteristics of the Designated Historic Resource and/or District, as applicable, based on a consideration of the historic design or style, appearance, or material composition of the resource.

"a" means that it's better if the resource is self-referential, it's always best if it can look to itself for authenticity, but if it can't do that, then "b" says it can look to its neighbors as the next best thing for applicable historic characteristics. The only neighbor that would apply in this case is the Johnson House.

Whichever criteria the HRC applied, 2.9.100.04 2a or 2b, Hardi Plank siding does not meet it.

In the application, it says: "*Particular attention should be paid to those facades that are significantly visible from public areas, excluding alleys.*" … Based on measurements taken by the applicant, the house is approximately 60' from the SW 2nd Street edge of right-of-way, and approximately 70' from the SW Western Blvd edge of right-of-way. At these distances, it is essentially impossible to tell a significant difference between the plywood lap siding and the HardiPlank siding, as supported by the photographs referenced above." (Exhibit I-9) Whether the siding is visible from the street or not is absolutely

irrelevant. They have undermined their entire argument for a match of materials by saying "at these distances, it is essentially impossible to tell a significant difference between the plywood lap siding and the HardiPlank lap siding..." And that's what it takes to fool the eye? Well, there's a match!

I also dispute their contention that because the carriage house became something else and served other functions, that its important connection to the Johnson House to the north is diminished. It was built as a place for horses and carriages for the Johnson House at the same time as the house was built, thus they are inextricably linked by historical fact. However, it is also very unique in this town on its own merits. I don't know of any other carriage house/stables that was converted to a house in Corvallis; lots of barns were converted, but no carriage houses. This makes it most unusual.

The applicant said that the house had suffered recent abuse by transients, and that the previous owner had intended to tear down these 3 properties for a parking lot. In the HRC hearing he states, "I didn't think it was saveable and I'm the most optimistic of the investor group." The house was structurally sound, only being the victim of neglect and hostile intent. In the HRC hearing, he laughingly called himself the savior of the house, because they did clean it up, but I'm going to claim that same savior status by conferring it upon myself: as the one who founded the Avery-Helm Historic District, I tried to save the houses in the whole district from just this kind of abuse and disintegration. I would like the see the same status for the City by standing up for its own ordinances and protecting one of its most valuable and attractive assets, its historic resources.

I would ask that you approve the Recommended Motion by the City Staff along with the Recommended Conditions of Approval, with the one request that the porch steps be moved to the north side of the porch.

Thank you for your attention.

Carolyn Ver Linden

[I would like to note that one photograph in the applicant's appeal is mislabeled: at the HRC hearing Commissioner Wathen noted that the embedded text in the PDF photo file D13 was visible online, but could not be seen on the hard copies. The legend on the photo was "window at **northwest**, contemporary trim added on over the original", but in the new application (Exhibit I-30) the legend is "Photograph of new window trim installed on **east** elevation." Looking at it closely, it seems to me that the former description is the correct one.]

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## Appendix

2:18:40 from the standpoint of what we look at as a commission, if you were approaching this from the standpoint of replacing like-for-like with the plywood composite siding, wanting to replace it with a different type of composite siding, but you approached us saying we know that the original siding was this, and it's different than the plywood, and we are trying to match the original siding better even though we're still wanting to go with the composite material, that would give us more traction for saying, we can approve incorrect material that is not more closely matching the original structure, we can feel more

comfortable with that because we are getting a closer match to the historic nature of the house in the design. Do you understand what I'm saying?

2:58:23 … where we've had this case before of this triple layering, and the point that was made by Commissioner Wathen about reaching back past B, back to A, to see what it looked like and what it was consisting of in the like-like discussion. Seems to be a fairly powerful point to be made. Now, having said that, my question to you is, do we have precedence of this situation where there was this same deal and somebody could go back and say you put B on top of A, you should have gone back to A to see what A was like, because I'm not taking issue with 2:59:00 the assertion that B and C are similar enough with respect to being newer materials and 2" reveal, I personally I'm not going to get worked up about that, but am I making myself clear about the question about precedence going back to comparing C to A. Do we have that kind of … has that come up before in the past, and if so, how was that resolved ? Do you understand what I'm asking?

3:04:40 In my mind that would not be a like-for-like, based on the question that you asked. I was thinking Roger you asked a question about precedent, which we're really … each application is new. I will say, I think this was before your time on the commission, we did have an application come before us where um, it was a house on Harrison I believe, and the garage had the newer siding on it. The original siding was on the home and they wanted to replace the original siding with new siding to match the garage, which isn't quite what you're asking with the V and C, but it kind of is in a way, and we denied that. And we said they had the original siding and needed to keep the original siding. The garage siding had been replaced 3:05:36 before it was in a historic district. So, that's the only precedent that I can think of… similar.

# CITY OF CORVALLIS
# COUNCIL WORK SESSION MINUTES

**February 11, 2012**

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 8:30 am on February 11, 2012, 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, Beilstein, Hirsch, Raymond, Traber.

EXCUSED: Councilors Brown, Brauner (excused)

## II. UNFINISHED BUSINESS

Mayor Manning facilitated the meeting. City Manager Patterson summarized the agenda for the day and asked Finance Director Brewer to provide follow-up from the last work session. Ms. Brewer provided a handout that included questions and responses from staff on a wide variety of questions raised at the February 4 work session. Following discussion, Council began Department budget presentations.

### A. Department Budget Presentations

Police Chief Boldizsar presented information about the Police Department. He summarized information about the Department's current-year budget and spoke about some of the issues the Department is facing, including: the Department has the same number of sworn personnel as it had 15 ears ago with a higher population and level of work; Corvallis Police Officers Association (CPOA) members switched to 12-hour shifts a year ago to increase coverage on the streets and decrease overtime usage; and costs for 9-1-1 services continue to increase – the Police and Fire Departments pay nearly $1 million annually for 9-1-1 services. Councilors asked follow-up questions about the 9-1-1 district study underway, State initiatives on 9-1-1 services, operating needs for the service, and school resource officers cut from the Department budget in 2003.

Parks and Recreation Director Emery presented information about the Department's budget. She spoke about the recent Cost Recovery Model work that staff is implementing and the changes in fee support some programs will see. She also provided information about the reductions in prior years and the impact on staff. Follow-up questions focused on a potential Parks and Recreation District and services at the Chintimini Senior Center, including parking issues in that neighborhood.

Ms. Brewer provided a brief overview of the Non-Departmental budget and the primary programs, including the Social Service Grant Allocations and the Arts Center payment. The Council discussed the Transient Room Tax and the amount set aside for tourism, as well as how that would equate to economic development funding in the future. Community

Development Director Gibb indicated he would provide the State's definition of tourism for the City Council.

Assistant City Manager Volmert presented information about the City Manager's Office budget and the primary work efforts for both CMO and the Risk Management operation. Follow-up questions focused on unemployment costs, the vacant Human Resources Manager position, and whether videotaping meetings could be added back to the budget.

B. Next Steps

City Manager Patterson summarized that the work sessions were set aside as time for Councilors to have an opportunity to ask questions of Directors; additional one-on-one meetings can be scheduled if a Councilor would like more information. Senior staff members will be meeting to complete development on a Fiscal Year 2012-2013 proposed budget that is in balance and meets Council's revised financial policies.

## III. ADJOURNMENT

The work session adjourned at 10:38 am.

APPROVED:

ATTEST:

MAYOR

CITY RECORDER

# MEMORANDUM

February 10, 2012

TO: Mayor and City Council

FROM: Nancy Brewer, Finance Director NB

SUBJECT: **Follow-up From the February 4, 2012 Work Session**

Questions that remained after the last work session, and their response are as follows:

1. The cost of the Beaver bus and who pays for it.

   A. FY 10-11: Expenditures = $68,020
   - 70% of funding comes from student fees = $47,614 ($.88 per student per fall, winter, spring term)
   - Ridership = 13,838 (average of 11.4 rides per service hour)

   FY 11-12: Expenditure budget = $74,515
   - 70% of funding comes from student fees = $52,160 ($.90 per student per fall, winter, spring term)
   - Ridership projection = 20,100 (average of 16.6 rides per service hour; 45% increase over previous year)

2. The potential demand on the General Fund if some other monies don't come through.

   A. The City has a number of expenditure areas where grant monies or payments from other sources are currently being used to offset some costs. As a general rule, if the outside funding was no longer available, the budget discussion would include seeking direction from Council on whether or not to continue the service, with information about the specific program shared at that time.
   - $27,000 from the Climate Showcase Communities grant funds part of Sustainability Program Specialist position. Grant support runs out in FY 13-14.
   - The amount of BETC support predicted for FY 12-13 is $589,760. The whole program sunsets around FY 14-15.
   - Transit operates using a number of federal grants. These are anticipated to continue in perpetuity, but the City has no control over these.
   - Community Development receives $10k a year to support the historic preservation program - it largely supports projects such as historic preservation awards. There is nothing in sight that would indicate that these dollars are threatened.
   - The Police Department has been receiving funds from the Edward Byrne Justice Assistance Grants Programs for the joint City/County Street Crimes Unit. The grant for this current year is $85,411. These funds have been used to pay for materials, equipment and overtime costs for the unit. The City has been notified that this particular grant program has ended and cannot be renewed. Local funds will now be required to fund this operation.

- The Police Department has received from $11,000 to $14,000 per year from the Edward Byrne Justice Assistance Grant Program - Local Solicitation Program for over 10 years which has provided funds in accordance with the number of Part I Crimes in the community. It appears at this time that all of these funds will be going to Benton County this year for a loss of an anticipated $11,000.
- The Fire Department has an Emergency Management grant that off-sets 25% of a Division Chief's base pay.
- The Fire Department has negotiated an OSU contract that off-sets 80% of salary only for a Fire Prevention Officer.

3. Information on LDC provisions for the number of people/children/children of the opposite sex per bedroom.

   A. The LDC limits the number of unrelated individuals living in a dwelling unit to 5. It does not address the number of people, gender, age or otherwise, that occupy a bedroom. Likewise, the Building Code does not have such requirements.

4. Should there be a neighborhood impact fee?

   A. This issue should have significant Council discussion/direction before staff spends time on this as a potential revenue alternative. Other impact fees are used to cover infrastructure costs (one-time capital investments) associated with new development. It is not clear what additional capital investment would be required associated with changes in neighborhoods. There may be a perspective that even if a redevelopment project pays for infrastructure improvements, SDCs, building permit fees and increased property taxes that are linked to the size and value of the project, there is still a negative impact; however, what if the impacts of some development projects are generally deemed to be positive, e.g. removing blighted structures and replacing substandard housing with quality housing? Ultimately, the challenge is to quantify the impacts of redevelopment, both positive and negative, beyond what is currently in place If the Council wishes to pursue this as a revenue alternative, staff recommends scheduling some time at a committee meeting to more fully identify what would be considered and the legal and policy implications.

5. How much would *de novo* hearings save?

   A. Community Development Director Gibb will bring this item along with OSU doing historic preservation review to the City Council at some point in the near future.

6. A copy of the Planning work program.

   A. This is a lengthy document, and is available on the City's web site. Go to Departments, Community Development, Planning, then click on work program (or via this link:

   http://www.ci.corvallis.or.us/index.php?option=com_content&task=view&id=2425&Itemid=3283

   Councilor Brown also mentioned the many items on planning work program and the inability to address this list. We concur that the list is long. However, we believe that despite the 29% reduction in Planning Staffing and 93% reduction in contract and special

project funding in recent years, there has been steady progress in addressing the highest priority items. The following is a review of recent progress:

Work Program Items Completed - It is important to distinguish the list of unresolved planning issues from prioritized work program items. The unresolved planning list, which has been 50-plus items over the years is the starting point for prioritization, as it has been recognized that only a small part of this list can be addressed in any given work program. This is why the Planning Commission and Council typically prioritize a short list for work program development. This prioritized list provides the basis to direct available staff resources

It is also noted that the Planning Division work program is separate from the identified Council Goals. The Community Development Department is currently involved in work on three of the four Council Goals, in addition to the work program.

In looking at identified work program priority items from recent years, here are some observations:

2007-2008 - As part of this review, Staff reported on the completion of the following items from the prior work program:

- Resolve LUBA appeals of Phases I and III of the LDC Update
- Consolidation of the Code Update and also separate Code Amendment efforts into a single LDC document.
- Update Comprehensive Plan and Zoning Maps to incorporate all map changes that have been approved and implemented.
- Streamline and re-write Chapter 2.9
- Incorporate provisions into the LDC requiring buffering or screening of heat pumps, air conditioners, etc.
- Address street tree locational issues on small lots
- Investigate possibility of private storm drain lines in backyards
- Clarify LUBA appeal timelines in the LDC
- Remove requirement for public notice of appeals in local newspaper
- Clarify required sidewalk widths in the LDC

The 2009 Work Program identified three packages of LDC Changes for consideration.

- The first of the three packages was approved by the City Council, then appealed to LUBA, but was ultimately implemented
- Items from the other two packages have been subsumed into subsequent work program priorities

The 2010 Work Program identified the following ten items as top priorities:

1. FEMA Update
2. Work on South Corvallis site certification and Update to Airport Industrial Park Plan
3. Update Buildable Lands Inventory
4. Amend LDC to address issues with Natural Features and Natural Hazards

5. Adopt revisions to Chapter 2.9 to streamline the historic preservation review process, etc.
6. Adopt LDC Amendments based on recommendations of Downtown Commission
7. Address unintended conflicts in the LDC
8. Amend LDC to better address accessway standards, block perimeter, and expiration date issues
9. Consider recommendations of the Infill Development Task Force, once they have been developed
10. Develop a policy for how to calculate the 5 year supply of serviceable land for use in annexations

Of that list, Items # 1, 2, 5, and 6 have been fully completed. Item #3 has been placed on the back burner due to previous budget reductions. The remaining items, with the exception of #10, which was not included in the 2011 work program, are currently being worked on by staff.

The 2011-12 work program identified three packages of code changes for consideration, once work from the prior year's work program had been completed, including the FEMA Update, AIP Update, and Downtown Code changes. The 2011 work program also acknowledged the commitment to working on Council goals, including the City/OSU Collaboration Project.

The FEMA update, AIP work and the Downtown Code changes were all completed by the end of 2011 as anticipated. We are now moving forward with the development of the three packages of code changes (including the work of the Infill Development Task Force). Due to our limited staffing resources (exacerbated by our Senior Planner leaving to take another job last fall) , we will have to work on this "around the edges" of current planning projects and other commitments, such as the Council goals. A full report on the status of the Council approved work program is already scheduled for a March Council meeting. Staff will also provide a specific response to Councilor Brown's question about the status of the Infill Development Task Force recommendation through a Council Request.

7. What is the rate for cases being closed by Code Enforcement?

A. Below is information for 2011 and so far in 2012 (we note that 63 new cases were received in January 2012 alone):

2011 Stats:

| | |
|---|---|
| Cases Received: | 355 |
| Cases Closed: | 263 |
| Cases Open: | 414 (as of 2-10-12) |

2011 Cases Received by Type:

| | |
|---|---|
| Signs | 10 |
| LDC | 60 |
| Work w/o Permits | 159 |
| Solid Waste | 77 |
| West Nile Virus | 1 |
| Sanitation | 7 |
| Illegal Occupancy | 12 |
| Hazard | 15 |
| Erosion/Sediment | 1 |
| Drainage | 4 |
| Other | 9 |

Violation cases are "closed" when one of two possible outcomes is confirmed; 1) a complaint was unfounded in that no code violation was present; or, 2) a confirmed violation is resolved by being brought into code compliance.

It should be noted that there is a great variation in the level of effort necessary to resolve a case, with some complex cases that enter the legal system arena taking months or years to work through the process and other cases being able to be resolved much more expediently.

Consistent with the Council reviewed prioritization system, it may take some time to address lower priority cases. However, as indicated above, 263 cases were closed during 2011 with the balance carrying forward for resolution. This is a very impressive rate in light of the extremely limited Code Enforcement staffing resources.

8. Can we get more funding from the County for County Libraries?

   A. While we can certainly ask the County to contribute, staff recognizes that the County is in the same budget shape as the City, has been cutting its budget for the last several years, and is likely to need to cut further in its next biennium as O&C monies are expected to end.

9. What is the percent of active Library users who live in Corvallis vs. live outside of Corvallis?

   A. It is true that Corvallis residents pay more for library services than non-Corvallis residents; this has been the case the entire time there has been a county-wide Library service which dates back probably to the 1930's since City residents pay for the Library through both City and County (not Service District) taxes. Corvallis facility users have always enjoyed a much higher level of service than those in the county. The Library's philosophy as one system is that users anywhere in the service area can use any of the facilities and materials. Usage is not restricted based on how much any one resident actually pays in taxes for the library.

   The Extensions Division provides branch library services as well as the bookmobile, outreach to senior facilities, and jail outreach. Some of these services are offered within the Corvallis city limits such as bookmobile stops, senior facilities services, and jail services. There is not a breakdown on what percentage of the Extensions Division is spent within the

city of Corvallis as it can vary and the costs of collecting such data to that level of detail would probably not be commensurate with any significant return.

Each community is responsible for providing and maintaining their own building locally. Residents of Monroe and Philomath contribute to the library through their city taxes. Alsea is owned by a local nonprofit since there is no city government. The Corvallis library facility is the largest and most expensive to operate and is the responsibility of the City of Corvallis.

The budget for the Extensions Division this year is about 11% of the total library budget or $742,040. About 66% of the assessed value of the District is within the City of Corvallis. Looking at the revenue for FY 11-12, the Library Service District amount is $2,421,840 and 34% of that (which is the amount generated outside of the Corvallis city limits) is $823,426. That amount generated outside Corvallis is about 13% of the total library budget which is more than the amount spent on the Extensions Division.

The City over the years since the District was established increased City library funding as usage, demand, and costs grew. City residents requested increased library services and used them very heavily and appreciatively. The District revenue was predicted to grow 6% each year until Measure 47/50 took effect which set the permanent rate and limited the revenue growth so city support of library services grew faster than District revenues. As with other areas in the budget, this was not a problem until the city ran through reserves.

A quick look at the user base reveals the following: since Oct. 1, there have been 13,591 distinct users who checked out items from the Corvallis library. This is the breakdown by location:

| | | |
|---|---|---|
| 9943 | 73% | Within Corvallis city limits |
| 2392 | 18% | Corvallis zip code, outside the city limits (such as Lewisburg) |
| 728 | 5% | Benton County non-Corvallis zip code |
| 528 | 4% | Outside Benton County |

Those are the zip codes people gave the Library when they got their cards and staff cannot guarantee that a person with an Alsea zip code who checks out from Alsea actually still lives in Alsea.

It appears that the number of users from outside Corvallis who use the Corvallis library building are not so large as to elicit a great deal of concern that county users are draining the system. We know there are some who check out items when they come into Corvallis to shop or go to the doctor. However, the vast majority of users of the Corvallis library have Corvallis addresses. Corvallis users also have access to the other branches and anecdotally staff has heard that there are people from Corvallis who use the Philomath library regularly for various reasons.

10. Is there a different staffing model for the Library that would allow fewer than 8 staff on duty at one time?

    A. To cover all library service points and provide shelving takes eight people: there are four service desks, one person in the back to answer phones and check in materials, a supervisor to relieve people for breaks and to assist with phones, security, and check in, and two shelvers. The only feasible way to cut this back would be to close one of the two checkout desks which would reduce the staffing needs to seven. This, however, would likely mean an

increase in theft and/or a high need of staff assistance in the audiovisual and holds areas which would not have a staff presence. In the past, Sundays were a very busy time and even eight people is a skeleton crew considering the number of people and amount of activity that would likely occur on Sundays.

If shelving is not done in a timely manner patrons cannot find materials that the catalog says are on the shelf; patrons then ask a staff member for assistance in finding the item which takes more staff time. A shelving backlog would be created which would take several days to overcome (for example, it can take regular shelvers two to three days to catch up with check ins received over a holiday). In addition, the circulation work room would likely run out of carts and space to store the items waiting to be shelved.

The Library would use volunteers on Sunday to supplement the work of paid staff by assisting with check-in and shelving of certain materials. Volunteers do not provide direct patron service for a number of reasons. They would not be assigned to cover a service desk. They do not perform the full range of duties of any paid library position, per union contract.

11. Are there additional revenue opportunities?

A. The most likely revenue opportunities that could be pursued are the ones Council has already discussed. A brief summary of each is included as Attachment A.

| Revenue Option | Description (abbreviated assumptions for est. dollars) | Biggest barrier to immediate implementation | Earliest Full Implementation Date | Annual estimated amount (low) |
|---|---|---|---|---|
| Local Income Tax | 0.25% personal income tax on City residents | Ballot measure & Administration set-up with Portland | July 2014 | $5.3 million |
| Fire Protection Fee | Various monthly fees charged to utility customers based on meter type, offset by a property tax rate reduction for assessed households/businesses. | Post OSU Collaboration discussions; tenant/owner issues surrounding property tax rebate. | July 2013 | $380,000 |
| Entertainment Tax | 1% tax on theater and restaurant revenues (does not include OSU venue participation) | Voter approval may be required | May 2013 | $120,000 |
| Business Services Fee | Based on a flat $50 annual fee to approx. 1800 businesses | Administrative software | July 2013 | $90,000 |
| Telecommunications Tax | Assuming a 3% charge on cell phone service provider revenues. | Negotiation of agreement and possible referral to voters | Jan 2013 | $530,000 |
| Franchise Fee (increase) | Assuming a 1% increase in fees (from 5% to 6%) for both City and non-City utilities | Timing of individual agreement renewals | Dec/2018 | $800,000 |
| Special District(s) | Parks & Recreation and/or 911-Emergency Communications are both looking at viability of a separate taxing district/authority | Voter approval; establishment of infrastructure | July 2014 | $6.5M and $2.4 million respectively |

2/11/12

## GENERAL FUND - POLICE DEPARTMENT - BUDGET OVERVIEW

| | Adopted FY 09/10 | Actual FY 09/10 | Adopted FY 10/11 | Actual FY 10/11 | Adopted FY 11/12 |
|---|---|---|---|---|---|
| **Operating Expenditures** | **$9,948,300** | **$9,978,568** | **$9,940,990** | **$9,914,796** | **$10,502,180** |
| **Operating Revenue** | **$395,300** | **$449,761** | **$434,050** | **$446,892** | **$383,470** |
| | | | | | |
| **Expenditures** | | | | | |
| Personal Services | $7,118,410 | $7,225,461 | $7,421,960 | $7,510,041 | $7,946,820 |
| Non-Personal Services | $775,760 | $718,764 | $720,220 | $664,307 | $789,780 |
| Internal Service Charges | $886,300 | $856,661 | $906,440 | $867,380 | $850,100 |
| 9-1-1 Cost Share | $858,050 | $858,050 | $801,870 | $801,870 | $790,090 |
| Special Projects | $309,780 | $319,632 | $90,500 | $71,198 | $125,390 |
| | | | | | |
| **FTE** | 69.4 | 69.4 | 69.4 | 69.4 | 68.4 |
| Number Unfunded | 0 | 0 | 2 | 2 | 2 |

**Police Department Mission In-part**

Community livability; partnerships with the community promoting crime prevention and public safety through education and enforcement; reduce the impact of crime; enforcement of laws and ordinances; community problem solving;

**Current and long-range issues**

*Adequate staffing*: With recent police officer staffing reductions, the police department is staffed /funded with the same number of FTE police officers as 15 years ago despite increased calls for service, increased traffic concerns, increased investigative requirements, and increased population served. Further reductions in staffing levels would negatively impact the Department's ability to carry out its core mission. *9-1-1 Dispatch Funding Model*: Study is currently being done to research the potential for the creation of a 9-1-1 Service District to fund the 9-1-1 operations with the district funding eliminating the City's General Fund cost of $979,080. *Controlling overtime costs*: For the past 10 years police overtime costs have exceeded 150% of budgeted overtime funds primarily due to staffing shortages. In 2011, a new patrol schedule was implemented to reduce these costs. *Recruiting in general and diversity recruiting in particular*: Recruiting qualified applicants for police officer positions has become increasingly more difficult across the country. Corvallis, as most police agencies, struggles to attract candidates with diverse backgrounds.

**Cost containment efforts**

9-1-1 Service District; 12 hour schedule; contracting for vehicle service with a local car repair dealer; grants; use of volunteers for crime prevention and other programs; Coplogic on-line reporting; sharing building, records function, evidence function and 9-1-1 with Benton County and other agencies.

**Priorities**

*9-1-1 Service District*: With almost $1 million coming out of the General Fund for the 9-1-1 Dispatch Center the creation of a 9-1-1 Service District would ensure appropriate continued funding for this critical operation while eliminating $1 million in costs from the General Fund. Establishing this District is a major priority.

*Staffing - Police and 9-1-1*: Failure to adequately staff police and 9-1-1 operations will have adverse impacts on Corvallis' Overarching Core Responsibilities including resident well being, public safety, livability, and economic vitality in the short run and eventual infrastructure impacts over time.

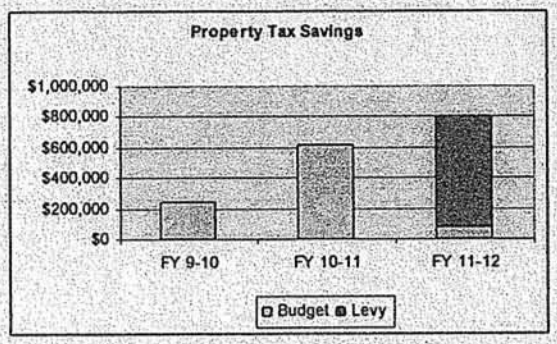
**Future**

*Grant Funding*: Much of the grant funding the police department has received in the past has provided the needed additional funding to purchase certain types of equipment, including required radio equipment, and funding for the operation of the joint city/county street crimes unit. Recent federal grant funding cuts threaten these initiatives and place increased pressure on local funding sources as the cost of these equipment items are increasing impacting the magnitude of the loss of these grants.

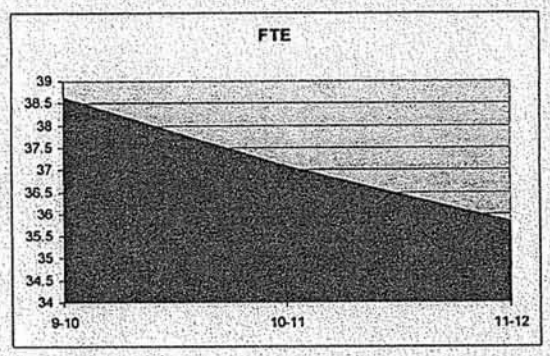
# *Parks & Recreation Summary*

| Adopted FY 11-12 | Regular Property Tax | Levy | SIF |
|---|---|---|---|
| $6,177,360 | $3,808,700 | $720,400 | $90,000 |

Our department had 19,980 participants in 910 programs and made 2137 facility reservations.




- Eliminated Contributions to Vehicle reserves-2years
- Deferred Park maintenance
- Special Projects deferred
- Alternative revenue for Osborn Aquatic Center and Chintimini Senior Center
- Delayed Hiring of 4.0 FTE




## Reduced

- .5 FTE Park Planner
- .5 FTE Senior Administrative Specialist
- .5 FTE Park Operations Specialist
- .67 Seasonal Park Worker
- 1.0 FTE Park Operations Supervisor
- Reduced season by 20% for 12 seasonal park workers

## Parks & Recreation District Feasibility Study

Completed:

- √ Initial meeting with staff, Budget and GIS information for last four years
- √ 6 Oregon special parks & recreation districts chosen for interviews and survey sent

Next Steps:

- o Stakeholder meetings with 509J, Benton County, Adair Village and the City of Philomath
- o Look at potential boundaries, tax rate, budget and pro & cons

Completed Study is scheduled for presentation to City Council March/April 2012

## Alternative Revenue Local Option Levy 02-74

Passed in May 2011 and provided $720,400 or **60%** of the Osborn Aquatic Center and **92%** of the Chintimini Senior Center property tax support in FY 11-12.
A decision to renew should be made by fall of 2013 as the Levy will expire 2014.

**Department Mission**: Corvallis Parks and Recreation preserves and creates a community heritage by providing places and programs designed to enhance the quality of life.

## Priorities

- Provide safe and accessible public Recreation.
- Provide and maintain Parks & Natural Areas that protects the community's investment.

2/11/12

# NON-DEPARTMENTAL

By definition – all the things that don't fit into a department's budget.

| | FY 08-09 Actual | FY 09-10 Actual | FY 10-11 Actual | FY 11-12 Budget |
|---|---|---|---|---|
| Property Tax Fund Revenue | $26,504,409 | $26,435,830 | $27,832,405 | $28,678,230 |
| All Other Funds | 13,363,105 | 2,164,462 | 4,180,353 | 4,183,510 |
| Total Non-Dept (undesignated) Revenue | $39,867,514 | $28,600,292 | $32,012,758 | $32,861,740 |
| | | | | |
| General Fund Expenditures | $1,435,349 | $1,487,599 | $1,424,041 | $1,315,950 |
| All Other Funds | 10,726,285 | 299,426 | 1,350 | 1,350 |
| Total Expenditures | $12,161,634 | $1,787,025 | $1,425,391 | $1,317,300 |

## NON-DEPARTMENTAL BUDGET – REVENUES

- Revenues are the City's undesignated sources (meaning there is no third party restricting the use of these sources) and include -- Property Taxes, Transient Room Taxes (TRT), State Shared Revenues, small miscellaneous fees, and interest earnings.
- Proceeds/uses of bond issues are included as Non-Departmental and are the significant "other" revenue and expenditures in FY 08-09, and the bank loan in FY 10-11.
- FY 11-12 Other Fund revenue includes the local option tax levy.

## NON-DEPARTMENTAL BUDGET – EXPENDITURES

- Most of the expenditures are in the General Fund, and for FY 11-12 include:
  - $352,870 for Social Service allocations.
  - $335,450 for the state required allocation of TRT revenues for Tourism. This allocation is 30% of the prior calendar year TRT collected based on what was allocated when the state law changed to require this dedication of TRT dollars.
  - $130,020 for Economic Development activities (no longer a dedicated share of the TRT).
  - $45,260 for the Corvallis Arts Center.
  - $20,000 for the NetAssets fees (for on-line lien docket, offset by $30,000 in fee revenue).
  - $372,420 for retiree benefit payments, offset by an equal amount of revenue.
  - $59,930 for internal service charges associated with the non-departmental revenue/expenditure budget.
- The other funds expenditures for FY 11-12 are for paying agent fees for the pension obligation debt.
- In prior years, expenditures have included payments associated with bond issues, and refunds of SDCs.

## PRIOR YEAR CUTS

- The Social Service Allocation budget was reduced $27,000 in FY 11-12 and $26,410 in FY 10-11, but the local option levy increased funding for social services by $102,870.
- The Economic Development allocation was reduced by $129,520 in FY 11-12 and by $15,370 in FY 10-11; the Fairs and Festivals allocation, as a direct City grant, was eliminated through these reductions.
- The Corvallis Arts Center grant was reduced to half the historical rate ($40,810) in FY 11-12 and by $5,670 in FY 10-11.

# City Manager's Office Budget Presentation

February 11, 2012

| **625 Administrative Services Fund** *(~52% property tax supported)* | | | | |
|---|---|---|---|---|
| **Year** | **Total Budget** | **% change from previous year** | **$ change from previous year** | **FTE** |
| FY 2011-12 Adopted | $2,100,260 | -0.66% | ($14,000) | 9.75 |
| FY 2010-11 Adopted | $2,114,260 | | | 10.00 |
| **630 Risk Management Fund** *(~49% property tax supported)* | | | | |
| **Year** | **Total Budget** | **% change from previous year** | **$ change from previous year** | **FTE** |
| FY 2011-12 Adopted | $959,950 | -1.04% | ($10,060) | 0 |
| FY 2010-11 Adopted | $970,010 | | | 0 |

## Significant changes 10-11 and 11-12

* City Manager Retirement and Hire
* Elections budget deleted FY 10-11
* Organization and staff training reduced in FY 10-11
* Newsletter budget reduced in FY 11-12
* Communications special project cut FY 11-12
* Deferred Comp Consultant
* Diversity budget reduced 50% in FY 10-11
* Council meals budget cut mid-year FY 10-11
* Council mtg videotaping cut FY 11-12
* Holding Human Resources Manager vacancy
* Re-establish customer service in City Hall lobby

## Underway for 12-13

* Ongoing cost of Deferred Compensation consultant
* Recruitment software maintenance expense full year
* Economic Development Program coming to CMO
* CAD contract discontinued per CAD's request
* Ongoing labor negotiations
*City Attorney contract RFP for 13-14 budget
* Financial implications package to USC (*CMO = Newsletter and Council minutes*)
* New 2013-2014 City Council Term

The City Manager's Office mission is to provide leadership, coordination and management organization-wide to ensure effective community services. It therefore touches all core responsibilities areas.

**BICYCLE AND PEDESTRIAN ADVISORY COMMISSION**
**MINUTES**
**February 3, 2012**

# DRAFT

**Present**
Brad Upton, Chair
Susan Christie
Dan Herford
Charles Fletcher
Evan Sorce
Glencora Borradaile
Jeanne Holmes
Mike Beilstein, City Council

**Absent**

**Staff**
Greg Wilson, Public Works
Lisa Namba, Public Works

**Visitors**
Greg Bennett
Gigi Sims
Mike Ripley
Chad DeMers
Laura Duncan Allen
John Roullier
Jim Bowey
Annette Mills

**SUMMARY OF DISCUSSION**

| Agenda Item | Information Only | Held for Further Review | Recommendations |
|---|---|---|---|
| I. Call Meeting to Order/ Introductions | X | | |
| II. Review of January 6, 2012 Minutes | | | Approved as amended |
| III. Visitor Comments | X | | |
| IV. Old Business<br>• Lincoln School Speed Zone Change | X | | |
| V. New Business<br>• South Corvallis Area Refinement Plan | X | | |
| VI. Information Sharing | X | | |
| 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 at 7:05 am and those present introduced themselves.

## II. Review of Minutes

Commissioner Holmes asked that the minutes be amended to state that she "does not support the motion" in the third paragraph of Visitor Comments. **Commissioner Fletcher moved to approve the minutes as amended; Commissioner Borradaile seconded the motion and the minutes were passed unanimously.**

## III. Visitor Comments

Visitor Annette Mills stated that the Corvallis Sustainability Coalition's Annual Fair and Town Hall will take place on March 1st. The Fair will run from 5 to 7 pm and the Town Hall from 7 to 9 pm. She invited the Commission members to attend and participate

Visitor Chad DeMers said that a loose coalition of bicyclists is seeking to build a bicycle "Pump Track" near the skate park. They want permission to build the track at no expense to the City. Councilor Beilstein stated that the group would need a Willamette River Greenway permit to build the track in that area. Chair Upton said that the construction of a facility at that location is a Parks and Recreation issue, rather than BPAC, but the members were in agreement that they support the concept of the project. Ms. Namba stated that this is good timing as the Parks and Recreation Department has just initiated an update to their master plan.

## IV. Old Business

Lincoln School Speed Zone Change

Chair Upton provided an overview of the history of the discussion of this school zone at prior meetings. He stated that one thing that needs clarification is who has responsibility for the decision to change the signage and that he had spoken with Jim Mitchell regarding the history of the project. Five or six years ago, the Safe Routes to School (SRTS) Committee made a recommendation to change the school zone on South Third Street from an all day restriction using signs to a partial day restriction with flashing lights. Because funding was not available at that time, the project didn't advance. About 18 months ago, another SRTS grant proposal was submitted by the City proposing improvements at a number of elementary schools, including radar speed feedback signs at Lincoln. The project did not receive funding, but is currently on the top of the reserve list. In June, 2011 there was interest expressed in changing the grant request, should funds be made available, from radar speed signage to flashing lights. This was based upon the assumption that this change would result in: 1) increased awareness/compliance; 2) the potential for higher penalties (which improves compliance); and 3) support of economic development for industrial property in south Corvallis. Public Works (PW) staff spoke to school district administration staff during the summer and they had expressed enthusiastic support for the change to flashing lights, in keeping with the earlier recommendation from the SRTS Committee. However, in November 2011, district administration staff contacted PW to note that the new principal at Lincoln School had concerns. Currently, the radar speed feedback signs are the only project proposed. PW supports the proposal for flashing lights, but does have concerns about the cost to maintain them. It isn't clear at this point which direction the school district will go, but nothing will happen unless the district specifically seeks the change. The SRTS Committee advises school district administration, which makes the final decision. If funding becomes available through the SRTS grant and the district is interested in making the change to flashing lights, PW will make a request to ODOT to change the school zone. If approved by ODOT, the request will come back to PW for approval, since there will be ongoing costs to the City for maintenance.

Commissioner Christie asked if an increase in the speed limit was ever proposed. Chair Upton said no, the school zone signage change would only change the time during which the school zone is in effect.

Commissioner Herford stated that at the time of the original proposal, laws limiting the time of flashing lights were not on the books. This is different from the newer proposal which operates under laws that limit the time that the lights flash.

Ms. Namba stated that she didn't have data with her, but that it is generally accepted that continuous flashing lights produce "driver fatigue" which reduces compliance. Commissioner Borradaile stated that studies which had been distributed to the members showed that signs produce lower compliance compared to flashing lights in reducing speed. Commissioner Herford said data from Lincoln School specifically would be more valuable than studies from other areas. Commissioner Fletcher stated that he lives in South Corvallis and sees compliance as spotty because signs say "on school days", which produces uncertainty about whether or not the zone is in effect. He would like to hear from the school district, Lincoln School, and the SRTS Committee. He reaffirmed that the purpose of the school zone is safety for the kids, not traffic calming or economic development.

Visitor Gigi Sims asked if flashing lights were recommended by the SRTS Committee at schools other than Lincoln five to six years ago. Ms. Namba said no, each school had a walking audit with Committee members and the school principals and developed their own proposals. Ms. Sims stated that she was never informed of the June conversation between PW and school district administration staff. She mentioned that the current principal's main concern with the proposed signage change is that activities take place at Lincoln before and after school (health clinic and community programs). Also, kids may bolt, which can happen at any time. Ms. Sims thinks CPD should be asked for their opinion. On January 30, she spoke with Kim Patton and Karen Selander and asked them for their position. They stated that they want more information. Chair Upton asked Ms. Sims her opinion on the proposed change and she stated that she cannot support a change from all day signage to limited flashing-light times.

Ms. Namba clarified that there is no proposed project for flashing lights. If another awardee can't build their project, the current SRTS grant could get funded. Since the project currently is for speed feedback signs, Public Works would then go back to the school district to determine interest in the change. It appears there was a communication breakdown between school district administration and SRTS staff. Commissioner Holmes summarized that Ms. Simms wants the Corvallis Police Department, SRTS staff, the school principal and 509J administration to sit down and talk.

Commissioner Herford asked if they should pursue extending the 25 mph speed. Ms. Namba talked about the process to do this, which involves ODOT doing a speed zone study.

Visitor Greg Bennett stated that in September 2010, former PW Director Steve Rogers, in discussing the Willamette River Crossing project, noted two bottlenecks to economic development: the bypass intersection and the school zone. Mr. Bennett's opinion is that the South Corvallis Area Refinement Plan (SCARP) is the economic development plan to South Corvallis. The plan seeks to improve the bike and pedestrian environment, which is at odds with a higher speed.

Visitor Jim Bowey stated that since there are activities at the school that aren't limited to when students are coming and going from school, the 20 mph speed zone should be in effect all day. ODOT looks at "roadside culture" in evaluating speed zones, and he opined that this is a community street. Councilor Beilstein agreed with Mr. Bowey, stating that BPAC should take a position against a change in the school zone and pursue a reduced speed limit throughout the corridor.

Commissioner Herford stated that BPAC should direct PW to get information on the process for speed zone change.

Commissioner Borradaile asked what BPAC's role is. Chair Upton stated that BPAC advises the City Council on matters relating to walking and cycling, also advises PW staff, and can informally advise others, like Parks and Recreation and the school district. Commissioner Borradaile asked why, if there is no official project proposed or funded, BPAC is talking about the school zone instead of the larger bicycle/pedestrian issues in South Corvallis and the SCARP. Commissioner Holmes opined that it is good to have had the discussion if an actual proposal comes through. Also, as bicyclists and pedestrians, school kids are part of BPAC's charge. Commissioner Fletcher agreed, stating that there are at least two decision points remaining: 1) funding; and 2) a request by the school district to ODOT. There is time for BPAC to be involved. Commissioner Borradaile suggested BPAC not talk about this again until a change in the status of funding comes through or a recommendation is made by the school district.

Commissioner Fletcher asked that the minutes reflect that BPAC considers this an appropriate issue for BPAC to weigh in on.

Chair Upton summarized that BPAC wants to be kept abreast of the approval of any changes, but will take no action at this time and that the school zone issue will not be an agenda item unless additional pertinent information comes forth.

**V. New Business**

South Corvallis Area Refinement Plan

This item wasn't discussed.

**VI. Information Sharing**

Commissioner Holmes requested an update on the 7th and Western issue. Chair Upton described a meeting that he had with Greg Wilson, Dean Codo, and Laura Duncan Allen at 7th and Western. He read aloud an email from Mr. Wilson to Mr. Codo and Ms. Duncan Allen asking them for an additional two weeks for staff to address the deficiencies they observed before elevating the issue.

**VII. Commission Requests and Reports**

None.

**VIII. Pending Items**

None.

**The meeting was adjourned at 9:02 a.m.**

**NEXT MEETING: March 2, 2012, 7:00 a.m., Madison Avenue Meeting Room**

**CITY OF CORVALLIS**
**MINUTES OF THE CIVIC BEAUTIFICATION AND URBAN FORESTRY COMMISSION**
**JANUARY 12, 2012**

Attendance
Angelica Rehkugler- Chair
Tim Brewer, Vice Chair
Kent Daniels
Helen Ellis
Becki Goslow
Ross Parkerson
Dan Bregar
Larry Passmore
Tony Livermore
Joel Hirsch, Council Liaison

Absent/Excused
Joe Majeski, OSU Liaison

Staff
Becky Merja, Urban Forester
Jackie Rochefort, Parks Planner
Steve McGettigan, Volunteer Coordinator
John Hinkle, Park Ops. Specialist
Mark Lindgren, Recorder

Visitors
Peter Wendell, DCA

**SUMMARY OF DISCUSSION**

| Agenda Item | Information Only | Held for Further Review | Recommendations |
|---|---|---|---|
| II. Review of Minutes | X | | |
| III. Visitor Propositions | X | | |
| IV. Continued Discussion of Projects and Goals | X | | |
| V. Staff Reports | X | | |
| VI. City Council/ OSU Liaison Reports | X | | |
| VII. Committee Reports/ CBUF Calendar | X | | |
| VIII. Adjournment | X | | The next CBUF meeting will be at 8 a.m. February 9, 2012, at the Parks and Rec Conference Room. |

**CONTENT OF DISCUSSION**

**I. CALL TO ORDER:** Chair Rehkugler called the meeting to order at 8:04 a.m. She proposed adding Continued Discussion of Projects and Goals to the agenda after Visitor Propositions. She also asked for discussion of CBUF Calendar under item VII. She explained that she'd arranged for commissioner nametags and changed seating orientation in order to help guests.

**II. REVIEW OF MINUTES.** Ross Parkerson moved and Kent Daniels seconded to approve December 8, 2011 minutes as presented; motion passed.

## III. VISITOR PROPOSITIONS.

Peter Wendell, Chair of the Downtown Corvallis Association (DCA) Design Committee, described starting a project to modify downtown tree wells. He is working with Forester Merja, who has identified 124 of potential 700 tree wells as good candidates for conversion, since they've been more recently planted. There's a better chance of establishing other plants alongside these trees, since the tree roots aren't as well established or extensive yet. He said he was present to seek questions and feedback from the commission.

He related that the group has a target list of plants, and is refining them, with help from nurseryman Chris Shonnard and Forester Merja. The idea is to be able to make suggestions to business and property owners with planting sites about appropriate tree and plant species that survive well and require minimal maintenance, along with specific suggestions for different conditions, such as sunny or shady sites.

Ross Parkerson asked what the major issues were found that need to be corrected; Mr. Wendell replied that the biggest issue is that there has been a tendency for people to build boxes to raise the soil level in the planting area, which presents a tripping hazard and doesn't really help proper root growth. Even when the boxes rot away, the raised soil still presents a tripping hazard. Parkerson asked whether the plan was to place plants around the bases of trees; Wendell replied that those plants would include ground covers and be less than two feet in height; in some cases, there would just be hard surface. Often tree wells are located adjacent to parking, so people are funneled through tree wells as they exit their vehicles and walk toward the sidewalk.

Livermore asked about long term maintenance of tree wells; Wendell replied the DCA was looking at buy-in from community groups who have indicated interest in supporting the downtown; they haven't approached garden clubs yet. He said it was a setback when Work Unlimited indicated they don't have funding to do maintenance. He said his group's goal is to select plant materials that, once established, won't need much maintenance. The DCA committee has five members and meets regularly. Daniels suggested they contact the Community Youth Consortium. Merja said that helping resolving the situation in the downtown would be a very visible "win" for the commission. She related that a number of other communities have groups that have adopted cleaning up areas such as downtown to great success. She has agreed to produce a list of plant materials that the DCA can get a commitment for maintenance for. She highlighted the presence of staffers McGettigan and Hinkle, who both work with volunteers.

Parkerson said it was a great project; he asked about hard surfaces around the bases of trees near parking spaces, where people walk across the area; he asked whether putting pavers around the bases of trees would compact the soil. Wendell said the only options are hard surfaces versus mud. Ellis commented that some hard surfaces are air and water-permeable. Larry Passmore said portable hard surfaces tend not to compact soil surface. Rehkugler said it was great timing for CBUF to take on a project like this. Wendell agreed to return and report back in six months.

Ellis said she belonged to a garden club but hadn't heard of an approach regarding the project; she asked what outreach he'd done to garden clubs. Wendell replied that one of the committee members had approached a number of garden groups and related that they'd be interested in helping make plant selections but not helping with maintenance. Ellis agreed that a number of garden clubs have senior members, but some do have physically active members that could help with maintenance. Wendell added that the best option is to have adjacent property owners do the maintenance; they are considering how to provide rewards for this. Daniels related that the upcoming Urban Forestry program relied on volunteers; he suggested the DCA get involved in the program, which could include pilot areas.

Wendell added that the DCA Design Committee is also working on the graffiti issue. A group of downtown property owners are considering the possibility of nice street art in alleys. They have contacted Tony Farley of the Graffiti Wall project and others; Farley's group has state funding to support building a graffiti wall. Wendell related that the group is considering having a portable graffiti wall that could be moved from location to location, so artists could do street art in a sanctioned, approved way, with a street art gallery downtown. The group must next present the proposal to the Historic Resources Commission. Parkerson suggested contacting Hester Coucke of the Arts Center. Jackie Rochefort related that the Graffiti Wall project is close to seeking permits.

**IV. CONTINUED DISCUSSION ON GOALS AND PROJECTS.**

Chair Rehkugler reminded commissioners that at the previous meeting's discussion, they had assigned "dollars" related to the amount of time commissioners wanted to spend on various projects. She said only commissioners who'd assigned "dollars" to a project were listed next to a particular project. She said Design/Launch Heritage Tree Program is on the July agenda. She said she and Ellis would have a subcommittee meeting to discuss fundraising for the endowment.

Dan Bregar stated that CBUF meetings tend to spend a lot of time hearing from department staff and others; he suggested instead having that information presented via email; then, at the meeting, commissioners could simply ask any questions about the reports. That would allow having that time available to work on projects during the meeting time. Rehkugler concurred and said the staff reports could be part of the meeting packet; Emery said she already does that for PNARB, so that was not a problem.

Rehkugler said subcommittees could be formed following further discussion of projects and goals. Goslow asked members interested in the Waterwise & Clean Up Small Areas Along Streets Subcommittee to email her with projects that they saw needed to be done around the city, in order to help get work going. Bregar suggested breaking up today in two groups to work on Waterwise & Clean Up and Neighborhood Forester programs.

Ellis said the commission is supposed to be an advisory group that gives guidance to the Council; what is being proposed is essentially subcommittee work, which should be done outside main meetings and then reported back to this group. Merja noted that many members simply don't have extra time for subcommittees. Parkerson said that the group needs to decide whether to use its time differently. Ellis stated that this is her last meeting and has contacted the mayor in this regard. She said she was the first chair of CBUF and has achieved her goals; she said she will still continue to help. She said the group has come a long way and is doing a great job.

Parkerson said Bregar's proposal to spend roughly half of each meeting working on a project had merit. Emery said CBUF members are appointed by the mayor and the commission has a Purpose; they can easily do CBUF work during part of the meeting and do subcommittee work during the rest of the meeting. She said staffer Steve McGettigan was present to help give guidance and provide help in becoming more of a working commission. As the department responds to cuts, it is reducing staff and relying more on volunteers. Larry Passmore said it is a good idea to spend part of meetings working on projects. Tony Livermore concurred with Bregar, and noted he doesn't have time to work on subcommittees. Tim Brewer approved of the idea of tapping volunteers more extensively.

Rochefort said it was important for CBUF to continue its advisory role to the City Council but it is also exciting to try being a demonstration group for the community. Becki Goslow highlighted the example of another group that works very efficiently; it has a list of projects; subcommittees are responsible for their own work; and subcommittee chairs give 5-minute reports back to the main committee. She stated

that if every project of a subcommittee needs to be approved by CBUF as a whole, then the process could bog down. She said that there needs to be signs identifying CBUF projects. Rehkugler noted that new members don't have CBUF T-shirts.

Merja said the department has small locations around the city that it is responsible for maintaining. If it identifies areas that need clean up, people need to contact those who are responsible for maintenance. Rochefort added that there is code that specifies what plant material may be planted, so plans do need to be submitted for review. Bregar suggested having staff reports, then breaking into two groups today to work on big ideas and vision, timelines, and needed resources to report to the February meeting. Daniels noted that most of the projects would occur on public property; so there are specifications on what plants should be used, such as low-maintenance and non-invasive. Rehkugler said her concern about breaking up is to have access to staff in both groups. Rochefort suggested setting up a process that would apply to both.

Daniels suggested identifying who is on each subcommittee and which staff would be associated with each. Goslow suggested identifying projects. Daniels suggested determining how to prioritize projects and identifying pilot projects. Rehkugler suggested using criteria and rules for identifying projects, similar to the beautification awards; there should be a step-by-step process, with a checklist. That could include legal issues, plant lists, site requirements, etc. Daniels suggested looking at what successful programs areas have done to avoid re-inventing the wheel. Brewer noted that maintenance issues must also be considered. Merja added that before planting, one must also consider whether there are utilities or other infrastructure, and also consider long-term maintenance, including watering.

Merja related that Tom Cook has offered to be Neighborhood Forester in his area. She noted that typically thirty trees are removed and about thirty new ones added to the watering list each year. Another suggestion was to market, publicize and celebrate CBUF's work. Livermore suggested setting a timeline. Rochefort emphasized considering whether permits were needed. Merja suggested considering funding and potential partners. Ellis suggested contacting neighborhoods; Bregar suggested contacting stakeholders. Rehkugler suggested being prepared for problems. She emphasized making sure projects are aligned with long-term CBUF goals. Rochefort emphasized the importance of having good recordkeeping. Goslow suggested including Steve McGettigan for volunteer and logistic coordination. Rochefort suggested having a training component for volunteers; McGettigan suggested also including transportation and parking for volunteers on projects. Merja said that there needs to be notification and outreach of neighbors for projects, so they're not surprised. She added that the City Councilor for the affected ward also should be contacted.

Rehkugler said two subcommittees will work on the Neighborhood Forester Program and WaterWise/Clean Up Programs, respectively. The WaterWise/Clean Up Program members will be Bregar, Goslow, Livermore, and Brewer. The Neighborhood Forester Program members include Daniels, Rehkugler, Passmore, and Parkerson.

Merja said she would send information on the pilot tree well beautification program to the Small Areas Cleanup Subcommittee. She has forwarded information to Al Shay, OSU Horticulture Department, Barb Speck of the OSU Extension Master Gardeners Program, and Tom Cook, retired Horticulture professor, to get their input on plant materials. Passmore said he expected Forester Merja to play a big part in the Neighborhood Forester Program. The commission broke up into two groups for discussion on WaterWise/Clean Up and Neighborhood Forester programs.

WaterWise/Clean Up Program Discussion:

Rochefort said tree wells would be a good demonstration project; the DCA is poised to participate and could help find funding sources. The group can determine locations. She said it sounds like Wendell was proposing both pavers and plants. Bregar advocated low maintenance plants. Rochefort will contact Livermore regarding plant lists. Rochefort said some areas have irrigation; that is very helpful in getting plantings started. She said plant lists are available for drought-tolerant rock garden plantings that are never irrigated. Brewer cautioned that we have to avoid wavy pavers; Rochefort said stepping stones could work better in some locations. Bregar said sturdy ground covers could be used sometimes; Rochefort said these are called "steppables". Bregar suggested seeing what approaches other communities have done successfully. Rochefort cautioned that there are visual clearance requirements for downtown that must be considered.

Bregar suggested it could be helpful to focus the projects in a particular area to help marketing; he advocated downtown. Bregar said it sounded as if Goslow wanted a large list of projects to consider, then narrow it down. Rochefort said she had a grant to renovate Tunison Park, and she needs volunteer activities there as part of the grant. She needs to plant this spring and volunteers are needed for that; Bregar said this year's National Honor Society (NHS) students could be used for spring and next year's in fall. Brewer said projects should educate neighbors and kids. Rochefort said we need a list of where we want to plant trees. Bregar said we need an easy system for tree planting that will work everywhere. Bregar suggested pilot programs this year, and then use what we've learned to develop "recipes" in order to expand next year.

Rochefort said the Central Park Project has a handful of tree wells that need to be installed as well as a number of plantings ready to go right now. Brewer suggested the committee get a tour of the projects. Bregar suggested the committee next just pick one project to start with and see how it goes and develop a checklist. Rochefort suggested looking at both downtown and Central Park next month. Rochefort will check with Wendell on a map of tree well sites.

Neighborhood Forester Discussion on January 18, 2012:

Committee Members: Kent Daniels (chair) (not present), Ross Parkerson, Larry Passmore, Angelica Rehkugler, Becky Merja

The process:

1) Choose a site – define the area
2) Evaluate the site:
    a. owners/renters
    b. water lines/electrical lines
    c. map existing trees, identify locations for new trees
3) Formulate a plan
4) Present plan to property owners (community meeting, one-on-one, flyers)
5) Indentify the "forester"
6) Train forester if needed
7) Plant
8) Follow up (watering, pruning, mulching)

Tom Cook attended the meeting. He is our second "forester" (Kent being the first.). Tom' neighborhood on NW Hayes is the site. Becky identified 57 trees in poor condition (management wise, without property owner help, city can water 30 trees.). Becky will get a map to Tom (and to committee for Feb. 9th CBUF meeting).

Next step – species selection, with help from John Hinkle, Larry, Becky M. Width of planting strips is 6 feet; North side has power lines; south side can take big trees; Tom will talk one-on-one with neighbors; Target planting date: fall 2012; Trees to be ordered in July; Watering bags may be provided (who will pay? – they cost about $22 ea.)

**V. STAFF REPORTS**.

Director Emery related that the department just submitted the FY 12-13 budget, slightly less than this year's budget, including not filling a couple vacant positions. All department heads are meeting to discuss where to make further cuts to address the projected $1.5-$2 million shortfall. A study in March will look at the feasibility of a combined Parks and Recreation District. Currently the department must compete with Police and Fire services.

A "Friends of Parks and Recreation" non-profit group has been formed to provide alternative revenue sources, as well as to market and advocate. Its first meeting was in January and it will develop bylaws and articles of incorporation at its February meeting. Daniels asked about how the feasibility study was getting feedback; Emery replied that the consultant was interviewing six such districts and interviewing stakeholders. The results will be given to the Council before the community at large is approached. Rochefort highlighted the Spring Garden Festival on Sunday, May 6; there will be a dedication of Central Park Plaza improvements.

**VI. CITY COUNCIL/OSU LIAISON REPORTS**.

Hirsch highlighted an upcoming January 21 benefit performance by multiple Tony Award-nominated Tsidii LeLoca at the Majestic Theater. He related that if customers mention Linus Pauling Middle School at Laughing Planet on January 24, the restaurant will gave a portion of proceeds to the school. The Budget Commission meets tonight.

**VII. COMMITTEE REPORTS/CBUF CALENDAR**.

**VIII. ADJOURNMENT:** The meeting adjourned at 10:07 A.M.

**DRAFT**

# CITY OF CORVALLIS
# INVESTMENT COUNCIL MEETING
# FEBRUARY 2, 2012
# MINUTES

The City of Corvallis Investment Council meeting was called to order at 7:30 a.m. on February 2, 2012, in the Madison Avenue Meeting Room, 500 SW Madison Avenue, Corvallis, Oregon.

**ROLL CALL**

Present: Ellen Volmert, Nancy Brewer, Janet Chenard, Staci Voight, Bill Mercer, Mark O'Brien (Minutes transcribed from recording by Teresa Nix)

Absent: James Patterson, Scott Fewel

**SUMMARY OF DISCUSSION**

| Agenda Item | Information Only | Held for Further Review | Recommendations |
|---|---|---|---|
| I. Approval of Minutes from November 3, 2011 | | | Approved as presented. |
| II. Fiscal Year 2011-2012 Second Quarter Review | X | | |
| III. Open Discussion | X | | |
| IV. Adjournment – 7:40 a.m. | | | |

**CONTENT OF DISCUSSION**

## I. APPROVAL OF MINUTES

Assistant City Manager Ellen Volmert invited any corrections to the minutes from the November 3, 2011 meeting. None being received, the minutes were approved as submitted.

## II. FISCAL YEAR 2011-2012 SECOND QUARTER REVIEW

Treasury Accountant Staci Voight read the following statement regarding the economic outlook:

The Federal Open Market Committee (FOMC) announced earlier this week that they expect economic growth over the coming quarters to be modest, and further anticipate that the unemployment rate will decline only gradually. While indicators point to some improvement in overall labor market conditions, the unemployment rate remains elevated. Strains in global financial markets also continue to pose significant downside risks to the economic outlook. The FOMC decided to keep the target range for the federal funds rate at zero to ¼ percent, and will most likely stay at low levels at least through late 2014. Earlier this week, NPR released a story about their investigation of Freddie Mac claiming it has invested billions of dollars betting that U.S. homeowners won't be able to refinance their mortgages at today's lower rates. While these investments are legal, NPR states that it raises concerns about a conflict of interest within Freddie Mac. The City currently holds $4 million in Freddie Mac securities. City staff has

been in contact with the City's Investment Advisor, Davidson Fixed Income Management, about the article. Davidson will continue to watch Freddie Mac, but has stated there is no immediate concern, and that there continues to be "headline" risk in terms of what the government agencies are involved in, ever since the bailouts and other banking fiascos.

Ms. Voight presented the Second Quarter Portfolio Summary (Attachment A). In looking at ending balances for the first quarter against the second quarter, in cash there was a net increase of about $14.7 million which was from property taxes received in November and December. Investments had a net increase of about $2.5 million. The total ending balance in December was at about $43.75 million which was about $1.6 million higher than this time last year. Investment activity included two purchases in November of $3 million each; one matures in December of 2013 and the other matures in November of 2014. There was a maturity of $2 million, and an investment called in November of $1.5 million. The Total Portfolio went down by 7 basis points, and the Core Portfolio went down by 10 basis points. The State Pool has had no change in its rates, and the 2-Year Treasury went up by 7 basis points.

Ms. Voight said that the City has just finished negotiations with Wells Fargo for a Banking Services contract and hopes to have a start date of March 1.

Mr. Mercer referred to a recent newspaper article questioning why the City does not bank local. Finance Director Brewer said that there was a good article in the Oregonian in December explaining why Portland-area communities are not banking at local banks. The need for electronic and on-line services makes it difficult for local banks to get into that market. Local banks have created a really good tool set for individuals and small businesses. To create a tool set for large businesses would be expensive and there are not enough large businesses to give them the needed payback. The reason that local governments receive bids from Wells Fargo, Bank of America, and US Bank is that they have created the tool set for large businesses and they can scale it appropriately to meet the City's needs.

## III. OPEN DISCUSSION

There was no further discussion.

## IV. ADJOURNMENT

The meeting was adjourned at 7:40 a.m.

# City of Corvallis
# Investment Council
# February 2, 2012

**Quarterly Portfolio Summary for the Quarter Ending 12/31/2011:**

| | Treasury Report Pg. 5 September 2011 | Treasury Report Pg. 5 December 2011 | Change |
|---|---|---|---|
| **Cash** | | | |
| Petty Cash | $9,932 | $10,392 | $460 |
| Checking | $759,751 | $1,008,968 | $249,217 |
| Money Market | $3,271,392 | $3,276,288 | $4,896 |
| State Pool (LGIP)* | $11,985,809 | $26,455,864 | $14,470,055 |
| *ORS maximum $43,889,508 | | | |
| **Cash - Total** | **$16,026,884** | **$30,751,512** | **$14,724,628** |
| **Investments - Total** | **$10,500,000** | **$13,000,000** | **$2,500,000** |
| **Portfolio - Total** | **$26,526,884** | **$43,751,512** | **$17,224,628** |

**Investment Activity**

| | Description | Maturity/Call Date(s) | Par Value |
|---|---|---|---|
| Purchase - 11/21/11 | FHLB 0.875% | 12/27/2013 | $3,000,000 |
| Purchase - 11/21/11 | FFCB 0.730% | 11/21/14, 1X 11/12 | $3,000,000 |
| Maturity - 10/3/11 | FFCB 3.50% | | -$2,000,000 |
| Call - 11/25/11 | FHLB 1.05% | | -$1,500,000 |
| | | **Net Change in Investments** | **$2,500,000** |

| **Book Yields** | Treasury Report Pg. 15-16 September 2011 | Treasury Report Pg. 14-15 December 2011 | Change |
|---|---|---|---|
| Total Portfolio[1] | 0.65 | 0.58 | -0.07 |
| Core Portfolio[2] | 0.87 | 0.77 | -0.10 |
| State Pool (LGIP) | 0.50 | 0.50 | - |
| 2 Year Treasury | 0.18 | 0.25 | 0.07 |

[1] Total City Cash & Investments

[2] Invested Portion of City Portfolio

**Other Information:**

Banking conversion activities to Wells Fargo have been delayed due to contract negotiations. Implementation is projected to start March 1, 2012.

DRAFT

# CITY OF CORVALLIS
# MINUTES OF THE PUBLIC ART SELECTION COMMISSION
# JANUARY 19, 2012

Attendance
Shelley Curtis, Chair
Chi Meredith
Ross Parkerson
Paul Rickey, Jr.
Sidnee Snell

Absent
Shelley Moon

Staff
Steve DeGhetto, Assistant Director
Terry Nix, Recorder

## SUMMARY OF DISCUSSION

| Agenda Item | Information Only | Held for Further Review | Recommendations/Actions |
|---|---|---|---|
| Call to Order | | | Called to order at 4:00 p.m. |
| Review of Minutes | | | October 20, 2011, minutes were approved as transcribed. |
| Visitors' Propositions | X | | |
| Introductions | X | | |
| Potential Locations for Art | X | | |
| Adjournment | | | Adjourned at 5:10 p.m. |

## CONTENT OF DISCUSSION

**I. CALL TO ORDER:** Chair Shelley Curtis called the meeting of the Corvallis Public Art Selection Commission to order at 4:00 p.m.

**II. REVIEW OF MINUTES:**

**MOTION:** Ross Parkerson moved to approve the minutes of October 20, 2011, as transcribed. Chi Meredith seconded the motion and it **passed** unanimously with Sidnee Snell abstaining.

**III. VISITORS' PROPOSITIONS:** None.

**IV. INTRODUCTIONS**

## V. POTENTIAL LOCATIONS FOR PUBLIC ART

Assistant Director Steve DeGhetto said that the Department is working on a master plan process which involves a number of public meetings, and that it would be nice to have representation by this Commission at some of those meetings. As part of the master plan process, he has requested an insurance inventory of the City's public art and assigned values. The inventory will include capital assets of more than $5,000 in value and can be combined with lists of amenities and art memorials into a comprehensive list of public art. Mr. Parkerson suggested that it would be good to also have photographs of the art as part of the inventory.

Mr. Parkerson asked if the portable graffiti wall would be considered public art. Ms. Snell said she thinks the wall could be considered more of a cultural event or activity. Mr. Parkerson asked about the possibility of having members of the Commission visit the Arts and Culture Commission (A&CC) to share information. Mr. DeGhetto said he will give an update at the next meeting about the activities of the A&CC including the graffiti wall and the café program. It was noted that A&CC meetings are public meetings, open to any citizen.

Chair Curtis shared an offer she received from an out-of-town artist to purchase bicycle art; she asked if this is something the Commission is interested in pursuing. Brief discussion followed regarding safety concerns associated with the piece. Mr. DeGhetto said that he has seen bicycle art that was elevated and attached to a building. Ms. Curtis said that, if the Commission was interested in bicycle art, it might want to go through a deliberate process.

**MOTION:** Ms. Snell moved to not pursue the offer to purchase bicycle art. Mr. Parkerson seconded the motion and it **passed** unanimously.

Chair Curtis will write a letter to the artist.

Mr. DeGhetto suggested a process to identify potential sites for public art and ideas of what might fit into those sites. This could help with the evaluation process as proposals come forward, and could be used as a tool to work with artists who might want to make a proposal. Ms. Meredith said that identifying a site and then having a contest to choose the art is another approach. Discussion followed regarding whether the list should include rotating gallery spaces; it was generally agreed that need is well addressed in the community including exhibits at Birkenstocks, New Morning Bakery, Sam's Station, and an upcoming exhibit at the Majestic Theater.

Ms. Meredith asked how to proceed with identifying potential sites. Mr. DeGhetto suggested that the commission or a subcommittee could brainstorm ideas and work with staff on this project. Things to think about in identifying potential locations include ADA compliancy, safety concerns (i.e., lighting), and the historical use of a particular park or area. Ms. Meredith suggested that each Commissioner bring an idea of one location that would be appropriate for public art to the next meeting.

Mr. Rickey briefly reviewed the history of public art. Discussion followed regarding the lifespan of art, and the need to eventually retire some pieces in order to make room for new art.

## VI. ADJOURNMENT

The meeting was adjourned at 5:10 p.m.

**WATERSHED MANAGEMENT ADVISORY COMMISSION**
**MINUTES**
**January 18, 2012**

# DRAFT

**Present**
Jacque Schreck, Vice-Chair
Charlie Bruce
Michael Campana
David Zahler
Racquel Rancier
Jessica McDonald

**Absent**
Sheryl Stuart - Excused
Creed Eckert
Richard Hervey, City Council Liaison

**Staff**
Amber Reese, Public Works
Tom Penpraze, Public Works
Mike Hinton, Public Works

**Visitors**
Jim Fairchild
Ken McCall

**SUMMARY OF DISCUSSION**

| Agenda Item | Information Only | Held for Further Review | Recommendations |
|---|---|---|---|
| I. Call Meeting to Order/Introductions | X | | |
| II. Review of Agenda | X | | |
| III. Review of November 16, 2011 Minutes | | | Approved |
| IV. Staff reports | X | | |
| V. Visitor Comments | X | | |
| VI. Old Business<br>• WMAC changes, new board members and meeting times/places.<br>• Public Testimony from Jim Fairchild<br>• "Know Your Forest and Help Us Care for It" Discussion questions and how to proceed. | X | | |
| VII. New Business<br>• WMAC packet procedures. | X | | |
| VIII. Commission Requests and Reports | X | | |
| IX. Adjourn | | | |

## CONTENT OF DISCUSSION

### I. Call Meeting to Order/ Introductions

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

### II. Review of Agenda

No changes were made.

### III. Review of Minutes

**Commissioner Bruce moved to adopt the November 16 minutes; Commissioner Zahler seconded the motion, which passed unanimously.**

### IV. Staff Reports

Mr. Penpraze reported the following:

- The Capital Improvement Program (CIP) has a number of projects planned for the next five years. Staff has carried a project in the CIP document for unspecified watershed projects to keep the watershed in the Commissioners' minds. Mr. Penpraze stated that the WMAC has been successful in managing projects and the general watershed project will be pulled from the CIP document. Some specific projects will remain in the CIP.

Ms. Reese reported the following:

- Harvest on units 305, 123, and 126 are well under way. Hauling has begun on unit 305. There are three log buyers for this thinning: Georgia Pacific in Philomath will take logs eleven inches in diameter or larger; Frank Lumber in Mill City will take logs five to ten inches in diameter; and Fiber Marketing in Corvallis will receive some truckloads of pulp material.
- B&G logging is doing the harvest and will immediately harvest for the Forest Service after the City project, which brought up questions about road usage and maintenance. She is working with the Forest Service to create a new agreement.
- The riparian restoration project is the third phase of the wildlife habitat enhancement project, which will be wrapping up in February. She listed some sites where planting will be taking place in the next week.
- Staff would like to invite the Commissioners to see the harvesting as it is occurring. WMAC discussed a time to meet and go to the forest.

### V. Visitor Propositions

<u>Public Testimony from Jim Fairchild</u>

Mr. Fairchild reported that he attended the "Know Your Forest" workshop and asked if the Commission would be addressing all of the questions that were submitted. He asked where the maintenance of marten habitat will occur and states that the response given regards "how" it will occur. He stated that the importance is closed canopy with high snag levels, which every management plan he can conceive reduces these levels. Commissioner Schreck asked this to be passed on to Trout Mountain to be answered. He also asked about the harvesting practices in the revision, referred to as variable retention, which is a harvest method that could be considered thinning. He asked which of these methods is changing the age of the stand. Commissioner

Schreck asked staff to have Trout Mountain respond to Mr. Fairchild's questions, as well as the possibility of a glossary to help clarify terms used in the management plan.

**VI. Old Business**

WMAC changes, new board members and meeting times/places.

Vice-Chair Schreck nominated Charlie Bruce for the position of Chair. Commissioner Rancier seconded the motion. Commissioner Zahler nominated Commissioner Rancier, who declined. Commissioner Bruce was unanimously elected Chair.

The Commission discussed changing the time and location of meetings. Ms. Reese listed some options. Ms. Reese will send an email poll to determine the new meeting time.

"Know Your Forest and Help Us Care for It" Discussion questions and how to proceed.

Ms. Reese reported that she recorded all of the questions and comments that were left at the event. The Commissioners discussed how to incorporate the suggestions into the overall document. The Standards and Guidelines Subcommittee will meet again before the February WMAC meeting to look over the overall forest plan and Standards and Guidelines to make sure they are compatible.

Commissioner Zahler stated that the marten is a State sensitive listed species and that the Corvallis Forest Plan will create beneficial habitat for them, but that there is a good chance, biologically speaking, that we will never see a marten in the watershed because the closest known populations are on the coast.

The Commission discussed the wide range of people who attended the event.

**VII. New Business**

WMAC packet procedures.

Ms. Reese discussed new WMAC packet procedures. All major correspondence to members on the WMAC email list will be sent items that are blind carbon copy (bcc) so that their email addresses are not visible to other members. Visitor propositions to be included in a WMAC packet must be received two days before the WMAC meeting. The procedures also need to be listed on the Web site. Commissioners also discussed a "frequently asked questions," page for the Web site.

**VIII. Commission Requests and Reports**

Commissioner Schreck suggested an orientation meeting for the new commissioners to discuss their roles and responsibilities on the WMAC. Ms. Reese will coordinate meeting times.

**IX. Adjourn**

**The meeting was adjourned at 7:02 p.m.**

**NEXT MEETING: February 29, 2012, 5:00 p.m., Madison Avenue Meeting Room**

# MEMORANDUM

**To:** City Council Members

**From:** Julie Jones Manning, Mayor

**Date:** March 1, 2012

**Subject:** Confirmation of Appointment to Citizens Advisory Commissions on Transit

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As you know, at our last regular meeting I appointed the following person to the Citizens Advisory Commission on Transit for the term of office shown:

Terry Wright
Term expires June 30, 2012

I ask that you confirm this appointment at our next Council meeting, March 5, 2012.

1015

# MEMORANDUM

**To:** City Council Members

**From:** Julie Jones Manning, Mayor

**Date:** March 1, 2012

**Subject:** Vacancies on Advisory Boards, Commissions, and Committees

---

Stephanie Calhoun has resigned from the Arts and Culture Commission. Stephanie's term on the Commission expires June 30, 2014.

Rachel Schwindt has resigned from the Downtown Commission Parking Committee. Rachel's term on the Committee expires June 30, 2013.

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

1016

# MEMORANDUM

**To:** City Council Members

**From:** Julie Jones Manning, Mayor

**Date:** March 1, 2012

**Subject:** Appointment to Parks, Natural Areas, and Recreation Board

---

I am appointing the following person to the Parks, Natural Areas, and Recreation Board for the term of office shown:

Carolyn Ashton
Term expires June 30, 2013

Carolyn moved to Corvallis approximately six months ago and appreciates Corvallis' parks. She is eager to get involved in the community and volunteer in areas of interest and importance to her. She is a member of the 4-H Youth Development Faculty of the Oregon State University Extension Service for Benton County.

I will ask for confirmation of this appointment at our next Council meeting, March 19, 2012.

1017

# Memorandum

To: Mayor and City Council

From: Ken Gibb, Community Development Director

Date: February 29, 2012

Subject: Schedule a Public Hearing - Harrison Street Apartments (PLD11-00004, SUB11-00001)

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On February 15, 2012, the Planning Commission denied an application for a Major Modification to Conceptual and Detailed Development Plan, and a Major Replat to consolidate lots and construct a 90-unit apartment complex at 2750 NW Harrison Blvd (the former Good Samaritan Heart of the Valley site).

On February 28, 2012, the applicant submitted an appeal of the decision to the City Recorder and Planning Division staff. The City Council is asked to schedule a public hearing on Monday, March 19, 2012, to consider the appeal.

# Memorandum

To: Mayor and City Council

From: Ken Gibb, Community Development Director

Date: February 29, 2012

Subject: Applicant's Final Statement and Decision Options - Johnson Carriage House (HPP11-00033)

On February 21, 2012, the City Council held a public hearing regarding the Johnson Carriage House Historic Preservation Permit (HPP) application. Prior to the close of the public hearing, Mayor Manning asked if the appellant wished to waive the right to submit a final written argument. The appellant intended to retain the right to submit final written argument, but the appellant's response was interpreted differently by the Mayor and Council. Immediately following the public hearing, the appellant discussed this with City staff. After consulting with the City Attorney, staff informed the appellant that a final written argument could be submitted. A letter with the final written argument was submitted on February 27, 2012, and is attached to this memorandum.

The appellant/applicant requests HPP approval for alterations to the front porch, siding, trim, shed windows, and front and back doors of the Johnson Carriage House. The City Council has multiple options with respect to the subject HPP application. Four possible options identified in the February 14, 2012, Staff Report to the City Council are:

Option 1: Approve the revised application in-whole, thereby overturning the HRC decision;

Option 2: Approve the revised application in-whole, with conditions, thereby overturning the HRC decision;

Option 3: Approve the revised application in-part, with conditions, thereby upholding certain aspects of the HRC decision; or

Option 4: Deny the revised application in-whole, consistent with the HRC decision.

Based on the analysis in the February 14, 2012, Staff Report to the City Council, staff recommend that the City Council pursue Option 3, and approve the revised HPP application subject to the Conditions of Approval provided at the end of that report. If this option is pursued, Staff recommend the following aspects of the application be approved, as conditioned:

- Alterations to front porch (new steps, replaced handrail, re-oriented porch landing boards);
- Replace metal doors with wood doors; and
- Re-install wood windows.

Consistent with the HRC decision, staff recommend the following aspect of the application not be approved, as provided by Condition of Approval 1 (page 34 of the February 14, 2012 Staff Report to Council):

- Installation of trim and fiber cement siding;

If the City Council accepts this recommendation, the following motion to approve is suggested:

**Recommended Motion**

I move to tentatively approve in-part the Johnson Carriage House Historic Preservation Permit application (HPP11-00033), as conditioned in the February 14, 2012, memorandum to the City Council, and subject to the adoption of formal findings and conclusions regarding this decision. This approval includes alterations to the front porch, replacement of metal doors with wood doors, and re-installation of shed windows, as conditioned. This approval does not extend to the installation of the proposed trim and siding, as those alteration activities do not satisfy the applicable criteria. This motion is based on findings in support of the application presented in the February 14, 2012, memorandum to the Council, evidence presented during the proceedings, and findings in support of the application made by the Council during deliberations on the request.

Review and Concur

Jim Patterson,
City Manager

PLANNEXT
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RECEIVED
FEB 27 2012
Community Development
Planning Division

February 27, 2012

Mayor Manning and Corvallis City Council
c/o Mr. Robert Richardson
Associate Planner
City of Corvallis
501 SW Madison Avenue
P.O. Box 1083
Corvallis, Oregon 97339-1083

**RE: Johnson Carriage House Appeal (HPP11-00033) – Final Written Argument**

Dear Mayor Manning and City Councilors:

Prior to the close of the public hearing on the case referenced above, Mayor Manning asked whether the appellant wished to waive the right to submit final written argument. I responded by shaking my head and saying "No, thank you." This response was interpreted as confirmation that the appellant wished to waive that right, which was not my intent.

As a result, the appellant's final written argument is presented below for your consideration.

**Compliance with Applicable Criteria**

The appellant's request is subject to criteria contained in the following sections of Land Development Code (LDC) Chapter 2.9:

- Section 2.9.70.b – addresses the In-kind Repair or Replacement of exterior features of a Designated Historic Resource;
- Section 2.9.100.03, Parts "e." and "i." – address the installation of new first story exterior steps, and the replacement of windows and doors on Designated Historic Resources, respectively; and
- Section 2.9.100.04.b – addresses alteration or new construction involving a Designated Historic Resource that isn't otherwise addressed through Sections 2.9.70 or 2.9.100.03.

*Section 2.9.70.b*

Six elements of the appellant's request have been reviewed for compliance with the criteria in LDC Section 2.9.70.b. Each of these requests have been demonstrated to comply with the definition of In-kind Replacement or Repair through information submitted with the appeal letter dated January 23,

2012, the supplementation information presented with the appellant's letter dated February 21, 2012, and the through appellant's testimony at the February 21, 2012, hearing on this matter. A summary of each element is provided below.

- In-kind Replacement of the front porch railing – As described in the appeal letter and as testified during the public hearing, the replaced front porch railing will be constructed of wood with dimensions that exactly match the various pieces of the railing that was removed.

- In-kind Repair of glass panes and trim of the existing attached garage windows – Supplemental information submitted with the appellant's February 21, 2012, letter confirms that the existing garage windows are still structurally intact, and that by replacing the glass panes and re-attaching the trim that was removed from around these windows, the appellant will return them to their previously existing functions and conditions.

- In-kind Repair of the front porch landing boards – Re-orienting the porch landing boards to be perpendicular to the house instead of parallel to it will remedy a concerned raised by the Historic Resources Commission (HRC) regarding the historic design of the porch. The re-oriented boards will be the same thickness and width (two-inches by six-inches) as the previously existing porch landing boards.

- In-kind Replacement of trim surrounding the exterior windows and doors of the house – As demonstrated through photographs submitted by the appellant, and by analysis presented in the December 30, 2011, staff report to the HRC, the proposed window and door trim is the same material and dimensions as the previously existing trim that was removed by the applicant. Prior to initiating the rehabilitation project, two layers of window and door trim were present on the Johnson Carriage House, and there will still be two layers of window and door trim as a result of approving the appellant's request.

- In-kind Replacement of the existing plywood siding with new HardiPlank siding – The appellant argues that the plywood siding and the HardiPlank siding match each another in terms of "design, texture, materials, dimensions, shape, and other visual qualities." Both the plywood siding and the HardiPlank siding are manufactured siding products that contain and look like real wood. Both the plywood siding and the HardiPlank siding are rectangular in shape. Both the plywood siding and the HardiPlank siding are characterized by a synthetic wood grain that is the result of a manufacturing process. Both the plywood siding and the HardiPlank siding were installed in a horizontal orientation. Lastly, both the plywood siding and the HardiPlank siding were installed with essentially the same reveal dimension.

  As noted during the public hearing, the language used to define the term 'In-kind Replacement or Repair' does not use the word "exact." Therefore, the City Council is able to determine to what extent the characteristics noted above match one another. It is clear that the similarities are significant, and compel reaching the conclusion that the plywood siding and the HardiPlank siding do in fact match one another.

*Section 2.9.100.03, Parts "e." and "i."*

Two portions of the appellant's request were made under the criteria from Section 2.9.100.03, Parts "e." and "i."

- New front and rear doors – As noted during the February 21, 2012, public hearing, the appellant does not take exception to the analysis provided in the February 14, 2012, Council staff report concerning the proposed new front and rear doors. The appellant is willing to install either wood or metal-clad wood doors.

- New front porch steps – The new front porch steps were installed in order to comply with Building Code requirements. Section 2.9.100.03.i permits this activity and the necessary modification of an associated handrail or guardrail. This flexibility pertains only to the portion of the previously existing porch railing that was removed from the south side of the porch in order to construct the new stairs. If a new handrail is necessary to comply with the Building Code, it will be constructed consistent with the design of the In-kind Replacement porch railing described above.

*Section 2.9.100.04.b*

If the City Council does not support the appellant's request to permit installation of the new HardiPlank siding as an In-Kind Replacement of the plywood siding, then the appellant has also demonstrated that this portion of the request complies with applicable criteria from Section 2.9.100.04.b.

As noted by the appellant during the February 21, 2012, public hearing and in the submitted letter of appeal, the installation of HardiPlank siding complies with Part "1." of Section 2.9.100.04.b based on the analysis provided on Pages 20 and 21 of the Council staff report, and the following:

- It is complimentary to the various horizontal siding materials found on nearby Designated Resources within the Avery-Helm National Historic District, including those found immediately north and south of the Johnson Carriage House.

- The introductory language of Section 2.9.100.04.b.1 notes, in part, "that the design or style of the Alteration or New Construction is compatible with that of the **existing** Designated Historic Resource, if in existence, and proposed in part to remain…" As related to the proposed siding, the basis for assessing compliance with this criterion is the existing plywood siding. This conclusion is supported by item "e)" Condition of the subject Designated Historic Resource.

- The proposed HardiPlank siding is more complimentary to and compatible with the existing design and style of the Johnson Carriage House and surrounding Designated Historic Resources than the plywood siding, because it was installed with a uniform reveal dimension of six inches. In contrast, the plywood siding had been installed with a varied reveal dimension.

It is not reasonable to apply Part "a." of Section 2.9.100.04.b.2 to the subject request because the only evidence contained in the record that demonstrates what the original siding might have been is a photograph of only a small portion of one exterior wall showing two types of siding (Exhibit I-24). The

language of this criterion states that the proposal shall "cause the Designated Historic Resource to more closely approximate the **original** historic design or style, appearance, or material composition of the resource **relative to the applicable Period of Significance**." Even if the appellant was proposing to install wood droplap siding, it could not be conclusively demonstrated that doing so would cause the Johnson Carriage House to "more closely approximate the original historic design" because two types of siding are shown in the subject photograph. Which one of these siding materials is the original? Which one is consistent with the historic design of the Johnson Carriage House? Absent conclusive answers to these questions, the evidence is conjectural, and is precluded from consideration based on the "Architectural Details" element of LDC Section 2.9.100.04.b.3. Further, the appellant has the unrestricted option of demonstrating compliance with Part "b." of Section 2.9.100.04.b.2, which requires consideration of the historic design or style, appearance, or material composition of the resource, irrespective of the Period of Significance. Arguments presented by the appellant that demonstrate satisfaction of Part "3." of Section 2.9.100.04.b also satisfy Section 2.9.100.04.b.2.b, as summarized below.

The appellant has demonstrated consistency with the "Facades", "Architectural Details", and "Building Materials" elements of Section 2.9.100.04.b.3 through information submitted with the January 23, 2012, appeal letter, with the supplemental letter dated February 21, 2012, and through testimony presented at the February 21, 2012, public hearing. Language from all three of these elements places an emphasis on achieving compatibility with **existing** materials, design, or style. Therefore, the basis for determining whether the proposed HardiPlank siding is consistent with the materials, design, or style of the Johnson Carriage House is the plywood siding that, for the purposes of this case, "existed" at the time the appellant requested approval of a Historic Preservation Permit.

As noted by the appellant during the Council hearing, the HRC has previously approved the use of synthetic building materials on structures within the Avery-Helm National Historic District. Both the G.M. Duncan House, which is located immediately south of the subject property on SW 2nd Street, and several new houses recently approved within the District were allowed to contain synthetic building materials, including HardiPlank siding. Therefore, the use of HardiPlank siding on the Johnson Carriage House will not diminish the Historic Integrity of the Avery-Helm National Historic District in comparison to existing conditions.

The HardiPlank siding is reflective of and complimentary to the siding found on surrounding comparable Designated Historic Resources given its shape, horizontal orientation, and uniform reveal. Additionally, based on photographic evidence presented with the appellant's letter dated February 21, 2012, the offset depth achieved by the HardiPlank siding and the In-kind Replacement window and door trim is consistent with the offset depth observed on nearby Historic/Contributing resources that currently contain original siding and trim that date to the Period of Signficance for the Avery-Helm National Historic District. Therefore, the proposal is complimentary to the Historic Integrity of comparable Designated Historic Resources.

In addition to the emphasis placed on existing materials by the "Facades", "Architectural Details", and "Building Materials" criteria, it is also defensible for the appellant to rely on the plywood siding as a basis for demonstrating consistency with Section 2.9.100.04.b for other reasons. The plywood siding was in place when the Johnson Carriage House was found to have sufficient Historic Integrity and original workmanship and material to show the construction technique and stylistic character of the

Period of Significance for the Avery-Helm National Historic District. The Johnson Carriage House was designated as a Historic/Contributing resource despite the fact that the plywood siding is a non-original, non-historic siding material. There is no evidence contained in the Statement of Significance to conclude that its presence was somehow mitigated by a relationship that once existed with the abutting Johnson House. Nor is it logical to suggest that the HardiPlank siding, given its similarities to the plywood siding, should not be permitted because plywood siding would otherwise only be allowed if it were consistent with the original design. The appellant has not attempted to demonstrate consistency with the original siding material because there isn't conclusive evidence of its design or style. There is, however, conclusive evidence of the existing siding material, and the applicable criteria allow the appellant to demonstrate consistency with the existing siding material in order to receive approval of the request. The discussion provided above clearly establishes that the HardiPlank siding is at least as complimentary to the Historic Integrity of the Johnson Carriage House and Avery-Helm National Historic District as the plywood siding. Therefore, its use should be approved.

**Summary**

The appellant has submitted the information necessary to substantiate findings that the subject proposal complies with the applicable criteria from LDC Sections 2.9.70.b, 2.9.100.03.i, and 2.9.100.04.b. We appreciate your careful consideration of this information, the arguments made by the appellant, and the testimony submitted in support of the request.

Respectfully,

Eric M. Adams

cc: Mr. Rob Schneider

RECEIVED

MAR 01 2012

CITY MANAGERS OFFICE

**To; City Council**
**From: Dan Brown, Ward 4**

**March 1, 2012**

**Subject: Chapter 2.9 and Alterations to Buildings in National Historic Districts**

## OVERALL REMARKS

Although I do not claim to be an expert, I attended all the meetings at which **Chapter 2.9** of the Land Development Code (**LDC**) was created, and sat through four years of Historic Resource Commission (HRC) deliberations as Council liaison. I'd like to share some of my observations with the Council:

☑ Many laypersons have trouble understanding **Chapter 2.9 - Historic Preservation Provisions**. Councilors are not alone

☑ The City Council is in a unique position with regard to historic preservation applications. *De novo* means that the application under review is being reviewed for the first time; thus, what happened before in previous reviews is not determining. Also, the Council wears two hats. In addition to their *quasi-judicial* role, they are the legislative body who approved the **LDC**; thus, the Council has the authority make judgments about the meaning of **Chapter 2.9** or to change it.

☑ Most actual appeals to the Council involve HRC-level decisions. Thus, it is most important for the Council to understand the nine pages in **Section 2.9.100.04 - *Parameters and Review Criteria for an HRC-level Historic Permit.***

☑ HRC-level decisions inherently involve subjective judgments. As a result, the Council has considerable latitude in how to apply **Chapter 2.9**. In many cases, there is no single "right" decision.

☑ There is no requirement in **Chapter 2.9** that the Council will treat every old building with awe or that they treat all old buildings the same. This is true even for buildings which met the minimum requirements for "***historic significance***" or the minimum requirements for "***historic integrity***."

☑ The majority of historic preservation applications in Corvallis come from the three national historic districts. Within the districts, one can find a spectrum of buildings and outbuildings. The Council can judge how much relative ***Historic Significance*** each of these buildings possesses. The mere presence of a building in a district does not mean that the building has ***historic significance in-and-of itself.***

☑ Property owners are not required by **Chapter 2.9** to take a building back to its original architectural configuration or to its original condition.

## THE TASK FOR THE CITY COUNCIL

Most historic preservation appeals involve HRC-level decisions and also **2.9.100.04**.
I conceptualize several sub-sections fitting together as represented in the following diagram which will be explained below.

### Diagram 1: FLOW DIAGRAM FOR HISTORIC REVIEWS

| | | | | | | |
|---|---|---|---|---|---|---|
| **2.9.100.04.b.3**<br>**Compatibility Criteria**<br>p.9 | → | **2.9.100.04.b.2**<br>**Decision Rule**<br>p.2 | ← | **2.9.100.04.b.1**<br>**General Review Criteria**<br>p.7 | ← | **1.6.30-27,28**<br>**Definition of Historic Integrity**<br>p.8 |

The arrows in the diagram place the decision rule in the center and show how the various criteria and definitions fit in. The **LDC** states that the Council ***shall consider*** **Compatibility Review Criteria** and **General Review Criteria** in approval/disapproval decisions. ***Historic Integrity*** is one of the **General Review Criteria**.

## I. The Decision Rule:

A central element in most appeals is the decision rule which is used in deciding to approve or disapprove a proposal. If an appeal does not involve "***New Construction***," the relevant text in **2.9.100.04.2.b** says that:

> ***In general, the proposed alteration . . . shall . . .***
>
> ***b) Be compatible with the historic characteristics of the Designated Historic Resource and/or District, as applicable, based on a consideration of the historic design or style, appearance, or material composition of the resource.***

This is not a clear and objective standard; instead, it presents the Council with considerable discretion. The central concept is "***compatible***" which is defined in **LDC 1.6.30-13**.

> ***Ability of different uses to exist in harmony with each other. Making uses compatible with each other implies site development standards that regulate the impact of one use on another.***

The **LDC** does not impose a single standard for ***compatible***; instead, it proposes flexibility. When the Council makes a decision to approve/disapprove a historic preservation application, it is my interpretation that the following two variables should be compared:

1. degree of ***historic significance*** [**LDC 16.30-28**] possessed by the building, and
2. amount of ***alteration*** to the building which is acceptable under **Chapter 2.9**.

In concept, while relatively large levels of alteration are compatible with low levels of ***historic significance***, only lower levels of change are compatible with high levels of ***historic significance.*** One can visualize an inverse relationship as in **Diagram 2** on the following page.

The implication of the diagram is that the Council, under the criteria in **Chapter 2.9**, should allow more alteration for the least significant buildings than for the more significant. For example, more change should allowed to a brand new metal garden shed from Home Depot than to the Benton County Courthouse. The Courthouse was officially placed by the Council on the Corvallis Register of Historic Landmarks.

**The Acceptable Level of Alteration**

Through the appeal process, the Council can decide to allow many kinds of alterations to buildings under **Chapter 2.9**; these include: demolition, moving a building, remodeling, new construction, repair, painting, restoration etc. The following list elaborates the vertical dimension in **Diagram 2** by illustrating a range of possible changes, all contemplated in Chapter 2.9, from big to small.

Big Changes:

- Demolition - eliminates a building forever;
- Large Additions - change the appearance of a building;
- Change Overall Character - ***style, defining feature, material, etc.***;

Medium Changes:

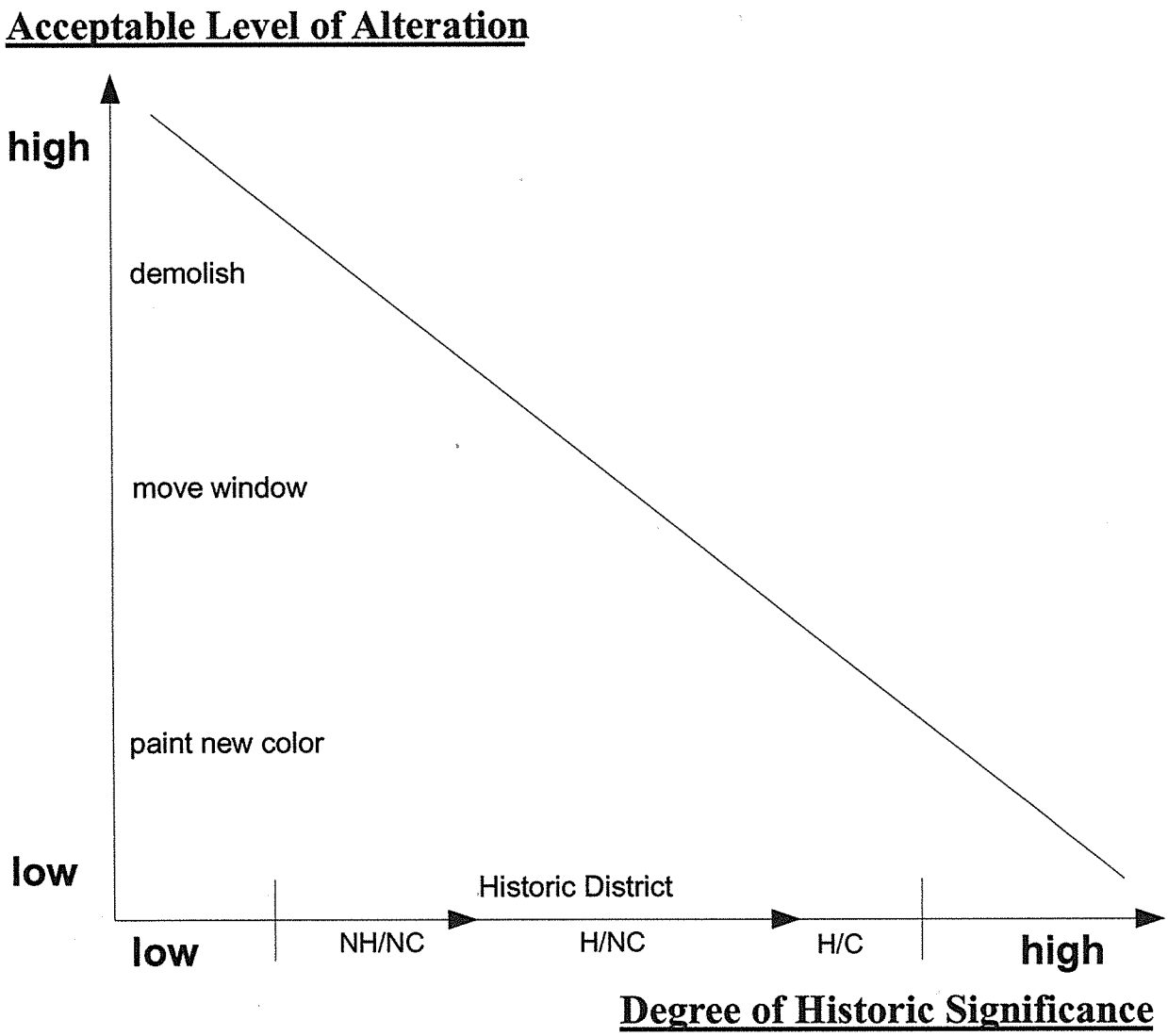
- Change ***Material*** which affects ***Appearance***;
- Substitute double-pane for single-pane Glass;
- Change which does not affect appearance (metal clad window sashes);

Minor Changes:

- Change Paint Color;
- No change: repairs, ***Like-for like, In-kind.***

Under **Chapter 2.9**, approval of big changes to a building requires a public hearing and HRC (or Council) discretion. Medium changes may be approved by City staff, following clear and objective criteria. **2.9.70** provides a list of 27 minor changes which, after being deemed ***exempt*** by City staff, do not have to go through any historic review.

## Diagram 2: ALTERATIONS AND HISTORIC SIGNIFICANCE




- The vertical axis corresponds to the discussion on p.3. Three hypothetical examples of alterations are arrayed on it.

- The horizontal axis corresponds to the discussion on pp. 5-6. **NH/NC** represents Non-Historic / Non-Contributing; **H/NC** corresponds to Historic/Non-Contributing; **H / C** represents Historic / Contributing.

## The Degree of Historic Significance

***Historic Significance*** is defined in **LDC 1.6.30-28**. Using this list of nine criteria, the Council should answer two questions before evaluating whether to approve or disapprove a particular application:

1. Does the building meet the minimum threshold of historic significance ***in-and-of itself***?

2. Compared to criteria, how much relative ***historic significance*** does the building possess?

The following list elaborates the horizontal dimension on **Diagram 2**. It exemplifies several potential levels of along the axis. The list is ordered from the most to the least significant:

**First Tier** - Building Meets Criteria for Historic Significance ***in-and-of itself*** - For such buildings, someone determined that the building met at least one of the criteria in **LDC 16.30-28,** and this determination has been officially recognized by a government agency.

National treasures such as the Lincoln Memorial meet many of these criteria, and laypersons can easily understand that they are special. Such properties are protected by the federal government at public expense. Most, if not all, truly important buildings in Corvallis, e.g., Benton County Courthouse, have already been listed.

If a building meets a single criterion and is older than 50 years, it may be officially recognized by a government agency to be ***historically significant***. A Corvallis-style public hearing is not required. This does not imply that the Council must disapprove the same proposed alterations for an outbuilding as they would for the County Courthouse.

**Second Tier** - Building is Located in a National Historic District - The three national historic districts in Corvallis were determined meet at least one criterion in **LDC1.6.30** by the federal government. Most of the hundreds of buildings and outbuildings situated in districts derive their significance from the overall district; this means that very few individual buildings in districts were ever judged to be ***historically significant in-and-of itself***."

As a result, there exists a wide range among the buildings within the boundaries of existing historic districts. Those buildings are classified into three groups, listed here in declining order of relative ***historic significance***:

***Historic / Contributing*** - This building or outbuilding was at least 50 years old at the time the district was approved. More important it was officially recognized to possess at least a minimum of ***historic integrity*** [**LDC 1.6.30-27**] and to contribute to the district (at least to the extent that it was in existence during the district's period of significance).

***Historic / Non-Contributing*** - Although this building or outbuilding was more than 50 years old at the time the district was approved, it was officially determined not to contribute to the district.

***Non-Historic / Non-Contributing*** - This building or outbuilding was never determined to be ***historic*** or to have official ***historic significance in-and-of itself***.

Even non-historic / non-contributing buildings in historic districts are still subject to historic evaluation and/or review.

**Third Tier** -Building is not Officially Listed - Regardless of any individual's perceptions about the historic merits of such buildings, the **LDC** allows extreme alterations to them. They are not protected by **Chapter 2.9.** In Corvallis, the **LDC** even allows these properties to be demolished without a public hearing.

**Judging the Degree of Compatibility**

Going back to p. 2, the decision rule in **2.9.100.04.b.2.b** for Council approval/disapproval is based on comparing the amount of historic significance in a building and the amount of alteration proposed. I found it useful to diagram **2.9.100.04.b.2.b** in order to understand the decision rule. The right column will be discussed later in **IV. Compatibility with Historic District -- Where Applicable,** starting on p. 11.

## Diagram 3: COMPATIBILITY DECISION MATRIX:

| BASED ON: | Alteration is Compatible with Building | (and/or) Alteration is Compatible with District |
|---|---|---|
| ***Historic appearance*** | YES or NO | YES or NO |
| ***or historic style*** | YES or NO | YES or NO |
| ***or historic design*** | YES or NO | YES or NO |
| ***or historic materials*** | YES or NO | YES or NO |

First, the Council is instructed to make separate YES/NO judgments about ***historic design, style, appearance, materials***. I infer that the multiple ***or*** conjunctions imply that not all the possible judgments must be used in making a an approval/disapproval decision.

Second, the Council must make an overall judgment, i.e. How many YES determinations are needed for an approval, and how many NO determinations are required for a disapproval? Depending on the level of ***historic significance***, it seems to me that not every case requires the same number of YES cells. It is logical that at least one cell would have to be affirmative for Council approval, i.e. determined to be "***compatible***."

## II. The General Review Criteria:

**2.9.100.04.b.1** provides descriptors which can be applied to the building itself (the left column in **Diagram 3**). These ***General Review Criteria shall*** [**LDC 1.6.20.c**] be considered by the Council and evaluated against the proposal in making approval /disapproval decisions. The regulation doesn't elaborate as to how it is to be used, but I infer that they are to be used to allow different decisions for different buildings.

Although all the criteria can be important, some may be more important than others in particular cases. As the reader goes down the list, the criteria are arrayed from the most pedestrian to the most important. Getting further from the top, fewer buildings or outbuildings in Corvallis will meet the threshold.

Clear and Objective Criteria - Stated in official documentation;

***c. Age;***
***a. Classification;***

Discretionary Criteria - Council has wide latitude;

***a. Historic Significance;***
***b. Historic integrity;***
***e. Condition of the subject building;***
***d. Architectural design or style;***

Super Criteria - Usually established officially, long before review by Council.

***f. Prime example;***
***g. Rare or unusual;***

***Age*** **- Chapter 2.9** says that the Council ***shall*** consider ***age*** in deciding to approve/disapprove an application. This is a clear and objective criterion, and the age of important buildings can be documented. The Council can expect staff to provide this information for an appeal hearing.

Buildings of all ages, in historic districts, are subject to historic review -- even those that have not yet been built. **Chapter 2.9** discusses the following age categories.

- No history, not yet in existence;
- Less than 50 years old today = nonhistoric;
- 50 years old or older today = historic;
- Built and/or altered within the district's period of significance:
- Older than a district's period of significance (non-contributing).

By itself, being old is not a very compelling reason for prohibiting alteration because every new building becomes old if it survives. As a result, official recognition is required by **Chapter 2.9**.

***Classification*** - For a building in a national historic district, the Council ***shall*** consider this criterion in making an approval/disapproval decision. As discussed on pp. 5 - 6, there are three ***classifications***: Historic / Contributing; Historic / Non-Contributing; Non-Historic / Non-Contributing

At the time of the historic review by Council, ***classification*** is a clear-and-objective criterion because this was officially determined by a federal agency, it and should appear in the Staff report. However, none of the three classifications dictates either approval or disapproval of a given alteration.

***Historic Significance*** - The Council ***shall*** consider this criterion, and it is important. ***Historic significance in-and-of itself*** [**LDC 1.6.30-28**] is discussed earlier in this document (pp.5-6). For most buildings in historic districts, an individual determination has not been made; I assume the Council empowered to determine the relative ***historic significance*** of buildings in Corvallis.

***Historic Integrity*** - The Council ***shall*** consider this criterion which is an evaluation of the surviving state of an old building in relation to its past state. The ***historic integrity*** criteria in **LDC 1.6.30-27** help to determine **Contributing / Non-contributing** status in national historic districts.

A review of the definitions in the LDC will reveal that ***historic integrity*** and ***historic significance*** are somewhat overlapping concepts, especially in the case of very important buildings, but they are not exactly the same. In my experience, ***historic integrity*** has sometimes been a low bar. Meeting just two of seven criteria in **LDC 1.6.30-27** is required to meet the minimum threshold (and one of those is simply being in the original location). Not all structures with minimum ***historic integrity*** warrant Council disapproval of proposed alterations.

***Condition of the Subject Building*** - The Council ***shall*** consider this criterion which is different from the ***historic integrity***. A building's ***condition*** is impacted by rot, fire, rust, hail, vandalism, wind, falling trees, flooding, pests, etc. In my experience, the condition of old buildings deteriorates over time due to general aging. The Council is left to a subjective evaluation of the building through inspection by: professional experts, applicants, opponents, staff, or Councilors themselves; a site visit may be necessary. In deciding how to best evaluate a building, this is a very flexible criterion, and the **LDC** provides very little guidance

***Architectural Design or Style*** - The Council ***shall*** consider this criterion. This requirement sounds reasonable, but ***design*** and ***style*** are not defined by the **LDC**. The Council could use dictionary definitions or they can refer to professional sources. (See **2.9.60.c.**) My own musings on these topics are included on p. 10.

Historic district nominations often apply labels to buildings such as Victorian or Bungalow. "Vernacular" is not a specific design or style; instead it can be used as a category for "other." Many old buildings in Corvallis are difficult to classify because they were built without benefit of a trained architect or designer.

***Whether or not the building is a PRIME EXAMPLE or one of the few remaining examples of a once common architectural design or style, or type of construction*** - The Council ***shall*** consider this "super criterion," which is sort of an extreme extension of the previous one, and also embodies one of the basic criteria for ***historic significance*** [**LDC 16.30-29**]. Although examples might include obsolete buildings such as log cabins, Quonset huts, barns, etc., this is a high bar. Buildings like this are special because they are rare and/or among the best; and people might travel distances just to see such buildings. They justify the application of a higher degree of historic protection even if they are not in good ***condition*** or do not possess ***historic integrity***.

***Whether or not the building is of a RARE OR UNUSUAL architectural design or style, or type of construction*** - The Council ***shall*** consider this "super criterion" which may embody one or more of the basic criteria for ***historic significance*** [**LDC 1.6.30-29**]. This is a high bar which few privately-owned Corvallis buildings will meet. Buildings like this are special because of their rarity, and people might travel distances just to see them. They justify the application of a higher degree of historic protection even if they are not in good ***condition*** or do not possess historic integrity.

## III. The Compatibility Review Criteria

**2.9. 100.04.b.3** provides a list of ***Compatibility Review Criteria*** which ***shall*** be considered by the Council in making approval / disapproval decisions -- ***if*** [the Council determines they are] ***applicable***. The regulation doesn't elaborate as to how they are to be used, but I infer that they are to be used to allow different decisions for different buildings.

***Compatibility Review Criteria*** overlap with the ***General Review Criteria***, but the first list tends to be more observable to the human eye than the second list. Most of the fourteen ***Compatibility Review Criteria*** apply more to new construction, including additions; in my opinion, the following four also apply to alterations to existing buildings:

> ***a) Facades - Architectural features, such as balconies, porches, bay windows, dormers, or trim details shall be retained, restored, or designed to complement the primary structure and any existing surrounding comparable Designated Historic Resources.***
>
> ***Particular attention should be paid to those facades that are significantly visible from public areas, excluding alleys. Architectural elements inconsistent with the Designated Historic Resource's existing building design or style shall be avoided.***
>
> ***b) Building Materials - Building materials shall be reflective of, and complementary to, those found on the existing primary Designated Historic Resource, if in existence and proposed in part to remain, and any existing surrounding comparable Designated Historic Resources. Siding materials of vertical board, plywood, cement stucco, aluminum, exposed concrete block, and vinyl shall be avoided, unless documented as being consistent with the original design or style, or structure of the Designated Historic Resource.***

***c) Architectural Details - Retention and repair of existing character-defining elements of a structure, such as molding or trim, brackets, columns, cladding, ornamentation, and other finishing details and their design or style, materials, and dimensions, shall be considered by the property owner prior to replacement.***

***Replacements for existing architectural elements or proposed new architectural elements shall be consistent with the resource's design or style. If any previously existing architectural elements are restored, such features shall be consistent with the documented building design or style. Conjectural architectural details shall not be applied.***

***g) Pattern of Window and Door Openings - To the extent possible window and door openings shall be compatible with the original features of the existing Designated Historic Resource, if in existence and proposed in part to remain, in form (size, proportion, detailing), materials, type, pattern, and placement of openings.***

All elements in **Diagram 3** are discussed in the ***Compatibility Review Criteria***. Here are some observations:

- In these criteria, the "compatibility" of an alteration to a building is mostly about factors related to ***appearance***, i.e. how something looks: ***size, proportion, pattern***, etc. Terms like "***visible***" and "***reflective of and complementary to***" capture this theme, as do "***style***" and "***design***." "***Conjectural details***," which cannot be seen on the building today, ***shall not be applied***.

- ***Style*** is mentioned frequently but is not defined in the **LDC**. To me it refers to historic patterns which are likely shared from one building to another, i.e. Victorian, Bungalow, Italianate, etc.

- ***Design*** also frequently mentioned but not defined in the **LDC**. In contrast to ***style***, ***design*** concentrates on the themes in the building itself. Examples in **2.9. 100.04.b.3** include: ***size, proportion, pattern, placement, ornamentation***, etc.

- **Chapter 2.9** is biased in favor of original materials, and character-defining ***materials*** require more consideration. However, new ***materials*** can be permitted, if they are "***reflective of and complementary***" to those existing. Certain materials are called out to be avoided.

- I interpret the frequent use of "***existing***" and "***in existence and proposed to remain***" to mean that what is physically present on the building today is generally the basis for compatibility decisions in **2.9.100.04.b.3**. In an appeal, the Council may have to reconcile this perspective with the wording of **2.9.100.04.2.b**, ***historic design or style, appearance, or material composition of the resource.***

## IV. Compatibility with a Historic District

To this point, most of the discussion has focused on the building itself. This level of analysis is sufficient for some buildings in Corvallis, either individually-listed buildings or buildings that are not listed.

For buildings in national historic districts, as most in Corvallis which are subject to review, **Chapter 2.9** communicates that ***compatibility*** with the district is also very important. Depending on the details of the particular building, protecting the district may be more important than protecting the building itself.

> First, for alterations to garages **2.9. 100.04.b.3.k** states that the Council ***shall*** consider compatibility with the relevant district's period of significance **[LDC 1.6.30-43]**. The remaining subsections are silent.
>
> Second, the introduction **to 2.9. 100.04.b.3** states that alteration activities shall be evaluated for compatibility against the attributes of the applicable historic district's period of significance **[LDC 1.6.30-43].**
>
> Third, **2.9. 100.04.b.3 - Compatibility Review Criteria** and the **2.9. 100.04.b.1 - General Review Criteria** both state that the Council ***shall*** consider ***existing surrounding comparable designated historic resources.*** A large district may not be uniform in terms of significance, age, condition, appearance, style, design or materials, etc. The building's immediate neighbors are the most important to compatibility.

Thus, the right column of **Diagram 3** on p. 6 is also very important in evaluating alterations because most properties subject to historic evaluation and review lie within national historic districts.
As discussed on p. 10, the **Decision Rule on** p.2 is weighted heavily by appearance, in this case, how an alteration to a building (including style, design, and the appearance of materials) will affect the <u>overall</u> appearance of the district. A proposed alteration to a building might have one of three effects:

1. alteration will improve the overall appearance of the district based on **2.9** criteria;
2. alteration will maintain the same overall appearance within the district based on **2.9** criteria;
3. alteration will detract from the overall appearance of the district based on **2.9** criteria.

Although the first seems desirable, I don't think the Council can generally compel an owner to do this under **Chapter 2.9**. The second is neutral, but it requires a judgment from the Council that the appearance after the alteration is not better or worse, overall, than before the alteration.
The third is a matter of degree; the Council must decide how much change (minor to major) is too much for the district.

**********

# COUNCIL REQUESTS

# FOLLOW-UP REPORT

# MARCH 1, 2012

**********

1. Reconciliation – Handbill Removal vs. Tampering with Private Property; Enforcement Options (Hirsch, Traber)

   Testimony received during Visitors' Propositions at the February 6 City Council meeting was in error in its presentation/interpretation of Corvallis Municipal Code (CMC) Section 5.03.020.010, "Definitions," CMC Section 5.03.020.020, "Posting of Handbills," and Section 5.03.020.060, "Removal of Unlawful Handbills." A 'sign' is defined by the Corvallis Land Development Code (LDC), and it is different from a handbill, flyer, circular, sheet, sticker, etc. Under the LDC a 'sign,' which would include the common real estate advertising sign typically implanted in park strips illegally, is personal property and must be dealt with as such. CMC Section 5.03.020.060, "Removal of Unlawful Handbills," does not authorize any person to take down, move, or destroy a sign. The real estate signs in question must be treated like any other personal property and must be properly accounted for. If a Police Officer or Code Enforcement Officer removes a sign that is posted in violation of the ordinance it must be properly stored and returned to its owner in an undamaged condition. The owner/person who posted the sign, of course, is subject to citation.

2. Parking Enforcement Staff Enforcing Removal of Signs from Parking Strips (Beilstein)

   The Parking Enforcement Unit consists of 2.75 full-time equivalent (FTE) positions, a staffing level that has not changed in more than 15 years. With the addition of residential parking districts, the workload has increased. The job description for Parking Enforcement Officer is very specific: "On foot or by vehicle, patrol parking areas and issue citations for violation of a parking law." It is American Federation of State, County, and Municipal Employees (AFSCME) Job Group 750. For a City employee to remove a 'sign' from a parking strip, they must seize the sign (which is personal property) and place it into evidence if the owner cannot be immediately identified or located. Determining who actually posted the sign would also take some investigation if the case were to be successfully prosecuted in Municipal Court. This action, required report writing, and court testimony, will take the Parking Enforcement Officer away from their normal job. In essence, they could be

considered to be performing the work of a Code Enforcement Officer, AFSCME Job Group 765 (three levels above Parking Enforcement Officer). Assigning this new work to an already overworked unit will result in a continuing degradation of parking enforcement activity and could lead to labor issues with increased costs. Staff does not recommend adding this workload to the Parking Enforcement Unit.

3. Police Enforcement Options – Weight Limits on Streets (Raymond)

Corvallis Municipal Code Section 6.10.060.020 provides for vehicle weight restrictions on certain roadways in Corvallis, limiting some to no more than 12,000 pounds. To enforce this legislation, the Corvallis Police must comply with Oregon Revised Statutes (ORS) 810.490, which requires officers to verify the weight of a suspected violator by requiring them to follow a police escort to a certified scale for weighing. The ORS also limits the distance of the scale to be five miles or less from the traffic stop. When the Corvallis ordinance was enacted (1988) there were several certified scales in the city. Today, the closest certified scales are on Oregon State Highway 99 West north of Adair Village at the Benton/Polk County line and along SW Philomath Boulevard near the eastern city limits of Philomath, possibly beyond the five-mile limit imposed by ORS 810.490. The lack of an available certified scale makes enforcement of this municipal ordinance impossible; however, if an officer suspects that a vehicle is in violation, the officer can opt to stop the vehicle and issue a warning. (The officer must possess the knowledge necessary to form probable cause for the stop, even just to warn.) The testimony in Visitors' Propositions spoke to large construction vehicles. The routes of such vehicles should be regulated through the construction permitting process.

4. Land Development Code In-fill Development Provisions Update (Brown)

The attached memorandum from Community Development Director Gibb outlines the staff and Planning Commission reviews of a citizen proposal regarding in-fill development guidelines.

5. Advance Notice Requirements for Building Development Projects (Beilstein)

The attached memorandum from Community Development Director Gibb addresses the logistics and practicality of providing advance notice to neighbors of prospective development projects.

6. City of Corvallis Banking (O'Brien)

Council President O'Brien asked about the City's relationship with local banks/financial institutions. At the present time, the City has monies in the following locations:

- The City's primary checking account is with Bank of America, switching to Wells Fargo in March as the result of the outcome of the latest request for proposals (RFP) process for bank services. There were only three responses to the joint City/County/School District RFP for bank services – Bank of America, Wells Fargo, and US Bank. No community banks or credit unions responded to the RFP.
- The City's investments are made in compliance with State law limits on the instruments available – primarily US Government securities and agencies (i.e., Federal Home Loan Bank, FNMA) and the State of Oregon's Local Government Investment Pool (LGIP), which invests in the same Federal instruments. Earnings are relatively low at the present time, with the LGIP rate at 0.50 percent.
- The City also has a money market of approximately $3 million with Umpqua Bank, which offers this money market instrument to local governments at 10 basis points over the State pool. Umpqua meets the State's requirements for being a public funds depository (including meeting collateralization requirements for the money market) but did not bid on the City's banking services. From time to time the City has investigated similar instruments at local banks (i.e., securing a local bank certificate of deposit) but has not found rates that are competitive with the State Pool.
- The Finance Department posts monthly treasury reports on the City's Web site. Check out History and Resources, Treasury Reports on the Finance Department pages.

Credit unions have been approved to be depositories for local government funds beginning in January 2013, if the credit union meets certain State requirements (i.e., level of collateralization and enough customer interest). This would mean that beginning in January 2013, the City could place monies in a local credit union money market similar to the one at Umpqua Bank, if the credit union has taken the steps to meet State requirements. It also means that the next time the City does a RFP for bank services, credit unions will be sent copies to respond if they wish to do business with the City.

James A. Patterson
City Manager

**MEMORANDUM**

**DATE:** **February 29, 2012**

**TO:** **Mayor and City Council**

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

**RE:** **Council Request – Infill Task Force Proposal**

At the February 6, 2012 Council meeting, Councilor Brown had the following request:

**"On December 20, 2010 the Council approved a staff review of an Infill Development Proposal from a committee of citizens. Since it has now been over a year, I request an update on that staff review."**

Staff notes:

- At the 12/20/10 Council meeting representatives of the Infill Development Task Force briefed the Council on their work. Later in the meeting, the Council voted to refer the proposal to the Community Development Department for review. Additional Council discussion indicated that it was appropriate to consider the proposal as part of the planning work program.
- The Infill Task Force recommendations were reviewed by Community Development staff and a summary prepared for the Planning Commission as part of the development of the 2011-12 planning work program. List A of the report identified "housekeeping" items, List B included the staff review of Infill Task Force recommendations and List C identified Staff recommended other "substantive" issues.
- The Planning Commission considered the staff report and recommended that the City Council approve a 2011-12 work program that included Lists A, B and C.
- The Council reviewed the proposed Planning Work Program (containing Lists A, B and C) on April 18, 2011 and approved it as the prioritized work program while noting that the Council goals (which hadn't been finalized at that time) and the availability of staff and community resources will impact the priorities and progress.

In summary, the staff review of the Infill Task Force Recommendations that Council Brown referenced were completed and provided in the staff reports to both the Planning Commission and Council in early 2011.

The Council endorsed planning work program includes addressing the Infill Task Force recommendations as various LDC update packages are developed. However, as anticipated in the April 2011 report to the Council, the staff commitment to working on multiple Council goals and completing prior work program priorities, such as the Airport Master Plan and FEMA updates, have impacted progress on the work program along with a reduction in Planning Division staffing.

A report is scheduled for the March 19, 2012 Council meeting which will provide more information about the status of the planning work program.

James A. Patterson, City Manager

# MEMORANDUM

**DATE:** **February 29, 2012**

**TO:** **Mayor and City Council**

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

**RE:** **Councilor Beilstein's Questions**

Councilor Beilstein recently requested that City Staff look at the following issues:

1. **Can the City track the net change in residents/bedrooms resulting from various projects in the neighborhoods near OSU?**
2. **Is there a way to notify neighbors prior to development projects getting underway even if there is no land use application (which requires public notice) required for a project?**

There is no ready system in place to track net changes in units, bedrooms or people within a selected geographic area other than the U.S. Census. Information on new construction projects, such as number of units and bedrooms in multi-family projects is easily available. However, similar information is not required for demolition permits of structures. Further, changes in occupancy in existing housing stock, e.g. converting a single family home to a rental unit, may not require any type of permit and these types of non-permit related changes will also impact the demographics of a specific area.

It would be very difficult and resource intensive to develop and maintain a comprehensive and accurate tracking system to capture the net population or dwelling unit changes over time.

Regarding notification, as the Council is aware, there are public notice requirements for land use applications that include mailed notice and signage posted on site. For those activities that are permitted outright, i.e. conform to the Land Development Code requirements and do not require land use approval, there is no public notice required as part of the building permit process. This is a typical situation at the local government level and is based at least in part, on the rationale that the applicable zoning and associated development standards such as density, building height, setbacks, etc. are pre-established and are available for the public to access information about the type of potential development activity in their neighborhood, or throughout the community.

A pre-notification requirement would certainly give neighbors the benefit of a heads-up on pending projects. However, there are several potential implications to consider including:

- The cost of providing notice including out-of-pocket costs and associated staff time.

- Frustration on the part of those citizens who are notified but don't have recourse in influencing the decision on whether the project is approved and ultimately constructed. There will be significant staff time spent on explaining this to community members and potential impact on organizational credibility.

- Perception by some that additional noticing for outright permitted uses is unusual, unnecessary and makes it more difficult to do business in Corvallis.

We believe that there may be an alternative means of providing information to the public, without mandating official notice of outright permitted development activities. The Development Services Division is in the process of upgrading our permit tracking system as part of the Service Enhancement Package. The new system will provide enhanced tools for providing "real time" information through corvallispermits.com. This could include searchable maps that are directly linked to permit activity that would provide information on the status of projects from submittal of plans to the City through final approval. Notice of the availability of this tool (likely this fall) could be provided to neighborhood associations and other interested parties and also widely communicated through other means.

James A. Patterson, City Manager

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

| Council Request Item | Requested By | Date of Request | CM Report Due Date | Assigned to | Response in CM Rpt No. | Comments |
|---|---|---|---|---|---|---|
| Land Development Code In-fill Development Provisions Update | Brown | 02-06-12 | 02-28-12 | Gibb | CCR 03-01-12 | 12-20-2010 Visitors' Propositions presentation |
| Police Enforcement Options – Weight Limits on Streets | Raymond | 02-06-12 | 02-28-12 | Boldizsar | CCR 03-01-12 | |
| Reconciliation – Handbill Removal vs. Tampering with Private Property; Enforcement Options | Hirsch, Traber | 02-06-12 | 02-28-12 | Boldizsar | CCR 03-01-12 | |
| Parking Enforcement Staff Enforcing Removal of Signs from Parking Strips | Beilstein | 02-06-12 | 02-28-12 | Boldizsar | CCR 03-01-12 | |
| Advance Notice Requirements for Building Development Projects | Beilstein | 02-15-12 | 02-28-12 | Gibb | CCR 03-01-12 | |
| Process to Identify 2013 as Year of Culture in Corvallis | Hirsch | 02-22-12 | 03-13-12 | Emery, K. | | |
| City of Corvallis Banking | O'Brien | 02-27-22 | 03-13-12 | Brewer | CCR 03-01-12 | |

MEMORANDUM

TO: Mayor and City Council

FROM: Mary Steckel, Interim Public Works Director

DATE: February 21, 2012

SUBJECT: Energy Efficiency and Conservation Block Grant Status

This report is provided as information only to update the Council on the status of the Energy Efficiency and Conservation Block Grant (EECBG) projects.

In the Spring of 2009, the City was awarded a federal grant from the Department of Energy (DOE) through the EECBG program in the amount $511,600. The EECBG program was developed as part of the American Recovery and Reinvestment Act (ARRA). The grant allowed many different uses for the funds such as, weatherization incentives, renewable energy generation, energy conservation activities, and facility improvements (energy related). One requirement is that the grant funds must be spent by September 20, 2012 or they will be forfeited.

At their April 21, 2011 meeting, staff informed the Urban Services Committee (USC) that the DOE had visited Corvallis and was concerned about the slow rate at which the City was spending the grant money. At that time, staff made several suggestions to USC on "Plan B" projects, redirecting grant funds from two original projects (the Revolving Loan Fund (RLF) and Senior Center Geothermal HVAC upgrade) as a way to expedite expenditures.

On June 9, 2011 staff again met with USC to discuss more-refined "Plan B" options. Staff recommended cancelling the Senior Center Geothermal HVAC upgrade and transferring those grant funds to an alternate project; a HVAC chiller replacement at the library. To fully fund the chiller project required $61,297.45 in grant funds to be transferred from the RLF project, which at the time had not yet issued a loan. In addition, due to lack of activity in the RLF, staff recommended that any unspent RLF funds at the end of 2011 be transferred to alternate projects. The USC and subsequently the Council agreed with staff's recommendation.

Since June, staff received approval from the DOE to redirect EECBG funds to replace the chiller at the library. Initial design has been completed and installation is scheduled for May 2012.

The RLF program concluded at the end of December and issued a total of 12 loans worth $108,891.50. After RLF administrative expenses and the money transfer for the chiller, about $41,100 remained to redirect to alternate projects. For these remaining funds, staff is submitting two projects to the DOE from the list presented to the USC in June:

1) Fire Station #1 HVAC commissioning ($25,000). The station was built in 1998 and has never had the HVAC system tuned by a professional to perform and operate at peak

efficiency. This project involves the installation of new sensors, control hardware and software, and system tuning to achieve a more comfortable building while using less energy. This project is expected to save up to five thousand dollars a year in energy expenses.

2) Lighting upgrades ($16,100). While researching potential exterior lighting projects, staff identified over 700 fixtures that could be upgraded to more efficient models. The lights were evaluated based on safety, the return on investment, and how often the existing fixtures need attention. The lights surrounding the outdoor tanks at the Wastewater Plant were chosen because the current fixtures are failing on a regular basis, are very dangerous to work on, and are inefficient. There are 50 potential fixtures that could be replaced; the exact number retrofitted will depend on the price per fixture. Public Works Technical Services staff will install the new fixtures.

Staff hope to get approval from the DOE in March for these projects so they can be completed in the current fiscal year.

Review and concur:

James A. Patterson, City Manager

# ADMINISTRATIVE SERVICES COMMITTEE
# SCHEDULED ITEMS

## March 1, 2012

| MEETING DATE | AGENDA ITEM |
|---|---|
| March 7 | • Second Quarter Operating Report<br>• Visit Corvallis Second Quarter Report<br>• Municipal Code Review: Chapter 7.04, "Alarm Control" |
| March 21 | • Ambulance Rate Review<br>• Economic Improvement District Reauthorization<br>• Single-Use Plastic Bag Reduction Update |
| April 4 | • Advisory Question Ballot Title |
| April 18 | |
| May 9 | • Sustainability Initiatives Funding Update |
| May 23 | • Visit Corvallis Third Quarter Report<br>• Single-Use Plastic Bag Reduction Recommendation |
| June 6 | • Third Quarter Operating Report<br>• Allied Waste Services Annual Report<br>• 2013-2014 City Council Team Building and Goal Setting Facilitator Process |
| June 20 | • Advisory Question Explanatory Statement |
| July 4 | No meeting |
| July 18 | • Council Policy Review and Recommendation:<br>  • CP 97-10.01-10.08, "Financial Policies"<br>• Land Use Application Fees Review |
| August 8 | |
| August 22 | |
| September 5 | • Visit Corvallis Fourth Quarter Report |
| September 19 | |
| October 3 | • Council Policy Reviews and Recommendations:<br>  • CP 91-3.01, "Appointment of the Acting City Manager"<br>  • CP 08-1.11, "Identity Theft Prevention and Red Flag Alerts"<br>• Fourth Quarter Operating Report |
| October 17 | • Utility Rate Annual Review |
| November 7 | |
| November 21 | |

| MEETING DATE | AGENDA ITEM |
|---|---|
| December 5 | • Visit Corvallis First Quarter Report<br>• Council Policy Review and Recommendation:<br>  • CP 96-6.03, "Economic Development Policies"<br>• Comprehensive Annual Financial Report<br>• First Quarter Operating Report |
| December 19 | |

**ASC PENDING ITEMS**

| | |
|---|---|
| • Council Policy Review: CP 96-6.03, "Economic Development" | Community Development |
| • Economic Development Policy on Tourism | Community Development |
| • Majestic Theatre Management Loan Extension Review | Parks & Recreation |
| • Municipal Code Review: Chapter 3.08, "Transit Operations Fee" | Public Works |
| • United States Constitutional Amendment Advisory Question | City Attorney's Office |
| • Utility Rate Structure Review | Public Works |
| • Voluntary Donations on Electronic Utility Payments | Finance |

**Regular Meeting Date and Location:**

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

# HUMAN SERVICES COMMITTEE
# SCHEDULED ITEMS

## March 1, 2012

| MEETING DATE | AGENDA ITEM |
|---|---|
| March 6 | No Meeting |
| March 20 | • Public Art Selection Commission Annual Report<br>• The Arts Center Annual Report<br>• Council Policy Review and Recommendation:<br>  • CP 91-1.02, "Liquor License Approval Procedures" |
| April 3 | |
| April 17 | • Community Gardens Master Plan |
| May 8 | • Liquor License Annual Renewals<br>• Majestic Theatre Annual Report |
| May 22 | |
| June 5 | • Boards and Commissions Sunset Reviews:<br>  • Housing and Community Development Commission<br>  • Public Art Selection Commission<br>• Social Services Allocations – Fiscal Year 2012-2013 |
| June 19 | |
| July 3 | • Corvallis Farmers' Market Annual Report |
| July 17 | |
| August 7 | |
| August 21 | • Social Services Semi-Annual Report |
| September 4 | |
| September 18 | • Rental Housing Program Annual Report |
| October 2 | • Council Policy Review and Recommendation:<br>  • CP 95-1.07, "Policy Regarding the City Flag" |
| October 16 | • Council Policy Reviews and Recommendations:<br>  • CP 91-4.03, "Senior Citizens' Center Operational Policies"<br>  • CP 92-4.04, "Park Utility Donations" |
| November 6 | • Council Policy Review and Recommendation:<br>  • CP 92-4.06, "Library Displays, Exhibits, and Bulletin Boards" |
| November 20 | |
| December 4 | • 2012-2013 Social Services Allocation Process and Calendar<br>• Cost Recovery Review |

| MEETING DATE | AGENDA ITEM |
|---|---|
| December 18 | • Communications Plan Annual Report |

**HSC PENDING ITEMS**

| | |
|---|---|
| • Council Policy Review: | |
| • CP 00-6.05, "Social Service Funding Policy" | Community Development |
| • Indoor Furniture Placed Outdoors | Community Development |
| • Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks) | Parks & Recreation |
| • Municipal Code Review: Chapter 5.03, "Offenses" (tobacco) and Chapter 8.10, "Tobacco Retail Licenses" | Police |
| • Municipal Code Review: Chapter 9.02, "Rental Housing Code" | Community Development |
| • Use of City Logo by Social Services Allocation Recipients | Community Development |

**Regular Meeting Date and Location:**

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

# URBAN SERVICES COMMITTEE
# SCHEDULED ITEMS

## March 1, 2012

| MEETING DATE | AGENDA ITEM |
|---|---|
| March 8 | No meeting |
| March 22 | |
| April 5 | • Council Policy Review and Recommendation:<br>  • CP 10-1.12, "Community Sustainability" |
| April 19 | |
| May 10 | |
| May 24 | • Council Policy Review and Recommendation:<br>  • CP 95-7.12 Integrated Vegetation Pest Management (IVPM) Program |
| June 7 | • Boards and Commissions Sunset Reviews:<br>  • Downtown Commission<br>  • Watershed Management Advisory Commission |
| June 21 | |
| July 5 | |
| July 19 | |
| August 9 | |
| August 23 | |
| September 6 | |
| September 20 | • Municipal Code Review: Chapter 8.13, "Mobile Food Units" |
| October 4 | • Council Policy Reviews and Recommendations:<br>  • CP 91-7.05, "Capital Improvement Program"<br>  • CP 91-7.06, "Engineering and Administrative Cost for Assessment Projects" |
| October 18 | • Council Policy Review and Recommendation:<br>  • CP 03-7.16, "Guidelines for Donations of Land and/or Improvements for Parks as an Offset to Systems Development Charges for Parks" |
| November 8 | |
| November 22 | |
| December 6 | |
| December 20 | |

**USC PENDING ITEMS**

| | |
|---|---|
| • Airport Lease Amendment – WKL Investments Hout, LLC | Public Works |
| • Financial Implications of Council Policies/Decisions/Directions | Finance |

**Regular Meeting Date and Location:**

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

# UPCOMING MEETINGS OF INTEREST

## City of Corvallis

**MARCH - AUGUST 2012**
(Updated March 1, 2012)

## MARCH 2012

| Date | Time | Group | Location | Subject/Note |
|---|---|---|---|---|
| 1 | 5:30 pm | Arts and Culture Commission | Parks and Rec Conf Rm | |
| 2 | 7:00 am | Bicycle and Pedestrian Adv Cmsn | Madison Avenue Mtg Rm | |
| 3 | 10:00 am | Government Comment Corner | Library Lobby - Julie Manning | |
| **5** | **12:00 pm** | **City Council** | **Downtown Fire Station** | |
| ~~**5**~~ | ~~**7:00 pm**~~ | ~~**City Council**~~ | ~~**Downtown Fire Station**~~ | |
| 6 | 7:00 am | Airport Commission | Madison Avenue Mtg Rm | |
| ~~6~~ | ~~12:00 pm~~ | ~~Human Services Committee~~ | ~~Madison Avenue Mtg Rm~~ | |
| 6 | 5:30 pm | Downtown Cmsn Parking Cmte | Madison Avenue Mtg Rm | |
| 7 | 12:00 pm | Housing and Community Dev Cmsn | Madison Avenue Mtg Rm | |
| 7 | 4:00 pm | Administrative Services 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 - TBD~~ | |
| 12 | 7:00 pm | Mayor/City Council/City Manager Quarterly Work Session | Madison Avenue Mtg Rm | |
| 13 | 7:00 pm | Ward 2 Meeting (Hogg) | Depot Suites | City sponsored |
| ~~14~~ | ~~7:30 am~~ | ~~City Legislative Committee~~ | ~~City Hall Meeting Room A~~ | |
| 14 | 8:20 am | Citizens Adv Cmsn on Transit | Madison Avenue Mtg Rm | |
| 14 | 5:30 pm | Downtown Commission | Downtown Fire Station | |
| 15 | 6:30 pm | Parks, Natural Areas, and Rec Brd | Downtown Fire Station | |
| 17 | 10:00 am | Government Comment Corner | Library Lobby - Biff Traber | |
| **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 - Mike Beilstein | |
| 27 | 4:30 pm | Cmsn for Martin Luther King, Jr. | City Hall Meeting Room A | |
| 28 | 5:00 pm | Watershed Mgmt Adv Cmsn | Madison Avenue Mtg Rm | |
| 31 | 10:00 am | Government Comment Corner | Library Lobby - TBD | |

## APRIL 2012

| Date | Time | Group | Location | Subject/Note |
|---|---|---|---|---|
| **2** | **12:00 pm** | **City Council** | **Downtown Fire Station** | |
| **2** | **7:00 pm** | **City Council** | **Downtown Fire Station** | |
| 3 | 7:00 am | Airport Commission | Madison Avenue Mtg Rm | |

| Date | Time | Group | Location | Subject/Note |
|---|---|---|---|---|
| 3 | 12:00 pm | Human Services Committee | Madison Avenue Mtg Rm | |
| 3 | 5:30 pm | Downtown Cmsn Parking Cmte | Madison Avenue Mtg Rm | |
| 4 | 4:00 pm | Administrative Services Committee | Madison Avenue Mtg Rm | |
| 4 | 7:00 pm | Planning Commission | Downtown Fire Station | |
| 4 | 7:30 pm | Library Board | Library Board Room | |
| 5 | 5:00 pm | Urban Services Committee | Madison Avenue Mtg Rm | |
| 6 | 7:00 am | Bicycle and Pedestrian Adv Cmsn | Madison Avenue Mtg Rm | |
| 7 | 10:00 am | Government Comment Corner | Library Lobby - TBD | |
| 10 | 7:00 pm | Ward 7 Meeting (Raymond) | Scott Zimbrick Memorial Fire Station | City sponsored |
| 11 | 8:20 am | Citizens Adv Cmsn on Transit | Madison Avenue Mtg Rm | |
| 11 | 5:30 pm | Downtown Commission | Downtown Fire Station | |
| 12 | 8:00 am | Citizens Advisory Cmsn on Civic Beautification and Urban Forestry | Parks and Rec Conf Rm | |
| 14 | 10:00 am | Government Comment Corner | Library Lobby - TBD | |
| **16** | **12:00 pm** | **City Council** | **Downtown Fire Station** | |
| **16** | **7:00 pm** | **City Council** | **Downtown Fire Station** | |
| 17 | 12:00 pm | Human Services Committee | Madison Avenue Mtg Rm | |
| 18 | 4:00 pm | Administrative Services Committee | Madison Avenue Mtg Rm | |
| ~~18~~ | ~~5:30 pm~~ | ~~Watershed Mgmt Adv Cmsn~~ | ~~Madison Avenue Mtg Rm~~ | |
| 18 | 7:00 pm | Planning Commission | Downtown Fire Station | |
| 19 | 5:00 pm | Urban Services Committee | Madison Avenue Mtg Rm | |
| 19 | 6:30 pm | Parks, Natural Areas, and Rec Brd | Parks and Rec Conf Rm | |
| 19 | 7:00 pm | Budget Commission | Downtown Fire Station | |
| 21 | 10:00 am | Government Comment Corner | Library Lobby - Biff Traber | |
| 24 | 4:00 pm | Cmsn for Martin Luther King, Jr. | City Hall Meeting Room A | |
| 25 | 5:00 pm | Watershed Mgmt Adv Cmsn | Madison Avenue Mtg Rm | |
| 26 | 5:30 pm | Arts and Culture Commission | Parks and Rec Conf Rm | |
| 26 | 7:00 pm | Budget Commission | ~~Downtown Fire Station~~ *LaSells Stewart Center* | public hearing and deliberations |
| 28 | 10:00 am | Government Comment Corner | Library Lobby - TBD | |

## MAY 2012

| Date | Time | Group | Location | Subject/Note |
|---|---|---|---|---|
| 1 | 7:00 am | Airport Commission | Madison Avenue Mtg Rm | |
| 1 | 5:30 pm | Downtown Cmsn Parking Cmte | Madison Avenue Mtg Rm | |
| 1 | 7:00 pm | Budget Commission | Downtown Fire Station | deliberations, if needed |
| 2 | 7:00 pm | Planning Commission | Downtown Fire Station | |
| 2 | 7:30 pm | Library Board | Library Board Room | |
| 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 | |
| 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 | |
| 12 | 10:00 am | Government Comment Corner | Library Lobby - TBD | |
| ~~16~~ | ~~5:30 pm~~ | ~~Watershed Mgmt Adv Cmsn~~ | ~~Madison Avenue Mtg Rm~~ | |
| 16 | 7:00 pm | Planning Commission | Downtown Fire Station | |

| Date | Time | Group | Location | Subject/Note |
|---|---|---|---|---|
| 17 | 6:30 pm | Parks, Natural Areas, and Rec Brd | Downtown Fire Station | |
| 19 | 10:00 am | Government Comment Corner | Library Lobby - Biff Traber | |
| **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 | 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 | 5:00 pm | 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 | | |
| 28 | | City Holiday - all offices closed | | |
| **30** | **5:30 pm** | **City Council work session** | **Madison Ave Mtg Rm** | **tentative – PC/HRC interviews** |
| **31** | **5:30 pm** | **City Council work session** | **Madison Ave Mtg Rm** | **tentative – PC/HRC interviews** |

## JUNE 2012

| Date | Time | Group | Location | Subject/Note |
|---|---|---|---|---|
| *1* | *7:00 am* | *Bicycle and Pedestrian Adv Cmsn* | *Madison Avenue Mtg Rm* | |
| 2 | 10:00 am | Government Comment Corner | Library Lobby - Julie Manning | |
| **4** | **12:00 pm** | **City Council** | **Downtown Fire Station** | |
| **4** | **7:00 pm** | **City Council** | **Downtown Fire Station** | |
| *5* | *7:00 am* | *Airport Commission* | *Madison Avenue Mtg Rm* | |
| 5 | 12:00 pm | Human Services Committee | Madison Avenue Mtg Rm | |
| *5* | *5:30 pm* | *Downtown Cmsn Parking Cmte* | *Madison Avenue Mtg Rm* | |
| 6 | 4:00 pm | Administrative Services Committee | Madison Avenue Mtg Rm | |
| 6 | 7:00 pm | Planning Commission | Downtown Fire Station | |
| 6 | 7:30 pm | Library Board | Library Board Room | |
| 7 | 5:00 pm | Urban Services Committee | Madison Avenue Mtg Rm | |
| 9 | 10:00 am | Government Comment Corner | Library Lobby - Biff Traber | |
| *13* | *8:20 am* | *Citizens Adv Cmsn on Transit* | *Madison Avenue Mtg Rm* | |
| 13 | 5:30 pm | Downtown Commission | Downtown Fire Station | |
| 14 | 8:00 am | Citizens Advisory Cmsn on Civic Beautification and Urban Forestry | Parks and Rec Conf Rm | |
| 16 | 10:00 am | Government Comment Corner | Library Lobby - Mike Beilstein | |
| **18** | **12:00 pm** | **City Council** | **Downtown Fire Station** | |
| **18** | **7:00 pm** | **City Council** | **Downtown Fire Station** | |
| 19 | 12:00 pm | Human Services Committee | Madison Avenue Mtg Rm | |
| 20 | 4:00 pm | Administrative Services Committee | Madison Avenue Mtg Rm | |
| 20 | 7:00 pm | Planning Commission | Downtown Fire Station | |
| 21 | 5:00 pm | Urban Services Committee | Madison Avenue Mtg Rm | |
| 21 | 6:30 pm | Parks, Natural Areas, and Rec Brd | Downtown Fire Station | |
| 23 | 10:00 am | Government Comment Corner | Library Lobby - TBD | |
| 26 | 4:00 pm | Cmsn for Martin Luther King, Jr. | City Hall Meeting Room A | |
| 27 | 5:00 pm | Watershed Mgmt Adv Cmsn | Madison Avenue Mtg Rm | |
| 28 | 5:30 pm | Arts and Culture Commission | Parks and Rec Conf Rm | |
| 30 | 10:00 am | Government Comment Corner | Library Lobby - TBD | |

## JULY 2012

| Date | Time | Group | Location | Subject/Note |
|---|---|---|---|---|
| **2** | **12:00 pm** | **City Council** | **Downtown Fire Station** | |
| **2** | **7:00 pm** | **City Council** | **Downtown Fire Station** | |
| *3* | *7:00 am* | *Airport Commission* | *Madison Avenue Mtg Rm* | |
| 3 | 12:00 pm | Human Services Committee | Madison Avenue Mtg Rm | |
| *3* | *5:30 pm* | *Downtown Cmsn Parking Cmte* | *Madison Avenue Mtg Rm* | |
| 4 | | City holiday - all offices closed | | |
| 4 | | No Administrative Services Cmte | | |
| 5 | 5:00 pm | Urban Services Committee | Madison Avenue Mtg Rm | |
| *6* | *7:00 am* | *Bicycle and Pedestrian Adv Cmsn* | *Madison Avenue Mtg Rm* | |
| 7 | 10:00 am | Government Comment Corner | Library Lobby - TBD | |
| *11* | *8:20 am* | *Citizens Adv Cmsn on Transit* | *Madison Avenue Mtg Rm* | |
| 14 | 10:00 am | Government Comment Corner | Library Lobby - TBD | |
| **16** | **12:00 pm** | **City Council** | **Downtown Fire Station** | |
| **16** | **7:00 pm** | **City Council** | **Downtown Fire Station** | |
| 17 | 12:00 pm | Human Services Committee | Madison Avenue Mtg Rm | |
| 18 | 4:00 pm | Administrative Services Committee | Madison Avenue Mtg Rm | |
| 19 | 5:00 pm | Urban Services Committee | Madison Avenue Mtg Rm | |
| 21 | 10:00 am | Government Comment Corner | Library Lobby - TBD | |
| 24 | 4:00 pm | Cmsn for Martin Luther King, Jr. | City Hall Meeting Room A | |
| 25 | 5:00 pm | Watershed Mgmt Adv Cmsn | Madison Avenue Mtg Rm | |
| 28 | 10:00 am | Government Comment Corner | Library Lobby - Biff Traber | |

## AUGUST 2012

| Date | Time | Group | Location | Subject/Note |
|---|---|---|---|---|
| *1* | *7:30 pm* | *Library Board* | *Library Board Room* | |
| *4* | *10:00 am* | *Government Comment Corner* | *Library Lobby - TBD* | |
| ***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* | |
| *8* | *4:00 pm* | *Administrative Services Committee* | *Madison Avenue Mtg Rm* | |
| *9* | *5:00 pm* | *Urban Services Committee* | *Madison Avenue Mtg Rm* | |
| *11* | *10:00 am* | *Government Comment Corner* | *Library Lobby - TBD* | |
| *18* | *10:00 am* | *Government Comment Corner* | *Library Lobby - TBD* | |
| ***20*** | ***12:00 pm*** | ***City Council*** | ***Downtown Fire Station*** | |
| ***20*** | ***7:00 pm*** | ***City Council*** | ***Downtown Fire Station*** | |
| *21* | *12:00 pm* | *Human Services Committee* | *Madison Avenue Mtg Rm* | |
| *22* | *4:00 pm* | *Administrative Services Committee* | *Madison Avenue Mtg Rm* | |
| *23* | *5:00 pm* | *Urban Services Committee* | *Madison Avenue Mtg Rm* | |
| *25* | *10:00 am* | *Government Comment Corner* | *Library Lobby - TBD* | |
| *28* | *4:00 pm* | *Cmsn for Martin Luther King, Jr.* | *City Hall Meeting Room A* | |
| *29* | *5:00 pm* | *Watershed Mgmt Adv Cmsn* | *Madison Avenue Mtg Rm* | |

**Bold** type – involves the Council

~~Strikeout~~ type – meeting canceled

*Italics* type – new meeting

TBD – To be Determined

PC – Planning Commission

HRC – Historic Resources Commission

# HUMAN SERVICES COMMITTEE
# MINUTES
# February 22, 2012

Present
Councilor Mike Beilstein, Chair
Councilor Jeanne Raymond
Councilor Dan Brown

Staff
Jim Patterson, City Manager
Ken Gibb, Community Development Director
Carrie Mullens, City Manager's Office

Visitors
Jennifer Moore, United Way of Benton and Lincoln Counties (UWBLC) Executive Director

**SUMMARY OF DISCUSSION**

| Agenda Item | Information Only | Held for Further Review | Recommendations |
|---|---|---|---|
| I. Willamette Water Trail Partnership Memorandum of Understanding | | | Authorize the City Manager to sign the Willamette Water Trail Partnership memorandum of understanding |
| II. Social Services Semi-Annual Report | | | Accept the semi-annual Social Services report for Fiscal Year 2011-2012 |
| III. Other Business | *** | | |

Chair Beilstein called the meeting to order at 12:03 pm.

**CONTENT OF DISCUSSION**

I. Willamette Water Trail Partnership Memorandum of Understanding (Attachment)

The Committee unanimously recommends Council authorize the City Manager to sign the Willamette Water Trail Partnership memorandum of understanding.

II. Social Services Semi-Annual Report (Attachment)

Mr. Gibb said the report encompasses activities for the first semi-annual period for Fiscal Year 2011-2012. It includes a memorandum from UWBLC, reports from each program receiving an allocation, and testimonials from individuals receiving assistance.

Ms. Moore noted that two changes were made since the last reporting period. Testimonials were extracted from program reports and combined into Attachment C, and UWBLC included a memorandum regarding noteworthy items.

Mr. Patterson said he found the report valuable, specifically in relation to the timing of the budget process. It provided detail from non-profits about what they do, the extent of their support, and what their support means for others. It offered insight about agency requests compared to awards and the testimonials are beneficial to the report.

Chair Beilstein said social service funds have been reduced annually over the past few years. As one of the major recipients, Community Outreach, Inc. (COI) has lost more than 25 percent in allocations. COI suggested the City directly contract with one agency or choose a few programs for allocation instead of many programs receiving smaller amounts. Chair Beilstein opined that for many agencies, having the City as a partner is as important as receiving an allocation.

Mr. Gibb agreed and explained that allocations are sometimes used for leverage to obtain additional grants and awards. Willamette Neighborhood Housing Services frequently utilizes City grants to obtain additional funding. He added that changing to a direct contract is always an option.

Mr. Patterson reported that during a recent meeting with Ms. Moore, direct contracting was discussed. UWBLC understands the issue and is willing to discuss both sides. UWBLC also recognizes the challenges facing the City.

Councilor Brown said there is always an opportunity to amend this process. COI has a large up-front investment in their building. If they do not receive program funding, it can be a huge loss. This is different than many of the other agencies who do not have the same type of investment.

Ms. Moore referred to the items noted in the UWBLC memorandum and said the Boys and Girls Club of Corvallis (BGCC) was proactive in reviewing their original application and recommending a solution. The subsequent amendment provided more services, greatly benefitting the community.

The Corvallis Homeless Shelter Coalition (CHSC) received an allocation for a part-time outreach worker, but has not been able to fill the position. An extension was provided and UWBLC is monitoring the situation closely.

Mr. Gibb added that Ms. Moore kept staff informed about these issues and sought support before moving forward.

Councilor Raymond expressed confidence in Ms. Moore and UWBLC.

Chair Beilstein noted that some agencies identify themselves as a United Way agency. He inquired whether there is any value for agencies to also indicate they are a recipient of City funding or City partner providing social services.

Mr. Gibb responded that nothing has ever been formalized; however, the agencies give the City credit for the support they receive enabling them to provide services.

Ms. Moore said including the City logo or other City identifier could be implemented for the 2012-2013 allocation cycle.

Mr. Patterson suggested that, if Council agrees this is important, agencies would include information related to City support in their written materials.

Mr. Gibb said staff would need to review the policy related to City Logo use. It may also cause additional reprinting of materials by agencies. Mr. Patterson added that he would not be opposed to using the City Logo in this manner.

Chair Beilstein requested staff follow-up.

The Committee unanimously recommends Council accept the semi-annual Social Services report for Fiscal Year 2011-2012.

III. Other Business

The next Human Services Committee meeting is scheduled for 12:00 pm on Tuesday, March 6, 2012 in the Madison Avenue Meeting Room.

Respectfully submitted,

Mike Beilstein, Chair

# MEMORANDUM

CORVALLIS
ENHANCING COMMUNITY LIVABILITY
PARKS & RECREATION

**To:** Human Services Committee
**From:** David L. Phillips, Park Operations Supervisor
Stephen McGettigan, Park Operations Specialist
**Date:** February 7, 2012
**Subject:** Willamette River Water Trails Memo of Understanding

**Issue**:
The Willamette River Water Trails Memorandum of Understanding (MOU) is for review before Human Services Committee.

**Background:**
The MOU is intended to formalize the cooperative agreement between participating governmental agencies, non-profit organizations, and private entities concerning the Willamette River Water Trails. The agreement is intended to encompass the breadth of activities that parties undertake in promoting stewardship and recreation opportunities along the river.

**Discussion:**
Over the past year, there have been a number of discussions between the State of Oregon and numerous partners in the governmental and non-profit sectors in regards to what an agreement would address and how this would be configured. The last meeting was in November 2011 and was largely attended by governmental agencies including the Oregon State Marine Board, Oregon State Parks & Recreation (ORPD), along with several counties and municipalities. There is also involvement by several non-profit organizations that have an active stewardship role along the Willamette River.

The MOU sets out several partnership goals and includes definitions and limits itself to the Willamette River. It envisions several benefits from the program, including creation of an ongoing volunteer effort on handling cleanup and invasive species removal along the water trail, as well as making agencies' grant applications become more attractive by highlighting collaborative efforts. The memo is an agreement for collaboration; no cash or resources are committed, apart from staff time. A modification clause exists for groups to withdraw, if they wish.

The proposed MOU was a subject of discussion at the Parks, Natural Areas, and Recreation Advisory Board meeting on December 15, 2011. Several questions were raised to clarify specifics in the verbiage. To that end, it was mentioned that the discussion amongst all agencies about encouraging "greener" uses has been general in nature and that discouraging motorized use of the Willamette Water Trail is not regarded as a viable topic. The ORPD is also seeking additional partners – on the governmental, private, and non-profit levels – for the MOU. Possible regional

candidates include the Benton Soils and Water Conservation District along with the Greenbelt Land Trust.

Participating non-profit organizations in the discussions include Willamette Riverkeepers and the McKenzie River Trust. Participating government agencies include Oregon State Marine Board, Oregon State Parks and Recreation, Lane County, Metro, Portland Parks & Recreation, Marion County, and Clackamas County. Participating municipalities include the cities of Wilsonville, Kaiser, West Kaiser, Corvallis, Dayton and Willamalane Parks and Recreation District.

**Recommendation:**
Staff recommends HSC recommends to City Council to accept the proposed Willamette River Water Trails Memo of Understanding.

**Review and Concur:**

James A. Patterson, City Manager

Nancy Brewer, Finance Director

Approved as to Form:

City Attorney

Attachment: Memorandum of Understanding

**Memorandum of Understanding**
**For the Willamette Water Trail Partnership**

**Parties to the agreement are:**
The Willamette Water Trail Partnership, referenced hereinafter as the "Partnership"
(Includes public and private organization)
The Parties listed on attached signature page.

**Purpose:**
This agreement formalizes the relationship between the Parties and allows the Parties to speak with one voice for the mutually agreed-upon goal set forth below.

**Water Trail Definition:** A Water Trail is a stretch of river, or other waterway, that has been mapped, and contains facilities that enable access, campsites, and informational resources. The intent of a Water Trail is to create educational, scenic, and environmentally rewarding opportunities for canoeists and kayakers traveling on the waterway.

**History of Partnership**
In 1998, the Willamette River was designated as one of only fourteen American Heritage Rivers by U.S. President Bill Clinton. As a result, a federal "River Navigator" position was established to assist local communities in reestablishing their connections to the Willamette. That same year, Governor John Kitzhaber signed executive order 98-18 establishing the Willamette Restoration Initiative (WRI) to promote, integrate and coordinate efforts to protect and restore the Willamette watershed. In 2001, the Executive Director of the WRI and the River Navigator joined together with the Bureau of Land Management, Oregon State Parks, Willamette Riverkeeper, the National Park Service, and stakeholders such as the cities of Salem, Independence and Keizer, and Marion County to explore and collaborate on efforts to increase Willamette River awareness, recreation and stewardship opportunities. The group was called the Mid-Willamette River Connections (MWRC) workgroup. After extensive public outreach, the MWRC began the process of establishing the Willamette River Water Trail. In 2003, the municipal partners of the MWRC entered into the "Willamette Concord" wherein they agreed to work together to identify and improve recreation and stewardship opportunities on and along the river consistent with private property rights and to support the water trail effort.

After being elected in 2003, Governor Ted Kulongoski provided support for the water trail under his Willamette River Legacy Plan, which was created to "repair, restore, and recreate" on the Willamette. Congresswoman Darlene Hooley also provided considerable assistance to the water trail effort. The first leg of the water trail for the greater Salem/Keizer area was opened in 2005 by the MWRC with guides, inventories, maps, signage and internet support for the water trail. The Oregon Parks and Recreation Department (OPRD) assumed the role of primary facilitator for the partnership and the second trail leg was opened from Eugene to Salem in 2006. The final leg of the Willamette River Water Trail was opened in 2007. This completed the Willamette Water Trail from the headwaters south of Eugene to the confluence with the Columbia River, a distance of about 200 river miles. The Secretary of the Interior recognized the Willamette Water Trail Partnership as one of only 21 partnerships nationwide who best "achieved excellence in conservation through collaboration and partnerships" by awarding the Willamette River Water

Trail with the Cooperative Conservation Award in a ceremony in Washington D.C. in 2008. Since then the Water Trail Partnership and its members have continued to work together to promote and improve the Willamette River Water Trail.

**Mission Statement:**
The Mission of the Partnership is to promote improvements and public use of the water trail as a valuable resource for non-motorized recreation, education, stewardship, and tourism.

**Partnership Goal**
Our goal is to use the collective and cooperative energy of the Parties to support projects that further our mission. The Parties are committed to the following partnership objectives, to the best of each party's ability, dependent upon policies, budgets, and agency procedures.

- Support the ongoing usefulness and availability of the Willamette Water Trail guides for public use, the creation of which were a major past accomplishment of the Parties.
- Coordinate and cooperate between groups to further the mission.
- Offer mutual support and advice on specific on-going projects.
- Investigate avenues for increasing funding of conservation, restoration and non-motorized recreation projects for the Parties.
- Increase community awareness of the recreational and environmental value of a healthy river.
- Request and encourage the inclusion of manual-powered design considerations at new facilities and at facilities that are slated for significant improvements or renovations.
- Promote the public's ability to float the main stem of the Willamette River.
- Promote the Willamette River water trail system as a valuable resource for non-motorized recreation, education, stewardship and tourism.
- While the focus on the partnership is to promote non-motorized recreation, the intent of this MOU is not to impede motorized use, or advocate for excluding motorized use on any portion of the Willamette River.

**Benefits**
The Parties agree that the ability to achieve common and related goals can be enhanced significantly by working collaboratively to support projects that further our mission.

The Partnership agrees that each individual project that fits within the mission of this partnership benefits all the communities along the river.

**Responsibilities**
All Parties agree to:

- Work together to respect and honor private property along the Water Trail.
- Cooperate in the education of Water Trail users regarding the responsible use and respect of private properties, public lands and all Willamette Water Trail facilities.
- Cooperate to develop and distribute outreach, interpretive, and educational materials, tools and programs that enhance, enrich and or promote the Willamette Water Trail.
- Appoint a minimum of one representative to act as liaison to the party and attend each meeting, averaging two meetings per year. Meetings may be attended in person, or can be attended by telephone or by any telecommunication method available to the parties.

**Decision Making Process**
Actions in support of specific projects will be made during regularly scheduled meetings.

The Partnership will strive to make all decisions at meetings by consensus of the Parties at the meeting. If a consensus can not be achieved, then the Parties attending the meeting may decide to vote on the action by majority vote. A quorum of more than 50% percent of voting members is required for any decision of the Partnership. Each Party is encouraged to have multiple representatives attend the meetings; however, each Party only has one vote.

**Modification, Termination and other conditions**
This MOU is neither a fiscal nor funds obligation document. Any endeavor involving funds between the Parties will be made in accordance with applicable laws, regulations and procedures. Such endeavors, if any, will be outlined in separate agreements.

Parties will be notified in writing of any proposed changes to the MOU at least 30 days prior to the vote. This MOU may be modified through the decision making process for this MOU. In such case, all agreeing parties will re-sign the MOU.

Any party may terminate its involvement at any time by providing written notice to the facilitator of the water trail group. Any additional members may be approved by utilizing the decision making process in the MOU. New members may be added without the then-current Parties re-signing the MOU. The full list of Parties to the MOU will be kept by Water Trail Group facilitator, currently OPRD.

This MOU becomes effective when signed by the signatory Parties and remains in effect until modified or terminated.

Willamette River Water Trail Partnership Signature Page

| | | |
|---|---|---|
| _____ | _____ | _____ |
| Printed Name | Signature | Jurisdiction/Agency/Organization |

_____

Date

# MEMORANDUM

DATE: February 10, 2012

TO: Human Services Committee

FROM: Ken Gibb, Community Development Director

SUBJECT: Social Service Semi-Annual Report for Period Ending December 31, 2011

## I. Issue

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

## II. Discussion

United Way is the City's designated administrator for Social Service funding for FY 11-12. In September 2009, the City Council authorized the City Manager to enter into a three-year agreement with United Way, with an annual option to extend the agreement for two additional years. An agreement for administration services was entered into with United Way on July 1, 2010. For FY 11-12, due to the need for budget reductions, the City Council reduced the Social Service Allocation to $250,000, with an additional $102,870 from the passage of the levy, for a total of $352,870. Of this amount, $335,225 is to be distributed to agencies and $17,644 is the service fee paid to United Way for administration of the program. A payment of $24,906 is made monthly.

For this first semi-annual report for FY 11-12, United Way has included a six-month report, (Attachment A) reports from all of the agencies receiving Social Service funding from the City which include a narrative of their activities, outputs and outcomes, and a year-to-date budget sheet to United Way (Attachment B), and agency testimonials (Attachment C).

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

## III. Action Recommended

That the Human Services Committee consider this report and recommend the City Council approve acceptance of the Social Service first semi-annual report for FY 11-12.

**Review and Concur:**

Nancy Brewer
Finance Director

**Review and Concur:**

James A Patterson
City Manager

United Way of
Benton & Lincoln Counties

PO Box 2499 (97339)
2330 NW Professional Dr, Ste 101
Corvallis, OR 97330
Phone: (541) 757-7717
Fax: (541) 758-1443
Email: office@unitedwayblc.org | www.unitedwayblc.org

914 SW Coast Hwy Suite 104
Newport, OR 97365
Phone: (541) 265-5812

LIVE UNITED™ United Way

# Memo

DATE: February 1, 2012

TO: Ken Gibb, City of Corvallis

FROM: Jennifer Moore, United Way

## City Social Service Fund—Six-month report for 11-12 cycle

There are two items of note in the 11-12 six-month report packet:

Boys & Girls Club of Corvallis:
In late November, the Boys & Girls Club of Corvallis requested an amendment to the use of remaining awarded funds. The original award was to support funding for a volunteer coordinator for the Johnson Dental Clinic. The club is struggling to meet demand for hygiene services and proposed the remaining award would be better spent in support of a hygienist in the clinic. Given the Club's explanation and adjusted projection of the number of children to be served, we agreed. After consulting with City staff, we granted the amendment. Attached is a copy of the request. The Club's interim report for the Dental Clinic reflects the amendment.

Corvallis Homeless Shelter Coalition:
In early January, the Corvallis Homeless Shelter Coalition (CHSC) made us aware they have been unable to hire the Outreach Worker position awarded funds were meant to support. The memo from CHSC in the report packet provides a narrative of the challenges in filling the position. The agency has received 6 months of payment for services as per the contract. To date, CHSC has not spent any of the awarded funds, and have requested a six-month extension on the spending period. After consulting with City staff, we recommend the following:

- We grant extension of the spending period to 2/28/2013
- CHSC continue recruiting process to hire the position at the proposed .50 FTE
- We suspend payment of the remaining award ($7,500) until a satisfactory six-month report is received in August—United Way will manage this suspension and restart release of monthly payments beginning 9/1/2012.

At the end of January we learned the Board elected to end its relationship with the Executive Director; Aleita Hass-Holcombe will serve as the interim Director while the Board conducts a search to replace the position. A Board committee is currently reviewing applications for the Outreach Worker position, and expects to have a candidate hired before month-end.

Our initial recommendation to extend the spending period remains; however, we will monitor the situation closely. Should the circumstances change, we may revise that recommendation.

Attachments: Boys & Girls Club of Corvallis letter

GREAT FUTURES START HERE.

BOYS & GIRLS CLUB
OF CORVALLIS

1112 NW Circle Blvd
Corvallis, OR 97330
Tel 541-757-1909
Fax 541-757-7874
www.bgccorvallis.org

**Tax ID #23-7153987**

**Officers**
Scott Jackson
President

Stephanie Maxon
Past President

Steve Zander
Treasurer

**Board of Directors**
Kevin Bogatin
Rosco Huebner
Carol Kronstad
Bill Mercer
Karen Misfeldt
Chris Nordyke
Steve Redman
Brian Robertson
Mike Sheets, DMD MS PC
Todd Simmons
Ryan Sparks, DMD
Barte Starker
Dick Thompson
Rachel Todd
Todd Washington

**Executive Director**
Helen Z. Higgins

**Honorary Members**
Tom Ahlers
Patrice O'Brien

December 6, 2011

Jennifer Moore
Executive Director
United Way of Benton & Lincoln Counties
PO Box 2499
Corvallis, OR 97330

Dear Jennifer,

The Boys & Girls Club of Corvallis is submitting this letter as a request for an amendment to the 2011-12 City of Corvallis Social Service Fund grant award in the amount of $16,426 to support our Johnson Dental Clinic.

We are proposing a change in the allocation of funds from our original grant request. In our proposal, we requested funding for a volunteer coordinator, supplies, and maintenance of equipment. As time has progressed since the submission of the proposal, we have found that the clinic is struggling with the demand for more hygiene services because volunteer coverage has declined. We would like to redirect the funds to provide a hygienist in the clinic. If we can use these funds to pay for a hygienist 8 hours a day for 4 days per month at $30/hour, we could better meet the needs of the youth who are receiving dental services in the Johnson Dental Clinic.

*Description of unit of service:* 1 unit of service at the dental clinic = 1 comprehensive exam (including x-rays and cleaning)
*The unit cost (what it costs to deliver this service per client):* 1 child's dental exam costs $215.
*Projection of children to be served:* 1,200

Our Club truly appreciates the support of the City of Corvallis Social Service Fund as we work together toward promoting dental health in our community and ensuring that all children, regardless of economic status receive the dental health care they need.

Sincerely,

Helen Higgins

Helen Higgins
CEO

RECEIVED
DEC 09 2011

ATTACHMENT A

# City of Corvallis

## Social Service Grants

### 11-12 Six- Month Reports

As per our administrative contract, United Way has recently compiled funded program six-month reports for the 11-12 City of Corvallis Social Service funding cycle.

This document contains the following components:

1. **Program Reports**
   - Narrative: describe how the grant award has been spent, how many people have been helped, what progress against goals has been tracked, and benefits (or changes) seen for program participants
   - Financial update: Budget worksheet; the financial data requested for reporting purposes has been simplified in an ongoing effort to be conscientious of the agency's time as a resource, while still receiving enough information to make informed decisions.

2. **Testimonials**

# Agency Requests/Recommendations

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

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

**Total distribution** **$352,870**

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: July – Dec. 2011

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

Agency **Linn County Child Victim Assessment Center (dba: ABC House)**

Program Assessments

Award **$ 32,766**

## Narrative

What has the grant award been spent on?

Grant funding has been used to support the assessment services ABC House provides to children from the City of Corvallis. Assessment services include medical exams, forensic interviews of children and advocacy services for all family members or medical consultations for physical abuse, drug endangered children or other medical issues due to threat of harm.

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

53 children received services from ABC House.
10 children received medical exams,
35 received on site forensic interviews,
40 of the children received advocacy services
9 medical consultations were provided to children.

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

3% increase in the number of children referred over 2010
30% contact rate for follow up surveys
No negative feedback about services
100% of children referred for services received them

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

The benefit for all children referred to ABC House is they are able to have their situation assessed by professionals trained in child abuse. This lessens the risk that a critical issue will be overlooked and place them in a high risk situation.

There have been children who were tested for drugs that would not have been if they had not been seen by the Medical Director. Several children were referred for follow up medical testing due to abuse concerns.

In addition, there were children and families who received referrals for counseling who would not have had the appropriate information if their case were not staffed at by the team. All eligible victims had Crime Victim's Compensation applications submitted on their behalf which enables them access to funding to help with medical needs due to the abuse and counseling funding until they reach age 21.

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

ABC House is part of the Benton County Multi-disciplinary team which meets weekly and enables other community partners to be in close contact with the agency when dealing with child abuse issues.

ABC House has a community education program in the local middle and high schools of Benton County and specifically Corvallis High, and Crescent Valley High School.

ABC House has also had displays at various events to raise awareness of child abuse and the services we provide.

**Agency:** Linn County Child Victim Assessment Center ter (DBA: ABCHouse

**Program Name:** Assessment Program

**Funding Request $** $ 36,810.00

Percent of request awarded: **89%**

**Grant Award $** $ 32,766.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 62,250 | $ 41,326 | 66% |
| B | United Way Grant funding (current year award) | | $ 9,735 | #DIV/0! |
| C | United Way donor-directed designations | $ 83 | $ 108 | 131% |
| D | City of Corvallis SSF award | | $ 10,922 | #DIV/0! |
| E | Grants from other government agencies | $ 266,212 | $ 116,734 | 44% |
| F | Foundation grants | $ 99,028 | $ 96,250 | 97% |
| G | Program service fees | $ 80,124 | $ 42,210 | 53% |
| H | Fundraising Events | | $ 65,423 | #DIV/0! |
| **I** | **TOTAL REVENUE** | **$ 507,697** | **$ 382,708** | **75%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 340,229 | $ 191,077 | $ 1 |
| K | Payroll taxes and employee benefits | $ 68,125 | $ 42,119 | $ 1 |
| L | Professional fees and contracted services | $ 20,800 | $ 9,076 | $ 0 |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 35,492 | $ 22,382 | $ 1 |
| N | Materials and supplies | $ 4,538 | $ 2,165 | $ 0 |
| O | Travel | $ 1,056 | $ 1,449 | $ 1 |
| P | Staff and volunteer development / training costs | $ 350 | | $ - |
| Q | Conferences, conventions, meetings | $ 21,154 | $ 128 | $ 0 |
| R | Fundraising | | $ 15,848 | #DIV/0! |
| S | Insurance, Liability, Worker's Comp. Mal-practice | $ 13,740 | $ 5,632 | $ 0 |
| T | **TOTAL EXPENSES** | **$ 505,484** | **$ 289,876** | **57%** |
| | **Balance** | **$ 2,213** | **$ 92,832** | |

# ABC House
## Profit & Loss
### July through December 2011

| | Jul - Dec 11 |
|---|---|
| **Ordinary Income/Expense** | |
| **Income** | |
| **1400 · Medical Services** | |
| **1400A · Photo Consult** | 1,360.66 |
| **1400b · Training Service** | 750.00 |
| **1400c · Karly Law receipts** | 422.40 |
| **1400 · Medical Services - Other** | 37,472.49 |
| **Total 1400 · Medical Services** | 40,005.55 |
| **1401 · Court Appearance** | |
| **1401A · Linn County Court** | 1,280.77 |
| **1401B · Benton County Courts** | 495.00 |
| **1401D · Dept. of Human Services** | 165.00 |
| **1401e · Court Appearance- Other** | 263.25 |
| **Total 1401 · Court Appearance** | 2,204.02 |
| **1402 · VOCA - Advocacy Grant** | 9,283.00 |
| **1403 · Mental Health Services** | 3,838.43 |
| **1405 · Other Grant Revenue** | 116,907.00 |
| **1406 · Linn Co. CAMI** | 67,444.36 |
| **1412 · Benton Co. CAMI** | 35,006.57 |
| **1414 · NCA** | 5,000.00 |
| **1416 · Donations** | |
| **1416A · Appeal Letter** | 865.00 |
| **1416 · Donations - Other** | 39,730.75 |
| **Total 1416 · Donations** | 40,595.75 |
| **1455 · Fundraising/ Shooter's Match** | 729.50 |
| **1459 · Other Fundraisers** | |
| **1459A · Celebrate Hope** | 4,900.50 |
| **1459b · Third Party Events** | 4,960.00 |
| **1459c · Half Marathon** | 55,562.35 |
| **Total 1459 · Other Fundraisers** | 65,422.85 |
| **Total Income** | 386,437.03 |
| **Expense** | |
| **1601 · Accountant** | 8,845.00 |
| **1602 · Advertising** | 50.00 |
| **1605 · Court Appearance Reimbursement** | 0.00 |
| **1606 · Community Education** | 673.22 |
| **1607 · Computer Supplies** | |
| **1607a · Computer Software** | 99.00 |
| **Total 1607 · Computer Supplies** | 99.00 |

# ABC House
## Profit & Loss
### July through December 2011

| | Jul - Dec 11 |
|---|---|
| **1608 · Contract Labor** | |
| **1608a · Medical** | 0.00 |
| **1608c · Contract Labor - Other** | 231.00 |
| **1608d · Mental Health Therapist** | 18,398.75 |
| **Total 1608 · Contract Labor** | 18,629.75 |
| **1609 · Custodial Services** | 3,337.50 |
| **1610 · Dues and Subscriptions** | |
| **1610a · Medical** | 525.00 |
| **1610b · Development** | 125.00 |
| **1610c · Administration** | 250.00 |
| **1610 · Dues and Subscriptions - Other** | 3,050.00 |
| **Total 1610 · Dues and Subscriptions** | 3,950.00 |
| **1611 · Development Expense** | |
| **1611B · Supplies** | 168.00 |
| **1611c · Food Expense** | 185.00 |
| **Total 1611 · Development Expense** | 353.00 |
| **1613 · Fees and Registration** | |
| **1613A · Bank Service Charge** | 70.63 |
| **1613d · Development** | -100.00 |
| **1613 · Fees and Registration - Other** | 280.00 |
| **Total 1613 · Fees and Registration** | 250.63 |
| **1615 · Fish** | 577.50 |
| **1616 · Fundraising Expense** | |
| **1616a · Annual Event** | 43.57 |
| **1616B · Shooters Match** | 12.77 |
| **1616e · 1/2 Marathon** | 15,775.73 |
| **1616 · Fundraising Expense - Other** | 15.99 |
| **Total 1616 · Fundraising Expense** | 15,848.06 |
| **1625 · Groundskeeping** | 840.00 |
| **1633 · Insurance** | |
| **1633a · Medical Insurance** | 22,044.74 |
| **1633b · Dental Insurance** | 1,116.35 |
| **1633c · Vision Insurance** | 327.92 |
| **Total 1633 · Insurance** | 23,489.01 |
| **1637 · Insurance-Liability** | 2,106.00 |
| **1640 · Insurance-Workers Comp.** | -221.00 |
| **1643 · Interviewer Expense** | |
| **1643a · Court Expenses** | 0.00 |

# ABC House
## Profit & Loss
### July through December 2011

| | Jul - Dec 11 |
|---|---|
| 1643 · Interviewer Expense - Other | 10.50 |
| Total 1643 · Interviewer Expense | 10.50 |
| | |
| 1644 · Maintenance | |
| 1644a · Computer Tech maintenance | 975.25 |
| 1644b · Building | 580.53 |
| Total 1644 · Maintenance | 1,555.78 |
| | |
| 1645 · Medical Service Expense | |
| 1645c · Medical Equipment Repair | 124.00 |
| 1645d · Medical Supplies | 553.10 |
| 1645f · Medical Printing | 330.13 |
| Total 1645 · Medical Service Expense | 1,007.23 |
| | |
| 1651 · Medical Malpractice Insurance | 3,747.38 |
| 1655 · Mental Health Expense | -514.21 |
| 1656 · Mileage | |
| 1656a · Staff Mileage | 504.33 |
| 1656b · Community Education Mileage | 155.20 |
| 1656c · Interviewer Mileage | 97.60 |
| 1656d · Development Mileage | 801.60 |
| Total 1656 · Mileage | 1,558.73 |
| | |
| 1662 · Office Supplies | |
| 1662a · Development | |
| 1662a1 · Newsletter | 70.44 |
| 1662a · Development - Other | 36.78 |
| Total 1662a · Development | 107.22 |
| | |
| 1662 · Office Supplies - Other | 478.05 |
| Total 1662 · Office Supplies | 585.27 |
| | |
| 1665 · Office Systems-Fire Alarm | 78.50 |
| 1667 · Operating Supplies | 17.79 |
| 1668 · Payroll Taxes | 19,269.63 |
| 1670 · Photocopy | |
| 1670A · Administration | 54.05 |
| 1670B · Medical | 124.35 |
| 1670C · Advocacy | 63.23 |
| 1670D · Education | 40.61 |
| 1670E · Counseling | 13.46 |
| 1670F · Development | 87.66 |
| 1670F1 · Newsletter | 321.26 |
| 1670G · Interviewing | 51.13 |
| 1670 · Photocopy - Other | 406.13 |

# ABC House
## Profit & Loss
### July through December 2011

| | Jul - Dec 11 |
|---|---|
| Total 1670 · Photocopy | 1,161.88 |
| | |
| 1672 · Postage | |
| 1672a · Medical | 108.38 |
| 1672b · Adminiistrative | 71.41 |
| 1672c · Interviewing | 35.94 |
| 1672d · Community Ed. | 17.46 |
| 1672e · Advocacy | 27.89 |
| 1672f · counseling | 8.97 |
| 1672g · Development | |
| 1672g1 · Newsletter | 484.00 |
| 1672g · Development - Other | 48.92 |
| Total 1672g · Development | 532.92 |
| | |
| 1672g3 · Fundraising | 51.40 |
| 1672g4 · Other | -8.00 |
| 1672 · Postage - Other | 92.70 |
| Total 1672 · Postage | 939.07 |
| | |
| 1674 · Printing | 159.99 |
| 1676 · Property Tax | 250.31 |
| 1678 · Public Relations-Meals/Misc | |
| 1678a · Administration | 99.45 |
| 1678b · Board | 14.99 |
| 1678 · Public Relations-Meals/Misc - Other | 46.00 |
| Total 1678 · Public Relations-Meals/Misc | 160.44 |
| | |
| 1680 · Records Check | 43.00 |
| 1682 · Rent | |
| 1682A · Storage | 294.00 |
| 1682B · Post Office Box | 100.00 |
| Total 1682 · Rent | 394.00 |
| | |
| 1684 · Repairs | |
| 1684a · Building | 494.17 |
| Total 1684 · Repairs | 494.17 |
| | |
| 1685 · Resource Material | 100.00 |
| 1686 · Salaries and Wages | |
| 1686a · Executive Director | 29,748.22 |
| 1686b · Advocacy | 19,759.54 |
| 1686c · CMA/Intake | 19,801.96 |
| 1686d · Office Support Spec. | 15,818.40 |
| 1686e · Community Educator | 8,552.63 |
| 1686l · Physician | 58,200.00 |

# ABC House
## Profit & Loss
### July through December 2011

| | Jul - Dec 11 |
|---|---|
| 1686J · Interviewer | 11,495.27 |
| 1686K · Development Director | 25,609.08 |
| 1686L · Adm. Assistant | 9,877.63 |
| 1686m · Medical Support | 767.13 |
| Total 1686 · Salaries and Wages | 199,629.86 |
| | |
| 1688 · Security Expense | 376.00 |
| 1690 · Supplies | |
| 1690a · Food | 6.40 |
| 1690b · Drinks | 121.18 |
| 1690c · Cleaning Supplies | 242.08 |
| 1690e · Other | 86.89 |
| Total 1690 · Supplies | 456.55 |
| | |
| 1694 · Telephone | 1,240.74 |
| 1695 · Technology | 3,150.00 |
| 1696 · Training | |
| 1696a · ABC Director | 948.21 |
| 1696c · Medical | 1,500.00 |
| 1696d · MDT | -1,000.00 |
| 1696e · Education | 20.15 |
| 1696f · Counseling | 159.98 |
| 1696g · Interviewer | 7.58 |
| 1696i · Development Training | 112.00 |
| Total 1696 · Training | 1,747.92 |
| | |
| 1697 · Transportation | |
| 1697D · Program Travel | 45.00 |
| Total 1697 · Transportation | 45.00 |
| | |
| 1698 · Utilities | |
| 1698a · Pacific Power | 1,972.91 |
| 1698b · Water | 215.10 |
| 1698c · Gas | 585.32 |
| 1698d · Sanitation | 149.50 |
| 1698e · Sewer | 102.75 |
| Total 1698 · Utilities | 3,025.58 |
| | |
| 1699 · Website | 100.50 |
| Total Expense | 319,619.28 |
| | |
| Net Ordinary Income | 66,817.75 |
| | |
| **Net Income** | **66,817.75** |

# ABC House
## Balance Sheet
### As of December 31, 2011

| | Dec 31, 11 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **1109 · Citizens Bank - Checking** | 123,694.87 |
| **Total Checking/Savings** | 123,694.87 |
| **Total Current Assets** | 123,694.87 |
| **Fixed Assets** | |
| **1210 · Prepaid Insurance** | 2,154.00 |
| **1240 · Accounts Receivable** | 35,899.47 |
| **1271 · Land** | 58,000.00 |
| **1272 · Building** | 430,324.79 |
| **1273 · Eqiopment** | 119,246.40 |
| **1275 · Furniture** | 943.00 |
| **1276 · Office Equipment** | 29,178.63 |
| **1277 · Office Furniture** | 15,020.09 |
| **1280 · Program Equipment** | 1,140.00 |
| **1289 · Accumulated Depreciation** | -187,090.00 |
| **Total Fixed Assets** | 504,816.38 |
| **Other Assets** | |
| **1103 · Edward Jones** | 74,171.18 |
| **1110 · Investment-OCF** | 265,211.29 |
| **1120 · Investment Edward Jones** | 386,720.20 |
| **1222 · Unrealized app/depr. of inv.** | -28,424.61 |
| **1714 · Realized Gain/loss on investmen** | 9,674.39 |
| **Total Other Assets** | 707,352.45 |
| **TOTAL ASSETS** | **1,335,863.70** |
| **LIABILITIES & EQUITY** | |
| **Liabilities** | |
| **Current Liabilities** | |
| **Other Current Liabilities** | |
| **1310 · FICA/FWT Payable** | -11,135.41 |
| **1315 · SWT Payable** | 6,879.38 |
| **1317 · WBE/SVI Payable** | 1,294.10 |
| **1318 · Salary & Wages Payable** | -22,261.72 |
| **1325 · Edward Jones 503(B) Payable** | 36,000.00 |
| **Total Other Current Liabilities** | 10,776.35 |
| **Total Current Liabilities** | 10,776.35 |

# ABC House
## Balance Sheet
### As of December 31, 2011

| | Dec 31, 11 |
|---|---|
| **Total Liabilities** | 10,776.35 |
| **Equity** | |
| **1390 · Unrestricted fund balance** | 1,208,269.60 |
| **1391 · Permanently Restricted Fund Bal** | 50,000.00 |
| **Net Income** | 66,817.75 |
| **Total Equity** | 1,325,087.35 |
| **TOTAL LIABILITIES & EQUITY** | **1,335,863.70** |

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: **July 1, 2011 – December 31, 2011**

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

Agency **Boys & Girls Club of Corvallis** Program ABCs to PhDs

Award **$ 3,883**

## Narrative

What has the grant award been spent on?

- Salaries

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

- 79 registered students at the end of December 2012.
- September/October: Launched the ABCs to PhDs pilot project, "We're going to college!"
- October: Students produced a family assembly introducing the "Six Pillars of Good Character" behavior system and shared monthly activities.
- November: Students studied Oregon children's authors/writing genres, created peer advice columns, focused on self image and friendships, and completed writing assessments.
- December: Friday lab sciences were implemented with experiments in chemistry, physic, biology and the exploration of diverse families.

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

Students participating in Lion's Den and the ABCs to PhDs are receiving programming with a greater emphasis on academics in the context for college readiness. The Yes We Can! Club begins in January and runs through March to begin preparation for the OAKS exams. It is through this program that we are able to collect measureable outcomes. The overall program effectiveness of the Lion's Den programming will be reflected in the increase of the student's test scores on the OAKS exams. Each year, students have shown marked improvement, and last year test scores increased by an astounding 16-22% across subgroups.

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

All students who participate in LLD are also enrolled in the ABCs to PhDs program. This year, we are forging a new partnership with Oregon State University (OSU) in order to support the ABCs to PhDs program to increase graduation rates. We realize that goal-setting is a tool that will give students the additional support they need to break the cycle of poverty. The OSU AEP students will provide journaling mentoring for our students participating in the ABCs to PhDs program. This fall, OSU freshmen business students began the process of goal-setting and utilizing day planners; in the winter and spring term, under the supervision of their OSU teacher assistants and professor, they will teach it to our students/mentees and be matched with a LLD student to foster a pen-pal correspondence of bi-weekly journaling. AEP students will read and respond to participants' journal entries to generate enthusiasm, inspirations, and accountability with goal-setting. Additionally, our LLD students will visit OSU campus winter term to get them excited about attending college.

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

The program is promoted through advertising, media, and Lincoln Elementary School teachers who refer students to the program. This year, the education program manager for LLD set up a registration booth at Lincoln Elementary School's main entrance before and after school for three weeks before the program started to educate parents about the opportunity to enroll their children. Our outcomes are used to leverage additional funding based on the highly successful results of the OAKS test scores.

**Agency:** Boys & Girls Club of Corvallis

**Program Name:** ABCs to PhDs (Lincoln Lion's Den)

**Funding Request $** $ 20,000.00

Percent of request awarded: **19%**

**Grant Award $** $ 3,883.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 24,500 | $ 5,330 | #REF! |
| B | United Way Grant funding (current year award) | | | #REF! |
| C | United Way donor-directed designations | | | #REF! |
| D | City of Corvallis SSF award | $ 3,883 | $ 3,883 | #REF! |
| E | Grants from other government agencies | | | #REF! |
| F | Foundation grants | $ 39,200 | $ 23,000 | #REF! |
| G | Program service fees | $ 31,513 | $ 11,220 | #REF! |
| H | Other income | | $ 2,635 | #REF! |
| **I** | **TOTAL REVENUE** | **$ 99,096** | **$ 46,068** | **#REF!** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 105,788 | $ 39,164 | $ 0 |
| K | Payroll taxes and employee benefits | $ 10,098 | $ 4,268 | $ 0 |
| L | Professional fees and contracted services | | | #DIV/0! |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 1,574 | $ 583 | $ 0 |
| N | Materials and supplies | $ 2,495 | $ 948 | $ 0 |
| O | Travel | $ 154 | $ 35 | $ 0 |
| P | Staff and volunteer development / training costs | $ 433 | $ 21 | $ 0 |
| Q | Conferences, conventions, meetings | $ 60 | | $ - |
| R | Direct assistance to individuals (Scholarships) | | | #DIV/0! |
| S | Miscellaneous expenses | $ 219 | $ 19 | $ 0 |
| T | **TOTAL EXPENSES** | **$ 120,821** | **$ 45,038** | **37%** |
| | **Balance** | **$ (21,725)** | **$ 1,030** | |

# Boys & Girls Club of Corvallis
## Lincoln Profit & Loss
### July through December 2011

| | Jul - Dec 11 |
|---|---|
| **Income** | |
| **4000 · Fundraising** | |
| **4120 · General Donations** | 4,965.00 |
| **4150 · Direct Mail Campaign** | 300.00 |
| **4180 · Donated Scholarships** | 65.00 |
| **Total 4000 · Fundraising** | 5,330.00 |
| **4185 · Grants - Planned Ops** | 26,883.00 |
| **4450 · Contract Revenue** | 2,360.00 |
| **4500 · Other Revenue** | |
| **4502 · Other Revenue** | 275.00 |
| **Total 4500 · Other Revenue** | 275.00 |
| **4804 · Lincoln (South Corvallis)** | |
| **4805 · Fees** | 20,414.77 |
| **4806 · Memberships** | 1,600.00 |
| **Total 4804 · Lincoln (South Corvallis)** | 22,014.77 |
| **Total Income** | 56,862.77 |
| **Gross Profit** | 56,862.77 |
| **Expense** | |
| **6300 · Bank Fees/Interest** | 5.00 |
| **6400 · OE - Occupancy Expenses** | |
| **6404 · Telephone** | 125.00 |
| **6499 · Occupancy-Allocated** | 457.70 |
| **Total 6400 · OE - Occupancy Expenses** | 582.70 |
| **6500 · Payroll Expenses** | |
| **6501 · Gross Wages** | |
| **5101.1 · Salary/Wages** | 26,047.29 |
| **Total 6501 · Gross Wages** | 26,047.29 |
| **6502 · Taxes** | |
| **6502.1 · Medicare** | 377.69 |
| **6502.2 · Social Security** | 1,614.93 |
| **6502.3 · OR WC Assessment** | 35.68 |
| **6502.4 · SUTA - NW Agency Trust** | 1,921.00 |
| **6502.5 · SAIF** | 318.72 |
| **Total 6502 · Taxes** | 4,268.02 |
| **Total 6500 · Payroll Expenses** | 30,315.31 |
| **6505 · Accrued Payroll Expense** | 3,256.44 |
| **6506 · Mile / Travel Expense** | 34.83 |
| **6508 · Per Diems** | 21.20 |
| **6598 · Direct Allocated Payroll** | 4,344.12 |
| **6599 · Indirect Allocated** | 5,516.58 |
| **6700 · PE - Program Expenses** | |

# Boys & Girls Club of Corvallis
## Lincoln Profit & Loss
### July through December 2011

| | Jul - Dec 11 |
|---|---|
| 6701 · Advertising | 25.50 |
| 6707 · Copying/Printing | 81.58 |
| 6716 · Office Supplies | 429.19 |
| 6718 · Background Checks | 216.00 |
| 6719 · Postage | 15.15 |
| 6721 · Scholarships | 10,795.00 |
| 6722 · Supplies | 180.66 |
| 6726 · Other Expenses | 18.91 |
| Total 6700 · PE - Program Expenses | 11,761.99 |
| Total Expense | 55,838.17 |
| Net Income | 1,024.60 |

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: July 1, 2011-December 31, 2012

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

Agency **Boys & Girls Club of Corvallis** Program Johnson Dental Clinic

Award **$ 16,426**

## Narrative

What has the grant award been spent on?

- Dental Supplies
- Dental Hygienist Services
- Scholarships (for youth who cannot afford the $25 annual Club membership)

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

Activities and numbers served:

| | | |
|---|---|---|
| 78 | Clinics Held | $310,000 - Volunteer Monies Donated (in-kind) |
| 624 | Patients (children) treated | $224,000 - Value of Dental Treatment Donated |
| 3,600 | Children screened | $375 - Scholarships Donated |
| 1,240 | Volunteer Hours Donated | $534,000 - Total Donated Services |

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

- Increased dental services to youth without access
- Increased awareness of dental clinic services
- Increased preventative education
- Increased dental hygiene services delivered

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

When we first opened our doors, nearly half the children treated at the dental clinic were in dental crisis, which frequently required extraction of teeth. Having surpassed the dental crisis of alleviating dental pain, we are now implementing early childhood preventive oral health care. Since the submission of the proposal, volunteer hygiene coverage has declined, which has resulted in the clinic struggling to meet the demand for more hygiene services. After receiving permission from the City Social Service Fund in December 2011, we reallocated funding from the volunteer coordinator to provide a dental hygienist in the clinic. This allows us to better meet the needs of the youth served in the dental clinic as they require less emergency care and more preventative care and education.

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

The dental clinic is promoted through media, advertising, and referrals from the Corvallis School District. Promotion is particularly successful at the school level through onsite dental screenings where all students are recipients of a free oral screening. Our Club site provides an ideal place to promote oral health care to our members, as it is in the hub of the open clubhouse that serves 350-400 youth daily. Additionally, students participating in the Lincoln Lion's Den program at Lincoln Elementary School are also introduced to the services that Johnson Dental Clinic offers.

**Agency:** Boys & Girls Club of Corvallis

**Program Name:** The Johnson Dental Clinic

**Funding Request $** $ 35,000.00

Percent of request awarded: **47%**

**Grant Award $** $ 16,426.00

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

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

| | REVENUE | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|---|
| | | | 1 | 2 | 3 |
| A | Contributions / fundraising income | | $ 6,000 | $ 2,300 | 38% |
| B | United Way Grant funding (current year award) | | $ 4,750 | $ 4,750 | 100% |
| C | United Way donor-directed designations | | | | #DIV/0! |
| D | City of Corvallis SSF award | | $ 16,426 | $ 16,426 | 100% |
| E | Grants from other government agencies | | | | #DIV/0! |
| F | Foundation grants | PacificSource and RMHC | $ 26,500 | $ 34,886 | 132% |
| G | Program service fees | | $ 25,200 | $ 14,088 | 56% |
| H | Other income | Jobs Plus | | $ 6,692 | 100% |
| **I** | **TOTAL REVENUE** | | **$ 78,876** | **$ 79,142** | **100%** |
| ** | **Use line "D" to report City Social Service Fund award** | | | | |
| | **EXPENSES** | | | | |
| J | Salaries | | $ 46,164 | $ 24,862 | $ 1 |
| K | Payroll taxes and employee benefits (jobs+ taxes/expense) | | | $ 1,445 | #DIV/0! |
| L | Professional fees and contracted services (hygienist) | | $ 5,600 | $ 800 | $ 1 |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | | $ 8,700 | $ 12,378 | #REF! |
| N | Materials and supplies | | $ 10,000 | $ 4,741 | $ 0 |
| O | Travel | | | | #DIV/0! |
| P | Staff and volunteer development / training costs (donor/volunteer nurturing) | | $ 500 | $ 275 | $ 1 |
| Q | Conferences, conventions, meetings | | | | #DIV/0! |
| R | Direct assistance to individuals | Scholarships/prescriptions | $ 3,000 | $ 375 | $ 0 |
| S | Miscellaneous expenses | (copying, office supplies, license fee, background checks) | $ 1,000 | $ 485 | $ 0 |
| T | **TOTAL EXPENSES** | | **$ 74,964** | **$ 45,361** | **61%** |
| | | **Balance** | **$ 3,912** | **$ 33,781** | |

**COMMENTS:**

Please explain any special circumstances

After receiving permission from the City Social Service Fund in December 2011, we reallocated funding from the volunteer coordinator to provide a dental hygienist in the clinic. Funds will be used to pay for a hygienist 8 hours a day for 4 days per month at $25/hour to better meet the needs of the youth who are receiving dental services in the Johnson Dental Clinic.

Contract Labor fees for Hygienist: 32 hrs/mo for 7 months= $5,600

| City of Corvallis Social Service Funding | Total Spent To-Date |
|---|---|
| Hygiene Services | $ 800.00 |
| Scholarships | $ 375.00 |
| Supplies | $ 3,721.00 |
| **Total** | **$ 4,896.00** |

# Boys & Girls Club of Corvallis
## Dental Clinic
## Unaudited Profit & Loss
### July through December 2011

| | |
|---|---|
| **Income** | |
| **4000 · Fundraising** | |
| **4120 · General Donations** | 1,800.00 |
| **4150 · Direct Mail Campaign** | 500.00 |
| **Total 4000 · Fundraising** | 2,300.00 |
| **4185 · Grants - Planned Ops** | 56,062.00 |
| **4500 · Other Revenue** | |
| **4502 · Other Revenue** | 6,692.15 |
| **Total 4500 · Other Revenue** | 6,692.15 |
| **4900 · Dental Clinic Revenue** | 14,087.89 |
| **Total Income** | 79,142.04 |
| **Gross Profit** | 79,142.04 |
| **Expense** | |
| **6400 · OE - Occupancy Expenses** | |
| **6401 · IT Services** | 123.46 |
| **6403 · Janitorial** | 157.46 |
| **6499 · Occupancy-Allocated** | 10,028.08 |
| **Total 6400 · OE - Occupancy Expenses** | 10,309.00 |
| **6500 · Payroll Expenses** | |
| **6501 · Gross Wages** | |
| **5101.1 · Salary/Wages** | 6,723.50 |
| **5101.2 · Holiday Pay** | 408.00 |
| **5101.3 · Sick Pay** | 102.00 |
| **Total 6501 · Gross Wages** | 7,233.50 |
| **6502 · Taxes** | |
| **6502.1 · Medicare** | 104.89 |
| **6502.2 · Social Security** | 448.48 |
| **6502.3 · OR WC Assessment** | 11.73 |
| **Total 6502 · Taxes** | 565.10 |
| **Total 6500 · Payroll Expenses** | 7,798.60 |
| **6505 · Accrued Payroll Expense** | 879.76 |
| **6598 · Direct Allocated Payroll** | 10,662.99 |
| **6599 · Indirect Allocated** | 6,965.70 |
| **6700 · PE - Program Expenses** | |
| **6706 · Contract Labor/Work Study** | 800.00 |
| **6707 · Copying/Printing** | 153.95 |
| **6710 · Equip Purch/Maint** | 2,068.93 |
| **6715 · License Fees** | 224.00 |
| **6716 · Office Supplies** | 88.99 |
| **6718 · Background Checks** | 18.00 |
| **6721 · Scholarships** | 375.00 |
| **6722 · Supplies** | 4,740.54 |
| **6724 · Donor Nurturing** | 274.75 |
| **Total 6700 · PE - Program Expenses** | 8,744.16 |
| **Total Expense** | 45,360.21 |
| **Net Income** | **33,781.83** |

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: 7/01/11-12/31/11

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

Agency **Center Against Rape and Domestic Violence** Program Shelter & Advocacy Services

Award **$ 22,766**

## Narrative

What has the grant award been spent on?

- Personnel Expense
- Telephone
- Utilities
- Maintenance
- Client assistance
- Travel

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

44 adults and 39 children provided shelter for 1,165 nights

2,301 hotline calls responded to

384 individuals received Legal advocacy

187 individuals received Crisis Response

23 individuals received Hospital Response

61 individuals received Transportation

21 individuals attended Support Groups

**Total: 3,060 individuals receiving services**

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

3,060 individuals receiving services in first six months. Original proposal projected a total of 6,102 for the year. Expect to meet target.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application. 19 surveys distributed, 17 returned. 100% of returned surveys rated agree or strongly agree to the following outcomes:

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

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

The majority of program recipients learn about CARDV's services through a referral from a community partner such as law enforcement or the hospitals. CARDV participates on a number of community boards and committees to maintain effective partnerships with these partners.

Brochures are widely distributed in the community, presentations, newsletters, website, and social media

Yes, the community is aware this program is available

Outcomes are used in marketing through our website, newsletters and presentations

United Way is acknowledged during community presentations as a support of CARDV;UW logo is included on brochures and stationary.

**Agency:** Center Against Rape and Domestic Violence

**Program Name:** Shelter & Advocacy Services

**Funding Request $** $ 50,000.00

Percent of request awarded: **46%**

**Grant Award $** $ 22,766.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 43,017 | $ 21,509 | 50% |
| B | United Way Grant funding (current year award) | $ 12,350 | $ 6,175 | 50% |
| C | United Way donor-directed designations | $ 4,560 | $ 2,280 | 50% |
| D | City of Corvallis SSF award | $ 22,766 | $ 11,383 | 50% |
| E | Grants from other government agencies | $ 242,110 | $ 121,055 | 50% |
| F | Foundation grants | $ 4,000 | $ 2,000 | 50% |
| G | Program service fees | $ 160 | $ 80 | 50% |
| H | Other income | $ 1,020 | $ 510 | 50% |
| **I** | **TOTAL REVENUE** | **$ 329,983** | **$ 164,992** | **50%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 214,132 | $ 107,066 | 50% |
| K | Payroll taxes and employee benefits | $ 55,612 | $ 27,806 | 50% |
| L | Professional fees and contracted services | $ 7,040 | $ 3,520 | 50% |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 33,999 | $ 17,000 | 50% |
| N | Materials and supplies | $ 4,000 | $ 2,000 | 50% |
| O | Travel | $ 1,600 | $ 800 | 50% |
| P | Staff and volunteer development / training costs | $ 1,200 | $ 600 | 50% |
| Q | Conferences, conventions, meetings | $ 600 | $ 300 | 50% |
| R | Direct assistance to individuals | $ 11,800 | $ 5,900 | 50% |
| S | Miscellaneous expenses | | $ - | |
| T | **TOTAL EXPENSES** | **$ 329,983** | **$ 164,992** | **50%** |
| | **Balance** | **$ -** | **$ -** | |

**COMMENTS:**

Please explain any special circumstances

5% overall increase in shelter expenses from original projection

Government (federal, state, and local) were awarded at less than original budget

Shelter services allocated a greater percentage of donations to cover expenses

# Center Against Rape and Domestic Violence
## Profit & Loss
### July through December 2011

| CITY OF CORVALLIS SSF P&L JULY - DEC 2011 | Jul - Dec 11 |
|---|---|
| Ordinary Income/Expense | |
| Income | |
| RESTRICTED INCOME | |
| Foundations/Grants/Contracts | |
| Other Restricted Foundation | 10,000.00 |
| Total Foundations/Grants/Contracts | 10,000.00 |
| | |
| GRANTS | |
| Federal | |
| CSC ESG | 0.00 |
| FEMA BC | 2,318.00 |
| FEMA LC | 7,050.00 |
| OVW Arrest LC DA | 15,244.75 |
| OVW CR LC | 17,043.47 |
| SOSCF FVPSA | 30,069.00 |
| VAWA | 5,447.17 |
| VOCA Project | 11,446.08 |
| Total Federal | 88,618.47 |
| | |
| State | |
| IPVP Grant | 12,982.08 |
| ODSVS DV | 0.00 |
| ODSVS SA | 0.00 |
| SOSCF CFAA DV | 34,104.00 |
| SOSCF CFAA SA | 6,678.00 |
| SOSCF MLT | 13,416.00 |
| Total State | 67,180.08 |
| | |
| City | 11,383.02 |
| UW Benton | 6,175.00 |
| UW Linn | 10,000.02 |
| Total GRANTS | 183,356.59 |
| | |
| Restricted Donations | |
| Other Misc Restricted | 1,550.00 |
| Restricted Donations - Other | 0.00 |
| Total Restricted Donations | 1,550.00 |
| | |
| Total RESTRICTED INCOME | 194,906.59 |
| | |
| UNRESTRICTED INCOME | |
| Cardv FR events | |
| Ask Event | 8,870.00 |
| Fun Run | 480.00 |
| Holiday Letter | 11,863.00 |
| Linn Co. Event | 250.00 |
| Monthly Donations | 6,043.20 |
| Newsletter Response | 6,680.00 |
| Safe Family Event 2009 | 1,440.00 |
| Safe Family Event 2010 | 6,005.00 |
| Safe Family Event 2011 | 20,938.00 |

# Center Against Rape and Domestic Violence
## Profit & Loss
### July through December 2011

| CITY OF CORVALLIS SSF P&L JULY - DEC 2011 | Jul - Dec 11 |
|---|---|
| CARDV F/R - Other | 567.30 |
| Total Cardv FR events | 63,136.50 |
| | |
| Community FR events | |
| Kappa Kappa Gamma | 2,150.00 |
| Comm FR - Other | 2,528.60 |
| Total Community FR events | 4,678.60 |
| | |
| Unrestricted Foundations | |
| Other Unrestricted Fnd & Trusts | 4,411.20 |
| Van Olst Charitable Trust | 2,500.00 |
| Total Unrestricted Foundations | 6,911.20 |
| | |
| Fees/Services/Sales | 2,608.52 |
| General Donations | 18,129.53 |
| Investment Income | 431.88 |
| Refunds & Rebates | 1,784.98 |
| Workplace | |
| Hewlett Packard | 2,309.04 |
| Other Workplace | 1,219.59 |
| UW Benton designations | 2,606.54 |
| UW Linn designations | 3,216.80 |
| Workplace - Other | 1,307.03 |
| Total Workplace | 10,659.00 |
| | |
| Tax Check-off - OCADSV | 1,816.77 |
| In-kind donations | 1,500.00 |
| Total UNRESTRICTED INCOME | 111,656.98 |
| | |
| Total Income | 306,563.57 |
| | |
| Expense | |
| Personnel | |
| Wages | 267,874.85 |
| Payroll taxes | 20,674.38 |
| Unemployment Insurance | 4,578.33 |
| Workers Comp Ins | 2,152.59 |
| 401(k) | 8,969.60 |
| 401k Management Fee | 1,325.00 |
| Dental Insurance | 2,301.96 |
| Health Ins. | 20,403.47 |
| Life and AD&D Insurance | 2,255.31 |
| Insur adjustments | -44.00 |
| Total Personnel | 330,491.49 |
| | |
| Occupancy | |
| Move & Storage | 546.00 |
| Repairs/maint/Landscaping | 4,139.75 |
| Security Alarm | 1,457.00 |
| Utilities | 5,444.06 |

# Center Against Rape and Domestic Violence
## Profit & Loss
### July through December 2011

| CITY OF CORVALLIS SSF P&L JULY - DEC 2011 | Jul - Dec 11 |
|---|---|
| Total Occupancy | 11,586.81 |
| | |
| Materials & Services | |
| Advertising/Promotion | 1,586.12 |
| Bank charges | 984.67 |
| Client Assistance | |
| Client Assistance - Gift Cards | -394.25 |
| Client Assist Mileage | 4,626.33 |
| Client Assist Motel | 2,965.34 |
| Client Assist Other | 4,455.79 |
| Total Client Assistance | 11,653.21 |
| | |
| Conferences/Training | 912.31 |
| Computer Software & Hardware | 554.97 |
| Computer Support | 1,063.00 |
| Dues & subscriptions | 1,009.85 |
| Equipment Rent, Lease, Maint. | 1,393.21 |
| Insurance | |
| D&O | 236.66 |
| Accident Insur | 749.98 |
| ERISA Bond 401k | 245.00 |
| Professional Liability | 874.02 |
| Property | 2,154.00 |
| Total Insurance | 4,259.66 |
| | |
| Internet Service | 779.70 |
| Intra Agency Mtg & Trn | 1,414.52 |
| Licenses/Fees | |
| Licences/Fees - Other | 1,074.00 |
| Fundraising Fees | 5,222.14 |
| Total Licenses/Fees | 6,296.14 |
| | |
| Mileage | 1,892.11 |
| Miscellaneous | 625.00 |
| Postage & shipping | 1,290.16 |
| Printing/Publications | 6,302.00 |
| Professional Fees | |
| Accounting | 2,112.30 |
| Other Prof Fees | 3,400.00 |
| Total Professional Fees | 5,512.30 |
| | |
| Supplies and small equip | 4,735.11 |
| Telephone | 8,139.05 |
| Materials & Services - Other | 294.92 |
| Total Materials & Services | 60,698.01 |
| | |
| Total Expense | 402,776.31 |
| | |
| Net Ordinary Income | -96,212.74 |
| | |
| Other Income/Expense | |

# Center Against Rape and Domestic Violence
## Profit & Loss
### July through December 2011

| CITY OF CORVALLIS SSF P&L JULY - DEC 2011 | Jul - Dec 11 |
|---|---|
| Other Income | |
| Capital Campaign Income | 316,964.81 |
| Total Other Income | 316,964.81 |
| | |
| Other Expense | |
| Advocacy Center & PSH | |
| Architecture & Planning | 20,926.12 |
| Advocacy Center & PSH - Other | 89,991.39 |
| Total Advocacy Center & PSH | 110,917.51 |
| | |
| Capital Campaign Expenses | |
| Capital Campaign - Other | 100.00 |
| Printing & Mailing | 29.00 |
| Total Capital Campaign Expenses | 129.00 |
| | |
| Total Other Expense | 111,046.51 |
| | |
| Net Other Income | 205,918.30 |
| | |
| Net Income | **109,705.56** |

# City of Corvallis

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

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

Agency **CASA – Voices for Children** Program Court Advocacy Training Program

Award **$ 11, 553**

## Narrative

What has the grant award been spent on?

- CASA completed its 2011 Advocacy Academy recruitment and training program
- Printed training manuals, brochures and provided technical support to all new trainees
- CASA add 14 new advocates to speak in court for abused and neglected children.
- Training in the following areas: child trauma, court protocol, child welfare policy, court reporting, academic advocacy, mental health and teen homelessness.

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

CASA continued to offer unduplicated, evidence-based and unique services one-on-one to each child! We are one of only two counties in the state with CASA Programs (29 existing in Oregon) that serve **100%** of all children in need. Each CASA advocate: Continues to investigate facilitate, monitor, and advocate for each child, visits the child at school & with foster parents to ensure they are receiving all services they require/need. Each CASA is present at every court hearing and makes recommendations to the circuit court judge as it relates to each child's best interest.

What progress have you tracked, compared against targets identified in the original proposal? We track each child's progress in the following areas: education, medical, mental health and the length of time in foster care, including services needed/received for each child, court order compliance & progress required by the child's parent(s). Our data base (COMET) also captures the following data: Number of trained advocates, children served, court hearings, and closed cases.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application. CASA, with City of Corvallis Social Service funding has met 100% of its goals as outlined in our application: We have served 100% of all children that came into care, decreased their likelihood of being re-abused, decreased their time in foster care, and increased their services in all areas.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? CASA has had to increase its knowledge of social media, marketing, and fundraising strategies during these tough economic times. We have begun the **'I am for the Child'** campaign, improved our website, moved to a visible location, developed the email donor list, and recruited several new board members. The director promoted CASA by building alliances with several social service agencies as a community trainer/speaker in multi-agency cross-training on the topic of culturally responsive services as a professional. CASA met with the Juvenile Department, Community Outreach, Strengthening Rural Families, and Old Mill & Jackson Youth Shelter during the grant period. In addition, Leadership Corvallis has begun a CASA project which is to create a CASA portfolio that is to be used during a 2012 fundraising campaign.

**Agency:** CASA-VOICES FOR CHILDREN

**Program Name:** CASA - VOICES FOR CHILDREN

**Funding Request $** $ 12,000.00

Percent of request awarded: **96%**

**Grant Award $** $ 11,553.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 64,000 | $ 67,000 | 105% |
| B | United Way Grant funding (current year award) | $ 12,000 | $ 8,169 | 68% |
| C | United Way donor-directed designations | $ 300 | $ 226 | 75% |
| D | City of Corvallis SSF award | $ 12,000 | $ 11,553 | 96% |
| E | Grants from other government agencies | $ 45,000 | $ 26,000 | 58% |
| F | Foundation grants | $ 25,000 | $ 20,000 | 80% |
| G | Program service fees | $ 10,000 | $ 12,000 | 120% |
| H | Other income | | | #DIV/0! |
| **I** | **TOTAL REVENUE** | **$ 168,300** | **$ 144,948** | **86%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 95,000 | $ 65,000 | $ 1 |
| K | Payroll taxes and employee benefits | $ 12,000 | $ 19,600 | $ 2 |
| L | Professional fees and contracted services | $ 6,000 | $ 2,000 | $ 0 |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 24,000 | $ 32,000 | $ 1 |
| N | Materials and supplies | $ 3,500 | $ 3,000 | $ 1 |
| O | Travel | $ 400 | $ 25 | $ 0 |
| P | Staff and volunteer development / training costs | $ 15,000 | $ 18,000 | $ 1 |
| Q | Conferences, conventions, meetings | $ 300 | $ 150 | $ 1 |
| R | Direct assistance to individuals | $ 100 | $ 100 | $ 1 |
| S | Miscellaneous expenses | $ - | $ - | #DIV/0! |
| T | **TOTAL EXPENSES** | **$ 156,300** | **$ 139,875** | **89%** |

| | | | | |
|---|---|---|---|---|
| **Balance** | **$** | **12,000** | **$** | **5,073** |

**COMMENTS:**

Please explain any special circumstances

CASA case load has increased by 50% while the two support staff have been reduced to .5 FTE. This is not a sustanable work load. We continue to serve 100% of all children, however, we may reach a point where we may have to chose which age group goes unserved if we are unable to fund 3 staff at full time this year.

# CASA-Voices for Children
## Balance Sheet
### As of December 31, 2010

| | Dec 31, 10 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **1000 · Citizens Bank-Reg. Ck.** | 16,721.38 |
| **1003 · Citizens Bank - MM** | 17,327.59 |
| **1099 · Petty Cash** | 100.00 |
| **Total Checking/Savings** | 34,148.97 |
| **Total Current Assets** | 34,148.97 |
| **Fixed Assets** | |
| **1551 · Equipment** | 1,381.85 |
| **1590 · Accumulated Depreciation** | -276.37 |
| **Total Fixed Assets** | 1,105.48 |
| **TOTAL ASSETS** | **35,254.45** |
| **LIABILITIES & EQUITY** | |
| **Equity** | |
| **3900 · Net Assets** | 29,786.40 |
| **Net Income** | 5,468.05 |
| **Total Equity** | 35,254.45 |
| **TOTAL LIABILITIES & EQUITY** | **35,254.45** |

# CASA-Voices for Children
## Income by Customer Summary
### July through December 2011

| | Jul - Dec 11 |
|---|---|
| Citizens Bank | 0.00 |
| Commission on Children and Families | 9,465.00 |
| Corvallis Lions Club | 200.00 |
| Debra Griesmeyer | 200.00 |
| First Congregational Church | 1,445.00 |
| Gibson-Straube Charitable Group | 131.48 |
| gladstone | 200.00 |
| Haines Trust | 100.00 |
| Helpenstell | 1,800.00 |
| Hewlett Packard | 751.00 |
| Irene's | 140.00 |
| JOhn & Phil's Toyota | 1,500.00 |
| Letetia Wilson | 70.00 |
| Munson Family Foundation | 6,000.00 |
| native grounds nursery | 50.00 |
| Network for good | 25.00 |
| NW Gas | -281.26 |
| OSU Credit Union | 50.00 |
| Remax Integrity | 1,500.00 |
| Ringo, Stuber, Enso | 350.00 |
| Samaritan Health Services | 500.00 |
| Sara Gelser | 340.00 |
| Schult, R | 50.00 |
| Simple Actions Family Foundation | 10,000.00 |
| Summers, Lloyd | 9,000.00 |
| United States Treasury | -7,969.63 |
| Van Olst | 2,500.00 |
| Village Builder | 250.00 |
| Whtie, Erin | 25.00 |
| Winters Trust | 120.00 |
| **TOTAL** | **38,511.59** |

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: July – Dec 2011

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

Agency **Community Outreach** Program Emergency Services

Award **$ 25,000**

## Narrative

What has the grant award been spent on?

This grant has provided integrated Emergency Services to homeless and low-income individuals in our community, including: Homeless Emergency Services; and Crisis, Intervention, Information, and Referral Services (all described below). Funding has been used to meet program operating costs, consisting primarily of staff salaries and ongoing facilities expenses (maintenance, utilities, depreciation, etc.)

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

- 2,357 visits providing a shower or use of the community kitchen/food pantry (213 individuals)
- 4,327 anonymous contacts providing crisis intervention, information, and/or referral services
- 330 bus tickets distributed providing transportation throughout Corvallis and Albany
- 194 individuals received 999 mail services

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

- Homeless Emergency Services – We served an estimated 363 unduplicated individuals during the reporting period – for a total of over 3,686 HES units of service - with food and community kitchen access (thereby reducing hunger among homeless individuals); shower (i.e. improved hygiene for clients); bus tickets; and mail, message, telephone service, and document storage (outcome: providing those who live on the street resources that may benefit them in acquiring housing, public services, and employment). Approximately 100 unduplicated clients (half of the original estimate in our proposal of 200 individuals) during the reporting period received requested information on services in the community so that they may be connected with the resources to improve their circumstances.
- Crisis Intervention, Information & Referral – We responded to 4,327 calls or visits requesting information or crisis intervention. This is well over half of the total 8,000 calls or visits each year that we estimated in our proposal.

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

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

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

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

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

**Agency:** Community Outreach, Inc.

**Program Name:** Day Services (Emergency Services)

**Funding Request $** $ 54,000.00

Percent of request awarded: **46%**

**Grant Award $** $ 25,000.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 1,508 | $ 1,936 | 128% |
| B | United Way Grant funding (current year award) | | | |
| C | United Way donor-directed designations | | | |
| D | City of Corvallis SSF award | $ 25,000 | $ 12,500 | 50% |
| E | Grants from other government agencies | | | |
| F | Foundation grants | $ 46,750 | $ 10,000 | 21% |
| G | Program service fees | | | |
| H | Other income | $ 92,194 | $ 31,599 | 34% |
| **I** | **TOTAL REVENUE** | **$ 165,452** | **$ 56,035** | **34%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 111,963 | $ 63,365 | 57% |
| K | Payroll taxes and employee benefits | $ 15,340 | $ 9,055 | 59% |
| L | Professional fees and contracted services | $ 1,198 | $ 167 | 14% |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 35,045 | $ 14,657 | 42% |
| N | Materials and supplies | $ 1,082 | $ 202 | 19% |
| O | Travel | | | |
| P | Staff and volunteer development / training costs | $ 726 | $ 96 | 13% |
| Q | Conferences, conventions, meetings | | | |
| R | Direct assistance to individuals | | | |
| S | Miscellaneous expenses | $ 98 | $ 59 | 60% |
| T | **TOTAL EXPENSES** | **$ 165,452** | **$ 87,600** | **53%** |
| | **Balance** | **$ -** | **$ (31,565)** | |

**COMMENTS:**

Please explain any special circumstances

Line A - contributions:
Represents donations restricted by the donor to this program.

Line G-Other Income:
The Organization records unrestricted contributions, grants and other revenue to the Development cost center. The accounting records do not allocate the net Development department net income to specific programs. For the purposes of this report an amount has been shown is the proportional share of unrestricted income based on ratio of each programs expenes to total expenses.

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: July – Dec 2011

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

Agency **Community Outreach** Program Food

Award **$ 3,106**

## Narrative

What has the grant award been spent on?

This grant has provided food boxes—with a three-day supply of meals—every 30 days to individuals and families within the community. Funding has been used to meet program operating costs, consisting primarily of staff salaries, food purchases, and ongoing facilities expenses (maintenance, utilities, depreciation, etc.)

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

613 food boxes distributed, feeding 1,994 people

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

All eligible individuals and families who required food assistance and sought out our services received needed food. The program helped to reduce the food insecurity and hunger of these clients. From July to December of 2011, Community Outreach provided enough food to feed 1,994 people through our community food pantry, 1,096 meals to our Day Services clients, 22,926 meals served in our housing programs, and 53 unduplicated individuals in our Permanent Supportive Housing.

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

Our Community Food Pantry reduced hunger and food insecurity in the community by providing emergency food supplies for homeless and low-income individuals and families.

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

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

**Agency:**

**Program Name:** Food

**Funding Request $** $ 19,000.00

**Grant Award $** $ 3,106.00

Percent of request awarded: **16%**

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 850 | $ 850 | 100% |
| B | United Way Grant funding (current year award) | $ 8,550 | $ 4,275 | 50% |
| C | United Way donor-directed designations | | | #DIV/0! |
| D | City of Corvallis SSF award | $ 3,106 | $ 1,553 | 50% |
| E | Grants from other government agencies | $ 4,000 | $ 4,000 | 100% |
| F | Foundation grants | | | #DIV/0! |
| G | Program service fees | | | #DIV/0! |
| H | Other income | $ 9,456 | | 0% |
| **I** | **TOTAL REVENUE** | **$ 25,962** | **$ 10,678** | **41%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 15,324 | $ 7,662 | 50% |
| K | Payroll taxes and employee benefits | $ 2,638 | $ 1,319 | 50% |
| L | Professional fees and contracted services | | | |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | | | |
| N | Materials and supplies | $ 8,000 | $ 4,025 | 50% |
| O | Travel | | | |
| P | Staff and volunteer development / training costs | | | |
| Q | Conferences, conventions, meetings | | | |
| R | Direct assistance to individuals | | | |
| S | Miscellaneous expenses | | | |
| **T** | **TOTAL EXPENSES** | **$ 25,962** | **$ 13,006** | **50%** |
| | **Balance** | **$ -** | **$ (2,328)** | |

**COMMENTS:**

Please explain any special circumstances

Line A - contributions:
Represents donations restricted by the donor to this program.

Line G-Other Income:
The Organization records unrestricted contributions, grants and other revenue to the Development cost center. The accounting records do not allocate the net Development department net income to specific programs. For the purposes of this report an amount has been shown is the proportional share of unrestricted income based on ratio of each programs expenes to total expenses.

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: July – Dec 2011

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

Agency **Community Outreach** Program Health Care Services

Award **$ 37,766**

## Narrative

What has the grant award been spent on?

This grant has provided low-cost medical and dental clinics and behavioral health treatment services for the uninsured, low-income clients, providing outpatient clinical medicine, diabetes education, physical therapy, limited psychiatric care, referrals to specialists, gynecological services, mental health counseling, and alcohol and drug addiction treatment. Funding has been used to meet program operating costs, consisting primarily of staff salaries, liability insurance, and ongoing facilities expenses (maintenance, utilities, depreciation, etc.).

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

- 1,474 medical visits to approximately 487 unduplicated clients
- 245 hours of mental health counseling for 33 clients
- 1,031 hours of alcohol and drug abuse treatment for 57 clients

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

The following goals were met for alcohol and drug treatmen:

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

The following indicators are used to evaluate mental health treatment:

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

- 75% of domestic violence clients demonstrated knowledge about the cycle of abuse and developed a safety plan when needed
- 100% of charts were reviewed

The following indicators will be used to evaluate general medical clinics and services:

- 95% of eligible patients were seen the same day
- 100% of clients requesting physical therapy or diabetes education received services
- 75% of requested specialty referrals (requested by physician) were arranged at no cost to client
- 80% of requested radiology, lab tests, and prescription medications were arranged at no cost to client
- Approximately 60% of patients asked to return to clinic for follow-up returned

The following indicators will be used to evaluate dental care:

- 100% of clients needing teeth cleaning had their teeth cleaned
- 100% of clients requesting dental services received preventative education
- 100% of clients needing fillings received appropriate treatment
- 100% of clients needing a tooth extraction received an extraction
- 20% of clients who received referrals were given appropriate additional services

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

Our Health Services program promoted physical and mental health and well-being for all Benton County residents in order to create a safe community and provide uninsured, low-income community members with access to medical and dental care.

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

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

**Agency:** Community Outreach, Inc.

**Program Name:** Behavioral Health and Medical/Dental Services

**Funding Request $** $ 44,500.00

Percent of request awarded: **85%**

**Grant Award $** $ 37,766.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 13,293 | $ 5,429 | 41% |
| B | United Way Grant funding (current year award) | $ 25,950 | $ 12,975 | 50% |
| C | United Way donor-directed designations | | | |
| D | City of Corvallis SSF award | $ 37,766 | $ 18,883 | 50% |
| E | Grants from other government agencies | $ 7,180 | $ 3,500 | 49% |
| F | Foundation grants | $ 118,875 | $ 25,000 | 21% |
| G | Program service fees | $ 100,653 | $ 44,016 | 44% |
| H | Other income | $ 55,715 | $ 58,206 | 104% |
| **I** | **TOTAL REVENUE** | **$ 359,432** | **$ 168,009** | **47%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 233,419 | $ 121,110 | 52% |
| K | Payroll taxes and employee benefits | $ 33,284 | $ 14,088 | 42% |
| L | Professional fees and contracted services | $ 10,343 | $ 3,397 | 33% |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 65,109 | $ 29,993 | 46% |
| N | Materials and supplies | $ 10,049 | $ 1,827 | 18% |
| O | Travel | $ 1,233 | $ 581 | 47% |
| P | Staff and volunteer development / training costs | $ 1,434 | $ 248 | 17% |
| Q | Conferences, conventions, meetings | | | |
| R | Direct assistance to individuals | $ 300 | | 0% |
| S | Miscellaneous expenses | $ 4,261 | $ 1,632 | 38% |
| **T** | **TOTAL EXPENSES** | **$ 359,432** | **$ 172,876** | **48%** |
| | **Balance** | **$ -** | **$ (4,867)** | |

**COMMENTS:**

Please explain any special circumstances

Line A - contributions:
Represents donations restricted by the donor to this program.

Line G-Other Income:
The Organization records unrestricted contributions, grants and other revenue to the Development cost center. The accounting records do not allocate the net Development department net income to specific programs. For the purposes of this report an amount has been shown is the proportional share of unrestricted income based on ratio of each programs expenes to total expenses.

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: July – Dec 2011

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

Agency **Community Outreach** Program Integrated Housing

Award **$ 10,000**

## Narrative

What has the grant award been spent on?

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

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

During the reporting period, all individual and family clients who entered our transitional housing program began in our emergency shelter program. Below are the unduplicated numbers within the individual divisions:

- 100 men received 1,225 nights of emergency shelter and 2,461 nights of transitional housing
- 49 women received 491 nights of emergency shelter and 1,388 nights of transitional housing
- 29 families received 423 nights of emergency shelter and 622 nights of transitional housing
- 50 children received 902 nights of emergency shelter and 1,112 nights of transitional housing

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

Individuals and families showed the following progress during the reporting period:

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

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

Housing clients received the following benefits:

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

Our Emergency Shelter—when accessed by homeless individuals and families in need of temporary emergency shelter but not requiring our Transitional Housing services—provided homeless community members with access to emergency housing, food, hygiene supplies, and emergency assistance. Our Transitional Shelter services assisted homeless men, women, and families in becoming self-sufficient and productive community members.

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

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

**Agency:** Community Outreach, Inc.

**Program Name:** Integrated Housing

**Funding Request $** $ 60,000.00

**Grant Award $** $ 10,000.00

Percent of request awarded: **17%**

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 4,582 | $ 2,913 | 64% |
| B | United Way Grant funding (current year award) | $ 19,500 | $ 9,750 | 50% |
| C | United Way donor-directed designations | | | |
| D | City of Corvallis SSF award | $ 10,000 | $ 5,000 | 50% |
| E | Grants from other government agencies | $ 116,739 | $ 34,080 | 29% |
| F | Foundation grants | $ 68,000 | $ 15,510 | 23% |
| G | Program service fees | $ 8,176 | $ 3,342 | 41% |
| H | Other income | $ 82,350 | $ 45,905 | 56% |
| **I** | **TOTAL REVENUE** | **$ 309,347** | **$ 116,500** | **38%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 168,096 | $ 70,810 | 42% |
| K | Payroll taxes and employee benefits | $ 20,551 | $ 10,496 | 51% |
| L | Professional fees and contracted services | $ 1,607 | $ 266 | 17% |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 98,705 | $ 40,759 | 41% |
| N | Materials and supplies | $ 16,039 | $ 5,633 | 35% |
| O | Travel | $ 1,771 | $ 502 | 28% |
| P | Staff and volunteer development / training costs | $ 1,032 | $ 96 | 9% |
| Q | Conferences, conventions, meetings | | | |
| R | Direct assistance to individuals | $ - | $ 134 | |
| S | Miscellaneous expenses | $ 1,546 | $ 891 | 58% |
| **T** | **TOTAL EXPENSES** | **$ 309,347** | **$ 129,586** | **42%** |
| | **Balance** | **$ -** | **$ (13,086)** | |

**COMMENTS:**

Please explain any special circumstances

Line A - contributions:
Represents donations restricted by the donor to this program.

Line G-Other Income:
The Organization records unrestricted contributions, grants and other revenue to the Development cost center. The accounting records do not allocate the net Development department net income to specific programs. For the purposes of this report an amount has been shown is the proportional share of unrestricted income based on ratio of each programs expenes to total expenses.

# City of Corvallis

## 11-12 Social Service Funding Interim Report

Period: July – Dec 2011

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

Agency **Community Outreach**

Program Permanent Supportive Housing

Award **$ 7,766**

## Narrative

What has the grant award been spent on?

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

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

53 unduplicated individuals received permanent supportive housing services.

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

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

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

Permanent Supportive Housing clients showed the following progress:

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

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

Permanent Supportive Housing clients received the following benefits:

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

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

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

**Agency:** Community Outreach, Inc.

**Program Name:** Permanent Supportive Housing

**Funding Request $** $ 36,000.00

Percent of request awarded: **22%**

**Grant Award $** $ 7,766.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 3,441 | $ 2,195 | 64% |
| B | United Way Grant funding (current year award) | | | |
| C | United Way donor-directed designations | $ 326 | $ 326 | 100% |
| D | City of Corvallis SSF award | $ 7,766 | $ 3,883 | 50% |
| E | Grants from other government agencies | $ 20,000 | $ 10,000 | 50% |
| F | Foundation grants | $ 14,500 | | 0% |
| G | Program service fees | $ 7,008 | $ 2,640 | 38% |
| H | Other income | $ 44,043 | $ 16,041 | 36% |
| I | **TOTAL REVENUE** | **$ 97,084** | **$ 35,085** | **36%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 69,865 | $ 35,937 | 51% |
| K | Payroll taxes and employee benefits | $ 11,588 | $ 6,745 | 58% |
| L | Professional fees and contracted services | $ 1,004 | $ 139 | 14% |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 8,712 | $ 3,315 | 38% |
| N | Materials and supplies | $ 3,176 | $ 535 | 17% |
| O | Travel | $ 2,257 | $ 859 | 38% |
| P | Staff and volunteer development / training costs | $ 90 | $ 110 | 122% |
| Q | Conferences, conventions, meetings | | | |
| R | Direct assistance to individuals | | | |
| S | Miscellaneous expenses | $ 392 | $ 2 | |
| T | **TOTAL EXPENSES** | **$ 97,084** | **$ 47,642** | **49%** |
| | **Balance** | **$ -** | **$ (12,557)** | |

**COMMENTS:**

Please explain any special circumstances

Line A - contributions:
Represents donations restricted by the donor to this program.

Line G-Other Income:
The Organization records unrestricted contributions, grants and other revenue to the Development cost center. The accounting records do not allocate the net Development department net income to specific programs. For the purposes of this report an amount has been shown is the proportional share of unrestricted income based on ratio of each programs expenes to total expenses.

# COMMUNITY OUTREACH, INC.
## STATEMENT OF FINANCIAL POSITION
### As of December 31, 2011

**ASSETS**

| | |
|---|---|
| **CURRENT ASSETS:** | |
| **CASH ON HAND** | |
| Petty Cash | $ 175.00 |
| Petty Cash-Mari's Place | 400.00 |
| OSU FCU Checking | 76,302.11 |
| OSU FCU Money Market | 5,120.16 |
| OSU FCU Basic Savings | 3,008.76 |
| OSU FCU MM Temp Restricted | (2,900.00) |
| TOTAL CASH ON HAND | 82,106.03 |
| **RECEIVABLES** | |
| Accounts Receivable | 10,660.19 |
| Grants Receivable | 12,993.55 |
| Pledges Receivable | 14,800.00 |
| TOTAL RECEIVABLES | 38,453.74 |
| **OTHER CURRENT ASSETS** | |
| Unemployment Trust Account | 12,027.85 |
| Prepaid Agency Insurance | 693.33 |
| Prepaid Insurance - SAIF | 816.40 |
| Prepaid Expenses - Other | 2,010.21 |
| Security Deposit | 125.00 |
| TOTAL OTHER CURRENT ASSETS | 15,672.79 |
| TOTAL CURRENT ASSETS | 136,232.56 |
| **RESTRICTED ASSETS** | |
| Endowment Investment-Vanguard | 625,462.48 |
| Endwmt Inv-Vangd-Unreal Gn/Ls | (38,201.19) |
| TOTAL RESTRICTED ASSETS | 587,261.29 |
| **FIXED ASSETS:** | |
| Furniture & Fixtures | 264,880.73 |
| Automobiles | 9,284.36 |
| Land-863-865 NW Reiman | 170,179.96 |
| Land Improvements | 1,642.50 |
| Building-863 & 865 NW Reiman | 2,698,058.49 |
| Accumulated Depreciation | (872,825.92) |
| TOTAL PROPERTY & EQUIPMENT | 2,271,220.12 |
| **OTHER ASSETS:** | |
| LT Pledge | 85,524.66 |



ATTACHMENT B

For Internal Management Use Only

# COMMUNITY OUTREACH, INC.
## STATEMENT OF FINANCIAL POSITION
### As of December 31, 2011

| | |
|---|---|
| Discount-Pledges Receivable | (10,911.20) |
| Restricted cash | 2,900.00 |
| TOTAL OTHER ASSETS | 77,513.46 |
| TOTAL ASSETS | $ 3,072,227.43 |

**LIABILITIES AND NET ASSETS**

| | |
|---|---|
| **CURRENT LIABILITIES:** | |
| **PAYABLES** | |
| Accounts Payable | $ 15,220.05 |
| Accrued Expenses | 1,165.23 |
| Payroll Payable | 9,563.70 |
| United Way Payable Linn | 5.00 |
| Accrued Earned Leave | 30,941.92 |
| TOTAL PAYABLES | 56,895.90 |
| **OTHER CURRENT LIABILITIES** | |
| Deferred Revenue | 73.27 |
| Notes Payable-OSUFCU LOC | 90,000.00 |
| TOTAL CURRENT LIABILITIES | 146,969.17 |
| **LONG TERM LIABILITIES** | |
| Notes Payable-Leaf Fin.-copier | 11,236.33 |
| OSU FCU Loan-Reiman Building | 216,192.18 |
| TOTAL LONG TERM LIABILITIES | 227,428.51 |
| **NET ASSETS:** | |
| **FUND BALANCES** | |
| Unrestricted Net Assets | 2,145,801.97 |
| Temporarily Restricted | 2,900.00 |
| Permanently Restricted | 678,833.00 |
| Excess of Exp over Rev-Current | (129,705.22) |
| TOTAL NET ASSETS | 2,697,829.75 |
| TOTAL LIABILITIES & NET ASSETS | $ 3,072,227.43 |



ATTACHMENT B

For Internal Management Use Only

# COMMUNITY OUTREACH, INC.
## STATEMENT OF REVENUE AND FUNCTIONAL EXPENSES - BUDGET AND ACTUAL
### For the Six Months Ending December 31, 2011

| | 12 Month Budget | YTD Budget | Month Revenue | YTD Revenue | YTD Variance Favorable/ (Unfavorable) |
|---|---|---|---|---|---|
| REVENUE | | | | | |
| Contributions-Individuals | 63,708 | 31,353 | 5,766 | 14,955 | (16,398) |
| Contributions-non-cash | 0 | 0 | 40 | 126 | 126 |
| Contributions-Businesses | 41,650 | 20,825 | 27,706 | 33,125 | 12,300 |
| Gifts of Caring | 52,864 | 40,639 | 24,294 | 24,874 | (15,765) |
| Major Donors | 197,200 | 83,600 | 79,784 | 125,842 | 42,242 |
| Board Donations | 44,205 | 29,205 | 1,880 | 22,449 | (6,756) |
| Bequests | 0 | 0 | 0 | 0 | 0 |
| Annual Report/Appeals | 26,830 | 26,830 | 1,283 | 24,660 | (2,170) |
| Churches | 10,240 | 5,160 | 1,154 | 3,049 | (2,111) |
| Fundraising Events | 42,156 | 0 | 0 | 0 | 0 |
| Childcare Scholarship Fees | 0 | 0 | 3,868 | 23,684 | 23,684 |
| Fees for Service | 152,233 | 76,116 | 9,657 | 68,884 | (7,232) |
| City - CDBG | 17,000 | 8,500 | 1,416 | 8,500 | 0 |
| City of Corvallis Soc. Svc. Fu | 83,638 | 41,820 | 6,969 | 41,819 | (1) |
| CSC - HUD Continuum of Care | 26,739 | 13,368 | 1,672 | 11,408 | (1,960) |
| Benton County | 10,000 | 5,000 | 0 | 5,000 | 0 |
| EFSP Benton County | 4,000 | 2,000 | 0 | 4,000 | 2,000 |
| VA Grant Per Diem Program | 90,180 | 45,090 | 4,350 | 22,672 | (22,418) |
| Oregon Community Foundation | 30,000 | 30,000 | 0 | 30,000 | 0 |
| Samaritan Health Services | 100,000 | 50,000 | 8,333 | 50,000 | 0 |
| Samaritan Health Serv-Respite | 7,800 | 3,900 | 650 | 3,900 | 0 |
| Other Grant Revenue | 246,125 | 122,067 | 5,000 | 8,332 | (113,735) |
| United Way of Benton Cty | 38,000 | 19,000 | 0 | 20,235 | 1,235 |
| United Way of Linn County | 16,000 | 8,000 | 1,333 | 8,000 | 0 |
| Donated Professional Services | 0 | 0 | 0 | 0 | 0 |
| Gain (Loss) on Sale of Assets | 0 | 0 | 0 | 0 | 0 |
| Interest/Dividend Income | 9,000 | 4,500 | 3,187 | 7,530 | 3,030 |
| Other Misc. Income | 3,896 | 1,949 | 0 | 8,366 | 6,417 |
| TOTAL REVENUE | 1,313,464 | 668,925 | 188,342 | 571,410 | (97,515) |

| | 12 Month Budget | YTD Budget | Month Expense | YTD Expense | YTD Variance (Favorable)/ Unfavorable |
|---|---|---|---|---|---|
| PAYROLL EXPENSE: | | | | | |
| Wages and Salaries | 864,306 | 432,154 | 76,389 | 429,381 | (2,773) |
| Overtime | 14,212 | 7,110 | 326 | 4,793 | (2,317) |
| Leave Pay Out | 5,614 | 2,809 | 0 | 480 | (2,329) |
| Payroll Taxes | 64,321 | 32,165 | 5,600 | 32,995 | 830 |
| Health Insurance | 55,429 | 27,717 | 4,863 | 27,127 | (590) |
| Other Emp. Exp | 4,186 | 2,093 | 100 | 743 | (1,350) |
| TOTAL PAYROLL EXPENSE | 1,008,068 | 504,048 | 87,278 | 495,519 | (8,529) |
| DIRECT EXPENSE: | | | | | |
| Recruitment Expense | 0 | 0 | 0 | 0 | 0 |
| Prof. Fees-Clinical Consulting | 7,836 | 3,918 | 455 | 3,222 | (696) |
| Prof. Fees-Technology | 9,000 | 4,502 | 320 | 1,502 | (3,000) |
| Donated Prof. Med. Svs Exp | 0 | 0 | 0 | 0 | 0 |
| Gifts of Caring Expenses | 9,040 | 9,040 | 0 | 623 | (8,417) |
| Annual Report/Appeals Exp | 5,130 | 5,130 | 0 | 5,000 | (130) |
| Other Dev/Pub Relations | 3,522 | 1,761 | 113 | 1,277 | (484) |
| Direct Assistance Exp | 300 | 150 | 0 | 134 | (16) |
| Childcare Scholarship Expense | 0 | 0 | 3,868 | 23,684 | 23,684 |
| Client Transportation Expense | 1,500 | 750 | 35 | 502 | (248) |



ATTACHMENT B

For Internal Management Use Only

# COMMUNITY OUTREACH, INC.
## STATEMENT OF REVENUE AND FUNCTIONAL EXPENSES - BUDGET AND ACTUAL
### For the Six Months Ending December 31, 2011

| | 12 Month Budget | YTD Budget | Month Expense | YTD Expense | YTD Variance (Favorable)/ Unfavorable |
|---|---|---|---|---|---|
| Fundraising Expense | 8,500 | 0 | 0 | 342 | 342 |
| Dues/Memberships/Subscriptions | 430 | 230 | 151 | 1,157 | 927 |
| Food Expense | 11,160 | 5,581 | 1,498 | 5,890 | 309 |
| SAIF Insurance | 9,000 | 4,499 | 293 | 3,994 | (505) |
| Agency Insurance Expense | 33,370 | 16,687 | 2,100 | 15,479 | (1,208) |
| Interest Expense | 14,221 | 7,113 | 1,479 | 7,587 | 474 |
| Licenses and Fees | 502 | (1) | 1 | 256 | 257 |
| Postage and Shipping | 5,765 | 2,682 | 1,072 | 2,200 | (482) |
| Printing & Copying | 4,000 | 2,002 | 3,572 | 5,011 | 3,009 |
| Screening Results | 3,314 | 1,658 | 193 | 1,670 | 12 |
| Program Supplies | 24,001 | 12,001 | 75 | 6,958 | (5,043) |
| Office Supplies | 7,998 | 4,001 | 311 | 2,298 | (1,703) |
| Technology Supplies | 6,350 | 3,177 | 0 | 70 | (3,107) |
| Telephone/Internet Expense | 9,271 | 4,638 | 689 | 4,135 | (503) |
| Utilities Expense | 42,376 | 21,189 | 4,513 | 21,495 | 306 |
| Rent Expense - Benton Plaza | 1,896 | 948 | 158 | 790 | (158) |
| LBCC Dental Clinic/Mobile Van | 2,220 | 1,110 | 80 | 700 | (410) |
| Vehicle Expense | 3,834 | 1,916 | 209 | 1,440 | (476) |
| Maintenance and Repairs | 30,000 | 15,001 | 490 | 7,709 | (7,292) |
| Staff Training/Conf Expense | 3,214 | 1,607 | 0 | 883 | (724) |
| Staff Travel Expense | 128 | 64 | 0 | 8 | (56) |
| Board & Volunteer Expense | 1,750 | 876 | 0 | 401 | (475) |
| Miscellaneous Expense | 0 | 0 | 0 | 120 | 120 |
| Gain/Loss Asset Sale | 0 | 0 | 0 | 0 | 0 |
| Bad Debt Exp | 0 | 0 | 0 | 225 | 225 |
| TOTAL DIRECT EXPENSE | 259,628 | 132,230 | 21,675 | 126,762 | (5,468) |
| INDIRECT EXPENSE: | | | | | |
| Auditor Fees | 9,250 | 9,250 | 0 | 7,500 | (1,750) |
| Legal Expense | 328 | 0 | 0 | 0 | 0 |
| Payroll Fees | 2,539 | 1,269 | 782 | 1,593 | 324 |
| Broker's Fees | 0 | 0 | 0 | 0 | 0 |
| Background Check Fees | 1,337 | 668 | 136 | 513 | (155) |
| Storage Fees | 696 | 348 | 118 | 350 | 2 |
| Bank Fees and Charges | 2,020 | 1,009 | 257 | 381 | (628) |
| Unemployment Expenses | 25,000 | 12,496 | 0 | 5,001 | (7,495) |
| Accounting Consultant | 19,200 | 9,600 | 1,520 | 13,010 | 3,410 |
| TOTAL INDIRECT EXPENSE | 60,370 | 34,640 | 2,813 | 28,348 | (6,292) |
| TOTAL ALL EXPENSES | 1,328,066 | 670,918 | 111,766 | 650,629 | (20,289) |
| NET BEFORE DEPRECIATION & UNREALIZED G/L | (14,602) | (1,993) | 76,576 | (79,219) | (77,226) |
| Unrealized (Gain)Loss on Inves | 0 | 0 | (2,229) | 10,968 | 10,968 |
| Depreciation Expense | 75,000 | 37,504 | 6,586 | 39,518 | 2,014 |
| EXCESS OF EXPENSES OVER REVENUES | (89,602) | (39,497) | 72,219 | (129,705) | (90,208) |



ATTACHMENT B

For Internal Management Use Only

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: 7/1/2011 to 12/31/2011

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

Agency **Community Services Consortium** Program Emergency Housing

Award **$ 8,550**

## Narrative

What has the grant award been spent on?

- Emergency housing assistance
- Staffing

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

- Total Assisted: Assisted 38 households by providing a total of 4,737 nights of shelter.
- Corvallis Funds only: Assisted 4 households by providing a total of 648 nights of shelter.

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

Based on $8,550actual funds awarded by the City of Corvallis:

- CSC has pr ovided 648 of t he 1 ,384 t argeted ni ghts o f s helter. WE ar e at 47% completed.
- $2,102 has been leveraged in matching funds.

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

Too early for follow up at this time.

How h ave you promoted the pr ogram? I s t he c ommunity/potential p articipants aw are t his pr ogram i s available? How are outcomes used in your marketing?

The E mergency H ousing P rograms actively s eek r eferrals from the D epartment o f H uman Services ( DHS) and ot her a gencies s erving households w ith a m inor i n t he hous ehold. Information is provided to partner agencies, Head Start, information and referral agencies, 2-1-1 systems where operable, and others. The program is also discussed in agency brochures, and featured in external agency newsletters or blogs.
Program announc ements ar e m ade at i nteragency m eetings. We w ork c losely with l ocal homeless and domestic violence shelters to assure that as many clients are notified as possible.

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

**Agency:** Community Services Consortium

**Program Name:** Emergency Housing Program

**Funding Request $** $ 15,016.00

Percent of request awarded: **57%**

**Grant Award $** $ 8,550.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 500 | $ 125 | 25% |
| B | United Way Grant funding (current year award) | | | #DIV/0! |
| C | United Way donor-directed designations | | | #DIV/0! |
| D | City of Corvallis SSF award | $ 8,550 | $ 4,275 | 50% |
| E | Grants from other government agencies | $ 103,615 | $ 41,856 | 40% |
| F | Foundation grants | | | #DIV/0! |
| G | Program service fees | | | #DIV/0! |
| H | Other income | | | #DIV/0! |
| **I** | **TOTAL REVENUE** | **$ 112,665** | **$ 46,256** | **41%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 39,766 | $ 17,894 | $ 0 |
| K | Payroll taxes and employee benefits | $ 18,129 | $ 8,158 | $ 0 |
| L | Professional fees and contracted services | | | #DIV/0! |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 9,479 | $ 4,266 | $ 0 |
| N | Materials and supplies | $ 215 | $ 107 | $ 0 |
| O | Travel | | | #DIV/0! |
| P | Staff and volunteer development / training costs | | | #DIV/0! |
| Q | Conferences, conventions, meetings | | | #DIV/0! |
| R | Direct assistance to individuals | $ 45,076 | $ 15,831 | $ 0 |
| S | Miscellaneous expenses | | | #DIV/0! |
| T | **TOTAL EXPENSES** | **$ 112,665** | **$ 46,256** | **41%** |
| | **Balance** | **$ -** | **$ -** | |

COMMUNITY SERVICES CONSORTIUM
REVENUE AND EXPENDITURES W/ FUND BAL DETAIL - Unposted Transactions Included In Report
From 7/1/2011 Through 12/31/2011

*06 - EMERGENCY SERVICES*
*6550 - CORVALLIS - Match for HSP*

| | | Current Period Actual | YTD Actual |
|---|---|---|---|
| REVENUE | | | |
| CORVALLIS OFFICE | 20 | | |
| CONTRACT AWARD - CITY | 4040 | 2,850.00 | 2,850.00 |
| CONTRACT AWARD - FED PASSTHRU | 4060 | 712.50 | 712.50 |
| Total REVENUE | | 3,562.50 | 3,562.50 |
| EXPENDITURES | | | |
| PERSONAL SERVICES | | | |
| CORVALLIS OFFICE | 20 | | |
| SALARY | 5010 | 1,155.33 | 1,155.33 |
| PERS | 5320 | 128.00 | 128.00 |
| WORKERS COMP | 5330 | 1.29 | 1.29 |
| SAIF INSURANCE | 5335 | 6.34 | 6.34 |
| UNEMPLOYMENT | 5340 | 2.96 | 2.96 |
| HEALTH INSURANCE | 5350 | 164.97 | 164.97 |
| DENTAL INSURANCE | 5360 | 27.08 | 27.08 |
| LIFE INSURANCE | 5370 | 8.95 | 8.95 |
| OSGP MATCH - NEW | 5382 | 6.87 | 6.87 |
| FICA | 5390 | 88.21 | 88.21 |
| Total PERSONAL SERVICES | | 1,590.00 | 1,590.00 |
| MATERIALS & SERVICES | | | |
| CORVALLIS OFFICE | 20 | | |
| CLIENT ASSISTANCE | 6880 | 2,103.00 | 2,103.00 |
| Total MATERIALS & SERVICES | | 2,103.00 | 2,103.00 |
| Total EXPENDITURES | | 3,693.00 | 3,693.00 |
| NET REVENUE / EXPENDITURES | | (130.50) | (130.50) |
| ENDING FUND BALANCE | | (130.50) | (130.50) |

# City of Corvallis

## 11-12 Social Service Funding Interim Report

## Period: July 1, 20011-Dec. 31,2011

Agency **Community Services Consortium** Program Linn Benton Food Share

Award **$ 35,106**

## Narrative

**What has the grant award been spent on?**

- Linn Benton Food Share used the grant to solicit, transport, store, allocate distribute and deliver 515,896 pounds of food to 18 non-profit agencies in Corvallis.
- Our Corvallis member agencies distributed 5,147 food boxes to 17,790 persons.
- Soup kitchens and shelters served 49,036 meals in the first six months of the year.

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

Approximately 5,600 persons were fed through the efforts of Linn Benton Food Share. This food was distributed through our 18 member agencies in Corvallis.

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

Our original proposal stated we would distribute 815,000 of food to our Corvallis member agencies over the course of the year. LBFS has distributed 515,896 pounds in the first six months. The value of the food is approximately $871,864.

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

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

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

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

The Food Share program and our member agency's services are promoted through distribution of our Resource Directories (English and Spanish) and the Compass newspaper, which is printed three times per year—six thousand copies each time. Services are also featured on our website.

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

**Agency:** CSC

**Program Name:** Linn Benton Food Share

**Funding Request $** $ 36,000.00

Percent of request awarded: **98%**

**Grant Award $** $ 35,106.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 432,000 | $ 352,947 | 82% |
| B | United Way Grant funding (current year award) | | | #DIV/0! |
| C | United Way donor-directed designations | $ 6,000 | $ 1,863 | 31% |
| D | City of Corvallis SSF award | $ 35,106 | $ 17,553 | 50% |
| E | Grants from other government agencies | $ 177,999 | $ 86,467 | 49% |
| F | Foundation grants | $ 48,000 | $ 67,780 | 141% |
| G | Program service fees | $ 243,726 | $ 150,164 | 62% |
| H | Other income--Food Recovery Fund/Restricted | $ 78,262 | $ 39,126 | 50% |
| **I** | **TOTAL REVENUE** | **$ 1,021,093** | **$ 715,900** | **70%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 270,901 | $ 138,322 | $ 1 |
| K | Payroll taxes and employee benefits | $ 116,203 | $ 63,959 | $ 1 |
| L | Professional fees and contracted services | $ 4,975 | $ 57 | $ 0 |
| M | Operations (rent, utilities, equipment, maintenance, ) | $ 180,464 | $ 75,632 | $ 0 |
| N | Materials and supplies | | | $ - |
| O | Travel | $ 1,000 | $ 572 | $ 1 |
| P | Staff and volunteer development / training costs | $ 875 | $ 656 | $ 1 |
| Q | Conferences, conventions, meetings | $ 875 | $ 656 | $ 1 |
| R | Direct assistance to individuals/Food | $ 445,800 | $ 243,831 | #REF! |
| S | Miscellaneous expenses | | | #REF! |
| T | **TOTAL EXPENSES** | **$ 1,021,093** | **$ 523,685** | **51%** |
| | **Balance** | **$ -** | **$ 192,215** | |

COMMUNITY SERVICES CONSORTIUM
REVENUE AND EXPENDITURES
From 07/01/11 Through 12/31/11

## *02 - FOODSHARE*
## *1660 - CITY OF CORVALLIS*

| | | July 1 - December 31, 2011 |
|---|---|---|
| REVENUE | | |
| CONTRACT AWARD - CITY | 4040 | $ 17,553.00 |
| Total REVENUE | | $ 17,553.00 |
| EXPENDITURES | | |
| PERSONAL SERVICES | | |
| SALARY | 5010 | $ 10,301.69 |
| PERS | 5320 | 1,235.05 |
| WORKERS COMP | 5330 | 5.89 |
| SAIF INSURANCE | 5335 | 169.01 |
| UNEMPLOYMENT | 5340 | 61.93 |
| HEALTH INSURANCE | 5350 | 1,998.61 |
| DENTAL INSURANCE | 5360 | 255.31 |
| LIFE INSURANCE | 5370 | 85.27 |
| FLEXIBLE SPENDING COSTS | 5375 | 3.04 |
| OSGP MATCH - NEW | 5382 | 125.08 |
| NON TAXABLE FRINGE | 5386 | 14.72 |
| FICA | 5390 | 762.06 |
| Total PERSONAL SERVICES | | $ 15,017.66 |
| MATERIALS & SERVICES | | |
| INDIRECT | 6620 | $ 2,535.34 |
| Total EXPENDITURES | | $ 17,553.00 |
| NET REVENUE / EXPENDITURES | | $ - |

COMMUNITY SERVICES CONSORTIUM
BALANCE SHEET SUMMARY
As of 12/31/11

## *02 - FOODSHARE*
## *1660 - CITY OF CORVALLIS*

| | | December 31, 2011 |
|---|---|---|
| ASSETS | | |
| CURRENT ASSETS | | |
| CASH | $ | 5,385.85 |
| ACCOUNTS RECEIVABLE - CITY OF CORVALLIS | | 2,925.50 |
| TOTAL ASSETS | $ | 8,311.35 |
| LIABILITIES | | |
| PAYROLL PAYABLES | $ | 8,311.35 |
| Total LIABILITIES | $ | 8,311.35 |
| FUND BALANCES | | |
| BEGINNING FUND BALANCE | $ | - |
| NET INCOME - YTD | | 0.00 |
| Total FUND BALANCES | $ | - |
| TOTAL LIABILITIES AND FUND BALANCE | $ | 8,311.35 |

Debbie Jackson, CPA
CSC Finance Director

# City of Corvallis

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

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

Agency **Community Services Consortium**

Program Senior Health Insurance Benefits Assistance (SHIBA)

Award **$ 1,747**

## Narrative

What has the grant award been spent on?

- Staff salaries/benefits
- Volunteer insurance

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

- 289 client contacts – 235 unique count
- 14 outreach events reaching 2,500 people
- Open enrollment (Oct. 15-Dec.7) saw a 56% annual increase of clients in 2011.
- 13 volunteers; 1,040 volunteer hours

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

- All goals noted in grant are being tracked, including client s atisfaction, feedback forms at workshops and presentations.
- Partnering w ith L BCC, S enior C enter, Li brary f or free workshops of fered al ternate months i n Corvallis to educate public about Medicare benefits.

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

The surveys completed by program participants indicate a high level of satisfaction with advice received. Several of the clients n ote a financial s avings, t hough t he program does n't t rack that information du e to time constraints with each client (appointments are one hour)

Eight individuals ha ve be en s igned up f or t he L imited I ncome S ubsidy – giving t hem ac cess t o f ree or reduced cost medication.

How h ave you promoted the pr ogram? I s t he c ommunity/potential p articipants aw are t his pr ogram i s available? How are outcomes used in your marketing?

Program pr omotion: B rochures, weekly psa notices in G azette-Times, pr esentations, partner/gatekeeper education, table fairs, Generations/Volunteer/Senior Center newsletters, OSU HR department

The c ommunity i s b ecoming m ore aw are of t he pr ogram ev ery year. B oth s taff and v olunteers work together to promote awareness of SHIBA. The state office is working on increasing awareness with a radio campaign of public service announcements. Increased partnerships are helping to build clientele.

Outcomes ar e us ed t o hel p dev elop f unding t o al low t he pr ogram t o gr ow a nd pot entially ad d m uch-needed supplemental programs, such as prescription assistance counseling and Medicare Fraud Patrol.

**Agency:** Community Services Consortium

**Program Name:** Senior Health Insurance Benefits Assistance (SHIBA)

**Funding Request $** $ 5,000.00

Percent of request awarded: **35%**

**Grant Award $** $ 1,747.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 200 | $ 200 | 100% |
| B | United Way Grant funding (current year award) | $ - | $ - | 0% |
| C | United Way donor-directed designations | $ 200 | $ 50 | 25% |
| D | City of Corvallis SSF award | $ 1,747 | $ 874 | 50% |
| E | Grants from other government agencies | $ 15,715 | $ 7,858 | 50% |
| F | Foundation grants | $ 2,500 | $ - | 0% |
| G | Program service fees | $ - | | 0% |
| H | Other income | $ - | | 0% |
| **I** | **TOTAL REVENUE** | **$ 20,362** | **$ 8,781** | **43%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 13,040 | $ 7,263 | 56% |
| K | Payroll taxes and employee benefits | $ 4,042 | $ 2,252 | 56% |
| L | Professional fees and contracted services | $ - | $ - | 0% |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 1,000 | $ 703 | 70% |
| N | Materials and supplies, inc. printing/postage | $ 500 | $ 273 | 55% |
| O | Travel (Staff and volunteer) | $ 230 | $ 172 | 75% |
| P | Staff and volunteer development / training costs | $ 500 | $ 233 | 47% |
| Q | Conferences, conventions, meetings | $ 150 | $ 25 | 17% |
| R | Direct assistance to individuals | $ - | | 0% |
| S | Misc expenses (IT, volunteer insurance/crim checks) | $ 900 | $ 570 | 63% |
| T | **TOTAL EXPENSES** | **$ 20,362** | **$ 11,491** | **56%** |
| | **Balance** | **$ (0)** | **$ (2,710)** | |

**COMMENTS:**

Please explain any special circumstances

Grants have been submitted to Spirit Mountain Community Fund and Siletz Tribal Fund for Medicare-related programs. If funded, would total $3,200 for Corvallis program. Since funding has been difficult to find for elder-related programs, I am hoping for $2,500.

**COMMUNITY SERVICES CONSORTIUM**

REVENUE AND EXPENDITURES W/ FUND BAL DETAIL

BETH - RSVP

From 7/1/2011 Through 11/30/2011

| | | Current Period Actual | YTD Actual | YTD Budget - Original | YTD Budget Variance - Original | Percent Total Budget Remaining - Original |
|---|---|---|---|---|---|---|
| REVENUE | | | | | | |
| CONTRACT AWARD - MISCELLANEOUS | 4010 | 2,854.74 | 2,854.74 | 0.00 | 2,854.74 | (64.76)% |
| CONTRACT AWARD - STATE | 4020 | 1,467.00 | 1,467.00 | 0.00 | 1,467.00 | (84.84)% |
| CONTRACT AWARD - FEDERAL | 4050 | 31,131.00 | 31,131.00 | 0.00 | 31,131.00 | (71.36)% |
| CONTRACT AWARD - FED PASSTHRU | 4060 | 0.00 | 0.00 | 0.00 | 0.00 | (100.00)% |
| DONATION - INDIVIDUALS | 4210 | 1,585.22 | 1,585.22 | 0.00 | 1,585.22 | (27.94)% |
| DONATION - CORPORATION | 4220 | 1,493.35 | 1,493.35 | 0.00 | 1,493.35 | (95.06)% |
| DONATIONS - OTHER | 4225 | 5,852.90 | 5,852.90 | 0.00 | 5,852.90 | (73.93)% |
| GRANT AWARD - FOUNDATION | 4230 | 1,200.00 | 1,200.00 | 0.00 | 1,200.00 | (96.51)% |
| MISCELLANEOUS REVENUE | 4500 | 2,080.00 | 2,080.00 | 0.00 | 2,080.00 | 0.00% |
| Total REVENUE | | 47,664.21 | 47,664.21 | 0.00 | 47,664.21 | (79.32)% |
| EXPENDITURES | | | | | | |
| PERSONAL SERVICES | | | | | | |
| SALARY | 5010 | 32,209.66 | 32,209.66 | 0.00 | (32,209.66) | 80.25% |
| PERS | 5320 | 3,000.74 | 3,000.74 | 0.00 | (3,000.74) | 0.00% |
| WORKERS COMP | 5330 | 20.46 | 20.46 | 0.00 | (20.46) | 0.00% |
| SAIF INSURANCE | 5335 | 146.22 | 146.22 | 0.00 | (146.22) | 0.00% |
| UNEMPLOYMENT | 5340 | 193.29 | 193.29 | 0.00 | (193.29) | 0.00% |
| HEALTH INSURANCE | 5350 | 4,682.69 | 4,682.69 | 0.00 | (4,682.69) | 0.00% |
| DENTAL INSURANCE | 5360 | 584.85 | 584.85 | 0.00 | (584.85) | 0.00% |
| LIFE INSURANCE | 5370 | 188.49 | 188.49 | 0.00 | (188.49) | 0.00% |
| FLEXIBLE SPENDING COSTS | 5375 | 27.04 | 27.04 | 0.00 | (27.04) | 0.00% |
| OSGP MATCH - NEW | 5382 | 284.28 | 284.28 | 0.00 | (284.28) | 0.00% |
| FICA | 5390 | 2,323.43 | 2,323.43 | 0.00 | (2,323.43) | 0.00% |
| Total PERSONAL SERVICES | | 43,661.15 | 43,661.15 | 0.00 | (43,661.15) | 73.23% |
| MATERIALS & SERVICES | | | | | | |
| AUDIT/ACCOUNTING | 5510 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00% |
| DATA SERVICES/CONNECTION | 5520 | 41.94 | 41.94 | 0.00 | (41.94) | 30.10% |
| OTHER PURCHASED SERVICES | 5540 | 460.00 | 460.00 | 0.00 | (460.00) | 91.61% |
| EDUCATIONAL CONFERENCES/TRAINING | 5610 | 369.97 | 369.97 | 0.00 | (369.97) | 82.55% |
| MEETINGS | 5620 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00% |
| DUES | 5630 | 250.00 | 250.00 | 0.00 | (250.00) | 80.90% |
| MILEAGE | 5710 | 437.51 | 437.51 | 0.00 | (437.51) | 82.24% |
| AGENCY VEHICLE - INSURANCE | 5730 | 117.00 | 117.00 | 0.00 | (117.00) | 27.78% |
| OTHER TRAVEL, TRANSPORTATION | 5740 | 653.84 | 653.84 | 0.00 | (653.84) | 78.74% |
| RENT | 5910 | 1,811.31 | 1,811.31 | 0.00 | (1,811.31) | 64.93% |
| TELEPHONE | 5930 | 262.90 | 262.90 | 0.00 | (262.90) | 73.79% |
| MAINTENANCE, REPAIR, JANITORIAL | 5940 | 94.27 | 94.27 | 0.00 | (94.27) | 47.63% |
| GENERAL INSURANCE | 5950 | 402.27 | 402.27 | 0.00 | (402.27) | 68.15% |
| SPACE RENTAL | 5970 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00% |
| OFFICE SUPPLIES | 6110 | 78.18 | 78.18 | 0.00 | (78.18) | 52.90% |
| POSTAGE AND SHIPPING | 6120 | 34.64 | 34.64 | 0.00 | (34.64) | 95.07% |

**COMMUNITY SERVICES CONSORTIUM**

REVENUE AND EXPENDITURES W/ FUND BAL DETAIL

BETH - RSVP

From 7/1/2011 Through 11/30/2011

| | | Current Period Actual | YTD Actual | YTD Budget - Original | YTD Budget Variance - Original | Percent Total Budget Remaining - Original |
|---|---|---|---|---|---|---|
| PHOTOCOPY | 6130 | 206.63 | 206.63 | 0.00 | (206.63) | (3.31)% |
| PRINTING | 6140 | 66.25 | 66.25 | 0.00 | (66.25) | 93.40% |
| SOFTWARE | 6145 | 300.00 | 300.00 | 0.00 | (300.00) | 0.00% |
| ADVERTISING/RECRUIT... | 6150 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00% |
| PROGRAM SUPPLIES | 6160 | 188.69 | 188.69 | 0.00 | (188.69) | 96.63% |
| EQUIPMENT EXPENDABLE | 6340 | 35.00 | 35.00 | 0.00 | (35.00) | 98.22% |
| BOOKS AND SUBSCRIPTIONS | 6410 | 19.95 | 19.95 | 0.00 | (19.95) | 0.00% |
| MISCELLANEOUS ADMIN | 6470 | 45.00 | 45.00 | 0.00 | (45.00) | 0.00% |
| INDIRECT | 6620 | 6,345.61 | 6,345.61 | 0.00 | (6,345.61) | 67.72% |
| INFRASTRUCTURE | 6630 | 1,539.00 | 1,539.00 | 0.00 | (1,539.00) | 77.18% |
| COMMUNICATION SERVICES | 6650 | 242.63 | 242.63 | 0.00 | (242.63) | 87.30% |
| MEALS | 6780 | 22.69 | 22.69 | 0.00 | (22.69) | 54.62% |
| TRAINING SUPPLIES | 6810 | 184.75 | 184.75 | 0.00 | (184.75) | 85.05% |
| MISCELLANEOUS | 6870 | 2,246.23 | 2,246.23 | 0.00 | (2,246.23) | 49.60% |
| Total MATERIALS & SERVICES | | 16,456.26 | 16,456.26 | 0.00 | (16,456.26) | 75.58% |
| Total EXPENDITURES | | 60,117.41 | 60,117.41 | 0.00 | (60,117.41) | 73.91% |
| NET REVENUE / EXPENDITURES | | (12,453.20) | (12,453.20) | 0.00 | (12,453.20) | 0.00% |
| ENDING FUND BALANCE | | (12,453.20) | (12,453.20) | 0.00 | (12,453.20) | 0.00% |



ATTACHMENT B

City of Corvallis

11-12 Social Service Funding Interim Report

Period: 7/1/11-12/31/11

Community Services Consortium - SHIBA

Linn-Benton Volunteers (both counties)

**Balance Sheet FY ending 6/30/2011**

| | | as of 11/30/2011 for FY 11/12 |
|---|---|---|
| **ASSETS** | | |
| CURRENT ASSETS | | |
| CASH | | 11,194.00 |
| ACCOUNTS RECEIVABLE | | 51,921.00 |
| FIXED ASSETS | | - |
| Total CURRENT ASSETS | | 63,115.00 |
| TOTAL ASSETS | $ | 63,115.00 |
| **LIABILITIES** | | |
| CURRENT LIABILITIES | | |
| ACCOUNTS PAYABLE | | 12,453.00 |
| Total LIABILITIES | $ | 12,453.00 |
| **FUND BALANCES** | | |
| FUND BALANCE | = | |
| Total FUND BALANCES | $ | 50,662.00 |
| **TOTAL LIABILITIES AND FUND BALANCE** | $ | 63,115.00 |

# City of Corvallis

## 11-12 Social Services Funding Interim Report

## Period: _July 1-December 31, 2011

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

Agency **Corvallis Community Children's Centers**

Program Tuition Scholarship

Award **$ 10,800**

## Narrative

What has the grant award been spent on?

Tuition Scholarship Grants for children whose parents are enrolled in a community college, university or educational program.

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

-CCCC has been able to provide scholarships for 25 families.

-Parents enrolled in a qualifying program were able to apply for assistance. Those student families have received $50-$200/month to assist with childcare tuition fees. The large number of families/unique families is due to families graduating in August and new families starting in September.

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

-Parents have been able to maintain enrollment vs. leaving and enrolling child in an in-home, family assistance and/or cheaper care.

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

-Parents have been relieved to keep children in care.

-Childcare Tuition fees increased in July and parents were worried, the tuition scholarship has allowed CCCC to offer assistance so families don't have to look for alternative care.

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

Notify parents via email, enrollment packages, word of mouth, OSU.

We include testimonials in the enrollment package.

**Agency:** Corvallis Community Children's Centers

**Program Name:** Childcare Tuition Scholarship Funds

**Funding Request $** $ 25,000.00

**Grant Award $** $ 10,400.00

Percent of request awarded: **42%**

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | | | #DIV/0! |
| B | United Way Grant funding (current year award) | | | #DIV/0! |
| C | United Way donor-directed designations | | | #DIV/0! |
| D | City of Corvallis SSF award | $ 5,202 | $ 5,996 | 115% |
| E | Grants from other government agencies | | | #DIV/0! |
| F | Foundation grants | | | #DIV/0! |
| G | Program service fees | | | #DIV/0! |
| H | Other income | | | #DIV/0! |
| **I** | **TOTAL REVENUE** | **$ 5,202** | **$ 5,996** | **115%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ - | | #DIV/0! |
| K | Payroll taxes and employee benefits | $ - | | #DIV/0! |
| L | Professional fees and contracted services | $ - | | #DIV/0! |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ - | | #DIV/0! |
| N | Materials and supplies | $ - | | #DIV/0! |
| O | Travel | $ - | | #DIV/0! |
| P | Staff and volunteer development / training costs | $ - | | #DIV/0! |
| Q | Conferences, conventions, meetings | $ - | | #DIV/0! |
| R | Direct assistance to individuals | $ 5,996 | | $ - |
| S | Miscellaneous expenses | $ - | | #DIV/0! |
| T | **TOTAL EXPENSES** | **$ 5,996** | **$ -** | **0%** |
| | **Balance** | **$ (794)** | **$ 5,996** | |

**COMMENTS:**

Please explain any special circumstances

**Due to a family with three children in care who needed assistance in October and November we granted the family funding to assist them. The family graduated in December, parents are now working full-time in the Corvallis/Albany area and the the children remain in care but no longer receive UW Scholarship as January 1.

CORVALLIS COMMUNITY CHILDRENS CENTERS

# Balance Sheet

As of December 31, 2011

| | Dec 31, 11 |
|---|---|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1012 · 98-Debit Card | 497.26 |
| 1010 · 99-Checking | 22,167.48 |
| 1011 · 00-Fundraising/Savings Account | 8,434.98 |
| 1017 · 01-Reserve Account | 2,654.55 |
| 1098 · Petty Cash | |
| 1098-2 · Petty Cash - Growing Oaks (Petty Cash - Growing Oaks) | 200.00 |
| 1098-3 · Petty Cash - Lancaster (Petty Cash - Lancaster) | 200.00 |
| Total 1098 · Petty Cash | 400.00 |
| Total Checking/Savings | 34,154.27 |
| Accounts Receivable | |
| 1112 · Growing Oaks Parents A/R | -9,874.72 |
| 1122 · Monroe Parents A/R | -76.28 |
| 1132 · Lancaster Parents A/R | -3,839.83 |
| Total Accounts Receivable | -13,790.83 |
| Other Current Assets | |
| 1210 · Prepaid insurance | |
| 1210D · Commercial Umbrella | 221.00 |
| 1210C · D&O | 295.30 |
| 1210B · Workers Comp | -2,678.79 |
| 1210A · Commercial Package Policy | 1,738.00 |
| Total 1210 · Prepaid insurance | -424.49 |
| Total Other Current Assets | -424.49 |
| Total Current Assets | 19,938.95 |
| Fixed Assets | |
| 1510 · Equipment & Building | 767,149.74 |
| 1530 · Lancaster Remodel (Update & Remodeling of Lancaster Center) | 64,329.00 |
| 1590 · Accumulated Depreciation | -202,781.06 |
| Total Fixed Assets | 628,697.68 |
| Other Assets | |
| 1630 · Allowance For Uncollectable AR | -500.00 |
| Total Other Assets | -500.00 |
| TOTAL ASSETS | 648,136.63 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · Accounts Payable | 9,793.94 |
| Total Accounts Payable | 9,793.94 |
| Other Current Liabilities | |

| | Dec 31, 11 |
|---|---|
| 2405 · Accruals | |
| 2400 · Vacation Accrual | 14,052.49 |
| 2401 · Sick Accrual | 10,698.83 |
| Total 2405 · Accruals | 24,751.32 |
| 2100 · Payroll Liabilities | |
| 2110 · Net Payroll Payable | 51,445.95 |
| 2115 · FICA & FWT | 10,102.39 |
| 2120 · State Withhold. | 2,562.90 |
| 2125 · SUTA Payable | 1,567.04 |
| 2140 · Payroll Advance | -1,357.52 |
| 2145 · w/c assessment | 659.20 |
| 2155 · Xmas Bonus | -170.00 |
| 2165 · to balance net p/r | 62.08 |
| Total 2100 · Payroll Liabilities | 64,872.04 |
| 2350 · State Charitable Div. Fee pay | 400.00 |
| Total Other Current Liabilities | 90,023.36 |
| Total Current Liabilities | 99,817.30 |
| Total Liabilities | 99,817.30 |
| Equity | |
| 3100 · Fund Balance | |
| 3110 · Unrestricted Fund Balance | -63,104.18 |
| 3130 · Perm. Res. Fund Balance | 673,614.00 |
| Total 3100 · Fund Balance | 610,509.82 |
| 3900 · Retained Earnings | -54,921.48 |
| Net Income | -7,269.01 |
| Total Equity | 548,319.33 |
| TOTAL LIABILITIES & EQUITY | 648,136.63 |

CORVALLIS COMMUNITY CHILDRE 1:00 PM

# Profit & Loss

01/30/2012

July through December 2011

**Accrual Basis**

| | Jul - Dec 11 |
|---|---|
| Ordinary Income/Expense | |
| Income | |
| 4000 · Tuition | 462,927.40 |
| 4300 · Food Program | 9,653.48 |
| 4400 · Fund Raisers | 6,908.12 |
| 4550 · Donations | 2,610.26 |
| 4600 · Interest Income | 4.08 |
| 4800 · Other Income | 1,076.69 |
| 4900 · Restricted Income | 1,308.07 |
| Total Income | 484,488.10 |
| Gross Profit | 484,488.10 |
| Expense | |
| 5000 · Payroll Expenses | 410,916.76 |
| 6000 · Administration | 18,922.75 |
| 6150 · Bad Debt Exp. | 100.70 |
| 6200 · Child Care Program | 8,640.01 |
| 6300 · Food Program Expense | 28,940.19 |
| 6400 · Fundraising Expenses | 17.22 |
| 6550 · Miscellaneous | 71.46 |
| 6600 · Occupancy expenses | 23,884.46 |
| 6700 · Travel | 263.56 |
| Total Expense | 491,757.11 |
| Net Ordinary Income | -7,269.01 |
| Net Income | -7,269.01 |

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: 2011-12

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

Agency **Corvallis Daytime Drop-In Center** Program Counseling

Award **$ 8883**

## Narrative

What has the grant award been spent on?

A licensed clinical social worker has been hired for 10-12 hours a week. This provides a counseling presence offering community members an opportunity to familiarize, socialize and accept professional counseling services in an environment where they have established trust and support.

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

Multiple daily conversations have taken place with members of this community providing outreach opportunities to be listened to and accepted. An accurate count of this category is estimated to be over 100 unduplicated individuals. Specific examples of more one-on-one interactions include the following:

* Weekly sessions with a couple attempting to remain together in order to parent their three-year-old child,
* Counseling with a 60 year-old recovering drug addict, struggling with a diagnosis of a terminal illness.
* Supportive counseling provided for a woman diagnosed with schizophrenia working to minimize need for local emergency services.
* Supportive teaching to volunteers at the center to develop healthy boundaries with the homeless community.

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

One goal for this counseling program included decreasing the number of crisis hours that our clients use other emergency services in the community, e.g., hospital, police, courts etc. Objectively measuring these variables would be trying to document events that "might have happened". Subjectively, however we feel that we have definitely averted a significant number of crisis that could have led to the need for emergency services in the community.

Our other target goal was to increase hope, decrease cycles of failure and eliminate repeats of failed personal strategies. Although measuring this target goal is subjective, we can see successes in the faces and conversations. of our clients .

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

People with no insurance now have hopefulness to come and get professional help. Most of our clients lack the resources to meet their on-going mental health and drug and alcohol issues. This project has filled some gaps in available community services.

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

Just by the sheer numbers of CDDC participants, awareness of the program has spread by word of mouth. Services are also listed on the 211 Services Referral Hotline.

**Agency:**

**Program Name:**

**Funding Request $** $ 10,000.00

**Grant Award $** $ 8,333.00

Percent of request awarded: 83%

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | | | #DIV/0! |
| B | United Way Grant funding (current year award) | | | #DIV/0! |
| C | United Way donor-directed designations | | | #DIV/0! |
| D | City of Corvallis SSF award | $ 8,883 | $ 4,441 | 50% |
| E | Grants from other government agencies | | | #DIV/0! |
| F | Foundation grants | | | #DIV/0! |
| G | Program service fees | | | #DIV/0! |
| H | Other income | | | #DIV/0! |
| I | **TOTAL REVENUE** | **$ 8,883** | **$ 4,441** | **50%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | | | #DIV/0! |
| K | Payroll taxes and employee benefits | | | #DIV/0! |
| L | Professional fees and contracted services | $ 8,883 | $ 4,441 | $ 0 |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | | | #DIV/0! |
| N | Materials and supplies | | | #DIV/0! |
| O | Travel | | | #DIV/0! |
| P | Staff and volunteer development / training costs | | | #DIV/0! |
| Q | Conferences, conventions, meetings | | | #DIV/0! |
| R | Direct assistance to individuals | | | #DIV/0! |
| S | Miscellaneous expenses | | | #DIV/0! |
| T | **TOTAL EXPENSES** | **$ 8,883** | **$ 4,441** | **50%** |
| | **Balance $** | **-** | **$ -** | |

# Corvallis Daytime Drop-In Center
## Balance Sheet
### As of December 31, 2011

| | Dec 31, 11 |
|---|---|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Citizens Bank Checking | 21,437.90 |
| Total Checking/Savings | 21,437.90 |
| Other Current Assets | |
| Accounts Receivable 10 | 1,906.91 |
| Loan to Clients-City | |
| Loan to Beard, Amy L. | 121.00 |
| Loan to Chavarria/Stewart | 420.00 |
| Loan to Clary, Karen | 350.00 |
| Loan to Combes, Dale f. | 50.00 |
| Loan to Cortney, Dawn | 59.50 |
| Loan to Cummings, Corina | 157.00 |
| Loan to Edwards, Teena | 422.50 |
| Loan to Elgin, Greg | 165.00 |
| Loan to Ewing, Presley | 275.00 |
| Loan to Freeman, David | 260.00 |
| Loan To Johnson, Walter | 500.00 |
| Loan to Mihaley, Shawn | 250.00 |
| Loan to Mittlean, Leviticus | 400.00 |
| Loan to O'Keefe, Evelyn | 450.00 |
| Loan to Rodriguez, Ruby | 100.00 |
| Loan to Stokes, Jessie | 400.00 |
| Loan to Thomas, Jennifer | 400.00 |
| Total Loan to Clients-City | 4,780.00 |
| Loan to Clients - Reloan (Admin | |
| Loan to Adcock, Shane | 0.83 |
| Loan to Berry, Chris | 100.00 |
| Loan to Bracamontes, Felipe A. | 45.00 |
| Loan to Cortney, Dawn | 240.50 |
| Loan to Haerling, Betty | 173.00 |
| Loan to Hiter, Denise | 200.00 |
| Loan to Lang, Alex | 300.00 |
| Loan to Raleigh, Katee | 100.00 |
| Loan to Smith, Toni | 200.00 |
| Loan to Spinney, Christina | 135.00 |
| Loan to Thomas, Steven | 100.00 |
| Loan to Wehrmann, Rudy | 200.00 |
| Total Loan to Clients - Reloan (Admin | 1,794.33 |
| Undeposited Funds | 260.00 |
| Total Other Current Assets | 8,741.24 |
| Total Current Assets | 30,179.14 |
| Other Assets | |
| Debit Card | 1,208.68 |
| Total Other Assets | 1,208.68 |
| TOTAL ASSETS | 31,387.82 |
| LIABILITIES & EQUITY | |
| Equity | |
| Reserve for Loans | 6,574.33 |
| Net Income | 24,813.49 |
| Total Equity | 31,387.82 |
| TOTAL LIABILITIES & EQUITY | 31,387.82 |

# Corvallis Daytime Drop-In Center
## Profit & Loss
### January through December 2011

| | | Jan - Dec 11 |
|---|---|---|
| Ordinary Income/Expense | | |
| Income | | |
| Donations | | |
| Contributions | 41,458.81 | |
| Faith-Based | 10,147.81 | |
| Moving Assistance | 100.00 | |
| Total Donations | | 51,706.62 |
| Grants | | |
| City of Corvallis | | |
| Human Service | 7,499.96 | |
| Social Service - Counselor | 4,441.50 | |
| Total City of Corvallis | 11,941.46 | |
| Kiwanis | 1,700.00 | |
| Samaritan Health Services | 9,100.00 | |
| United Way | 170.52 | |
| Total Grants | | 22,911.98 |
| HELP! | | 6,647.00 |
| Income Benefits | | 755.10 |
| Total Income | | 82,020.70 |
| Expense | | |
| Payroll Expenses | | |
| Drop In Center - Wages | 13,171.63 | |
| HELP - Program Director Wages | 1,663.48 | |
| HELP - Wages | 5,715.30 | |
| Total Payroll Expenses | | 20,550.41 |
| Advertising | | 180.00 |
| Copying & Printing | | 8.28 |
| Food & Supplies | | 5,481.69 |
| Insurance | | 2,625.76 |
| Office, Postage, Paper | | 113.39 |
| Professional Fees | | |
| Accounting | 3,920.95 | |
| Counselor | 4,441.79 | |
| Total Professional Fees | | 8,362.74 |
| Rent | | 15,183.46 |
| Storage Rent | | 1,034.00 |
| Supplies | | 58.40 |
| Taxes & Licenses | | 75.00 |
| Telephone/Internet | | 1,332.24 |
| Total Expense | | 55,005.37 |
| Net Ordinary Income | | 27,015.33 |
| Other Income/Expense | | |
| Other Income | | |
| Carryover | | 721.14 |
| Total Other Income | | 721.14 |
| Other Expense | | |
| Client Assistance | | |
| Clothing/Shoes | 29.99 | |
| Licenses/Fees/Documents | 282.50 | |
| Telephone Cards | 280.91 | |
| Transportation | 919.43 | |
| Client Assistance - Other | 886.50 | |
| Total Client Assistance | | 2,399.33 |

# Corvallis Daytime Drop-In Center
## Profit & Loss
### January through December 2011

| | Jan - Dec 11 |
|---|---|
| Client Assistance-Medical | |
| Medical Expenses | 523.65 |
| Total Client Assistance-Medical | 523.65 |
| Total Other Expense | 2,922.98 |
| Net Other Income | -2,201.84 |
| Net Income | **24,813.49** |

# Corvallis Daytime Drop-In Center
## Profit & Loss by Class
January through December 2011

| | Counselor - Social Service (City of Corvallis) | Rent - Human Services (City of Corvallis) | Total City of Corvallis |
|---|---|---|---|
| Ordinary Income/Expense | | | |
| Income | | | |
| Grants | | | |
| City of Corvallis | | | |
| Human Service | 0.00 | 7,499.96 | 7,499.96 |
| Social Service - Counselor | 4,441.50 | 0.00 | 4,441.50 |
| Total City of Corvallis | 4,441.50 | 7,499.96 | 11,941.46 |
| Total Grants | 4,441.50 | 7,499.96 | 11,941.46 |
| Total Income | 4,441.50 | 7,499.96 | 11,941.46 |
| Expense | | | |
| Professional Fees | | | |
| Counselor | 4,441.50 | 0.00 | 4,441.50 |
| Total Professional Fees | 4,441.50 | 0.00 | 4,441.50 |
| Rent | 0.00 | 7,499.96 | 7,499.96 |
| Total Expense | 4,441.50 | 7,499.96 | 11,941.46 |
| Net Ordinary Income | 0.00 | 0.00 | 0.00 |
| Net Income | 0.00 | 0.00 | 0.00 |



ATTACHMENT B

# Corvallis Daytime Drop-In Center
## Profit & Loss by Class
### January through December 2011

| | General (Operations... | HELP! (Operations... | Project Acti... (Operations... | Bus Tickets (Operations... | Medical He... (Operations... | Good Sama... (Operations... | United Way... (Operations... | Total Opera... |
|---|---|---|---|---|---|---|---|---|
| Ordinary Income/Expense | | | | | | | | |
| Income | | | | | | | | |
| Donations | | | | | | | | |
| Contributions | 39,716.53 | 666.92 | 900.36 | 175.00 | 0.00 | 0.00 | 0.00 | 41,458.81 |
| Faith-Based | 7,264.06 | 0.00 | 2,833.75 | 50.00 | 0.00 | 0.00 | 0.00 | 10,147.81 |
| Moving Assistance | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| Total Donations | 46,980.59 | 666.92 | 3,734.11 | 325.00 | 0.00 | 0.00 | 0.00 | 51,706.62 |
| Grants | | | | | | | | |
| Kiwanis | 1,700.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,700.00 |
| Samaritan Health Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,100.00 | 0.00 | 9,100.00 |
| United Way | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 170.52 | 170.52 |
| Total Grants | 1,700.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,100.00 | 170.52 | 10,970.52 |
| HELP! | 0.00 | 6,647.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,647.00 |
| Income Benefits | 755.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 755.10 |
| Total Income | 49,435.69 | 7,313.92 | 3,734.11 | 325.00 | 0.00 | 9,100.00 | 170.52 | 70,079.24 |
| Expense | | | | | | | | |
| Payroll Expenses | | | | | | | | |
| Drop In Center - Wages | 13,171.63 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,171.63 |
| HELP - Program Director Wages | 0.00 | 1,663.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,663.48 |
| HELP - Wages | 0.00 | 5,715.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,715.30 |
| Total Payroll Expenses | 13,171.63 | 7,378.78 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20,550.41 |
| Advertising | 180.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 180.00 |
| Copying & Printing | 8.28 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.28 |
| Food & Supplies | 5,370.54 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 111.15 | 5,481.69 |
| Insurance | 2,625.76 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,625.76 |
| Office, Postage, Paper | 84.21 | 0.00 | 29.18 | 0.00 | 0.00 | 0.00 | 0.00 | 113.39 |
| Professional Fees | | | | | | | | |
| Accounting | 3,920.95 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,920.95 |
| Counselor | 0.29 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.29 |
| Total Professional Fees | 3,921.24 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,921.24 |
| Rent | 7,683.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,683.50 |
| Storage Rent | 1,034.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,034.00 |
| Supplies | 0.00 | 0.00 | 58.40 | 0.00 | 0.00 | 0.00 | 0.00 | 58.40 |
| Taxes & Licenses | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 75.00 |
| Telephone/Internet | 866.88 | 465.36 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,332.24 |
| Total Expense | 35,021.04 | 7,844.14 | 87.58 | 0.00 | 0.00 | 0.00 | 111.15 | 43,063.91 |
| Net Ordinary Income | 14,414.65 | -530.22 | 3,646.53 | 325.00 | 0.00 | 9,100.00 | 59.37 | 27,015.33 |

# Corvallis Daytime Drop-In Center
## Profit & Loss by Class
### January through December 2011

| | General (Operations... | HELP! (Operations... | Project Acti... (Operations... | Bus Tickets (Operations... | Medical He... (Operations... | Good Sama... (Operations... | United Way... (Operations... | Total Opera... |
|---|---|---|---|---|---|---|---|---|
| Other Income/Expense | | | | | | | | |
| Other Income | | | | | | | | |
| Carryover | -1,129.83 | 530.22 | 0.00 | -56.40 | 500.00 | 877.15 | 0.00 | 721.14 |
| Total Other Income | -1,129.83 | 530.22 | 0.00 | -56.40 | 500.00 | 877.15 | 0.00 | 721.14 |
| Other Expense | | | | | | | | |
| Client Assistance | | | | | | | | |
| Clothing/Shoes | 0.00 | 0.00 | 29.99 | 0.00 | 0.00 | 0.00 | 0.00 | 29.99 |
| Licenses/Fees/Documents | 0.00 | 0.00 | 282.50 | 0.00 | 0.00 | 0.00 | 0.00 | 282.50 |
| Telephone Cards | 0.00 | 0.00 | 280.91 | 0.00 | 0.00 | 0.00 | 0.00 | 280.91 |
| Transportation | 0.00 | 0.00 | 650.83 | 268.60 | 0.00 | 0.00 | 0.00 | 919.43 |
| Client Assistance - Other | 0.00 | 0.00 | 827.13 | 0.00 | 0.00 | 0.00 | 59.37 | 886.50 |
| Total Client Assistance | 0.00 | 0.00 | 2,071.36 | 268.60 | 0.00 | 0.00 | 59.37 | 2,399.33 |
| Client Assistance-Medical | | | | | | | | |
| Medical Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 523.65 | 0.00 | 523.65 |
| Total Client Assistance-Medical | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 523.65 | 0.00 | 523.65 |
| Total Other Expense | 0.00 | 0.00 | 2,071.36 | 268.60 | 0.00 | 523.65 | 59.37 | 2,922.98 |
| Net Other Income | -1,129.83 | 530.22 | -2,071.36 | -325.00 | 500.00 | 353.50 | -59.37 | -2,201.84 |
| Net Income | 13,284.82 | 0.00 | 1,575.17 | 0.00 | 500.00 | 9,453.50 | 0.00 | 24,813.49 |



ATTACHMENT B

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: July 1-Dec 31 2011

Agency **Corvallis Environmental Center** Program SAGE Food for Families

Award **$ 3,943**

## Narrative

What has the grant award been spent on?

Support for part-time garden manager

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

*People served:*

- 4,540 served at South Corvallis Food Bank
- 6,241 served through Stone Soup
- Additional families (numbers not tracked) were helped by SAGE donations to Old Mill Center for Children & Families, where we stocked a free produce basket 3-4 times a week.
- 317 community volunteers

*Activities:* weeding, watering, harvesting 1-acre garden; delivering produce to emergency food agencies; recruiting and coordinating volunteers.

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

Target 1: increase production by 20%. In this period we harvested approximately 5,255 pounds of food at SAGE that was donated to low-income residents. This is less than we produced in the same period in 2010. The long, wet spring resulted in a late start for planting, and we were unable to increase production as hoped.

Target 2: increase volunteer participation by 20%. Volunteer participation increased by 75% over the same period last year. More people than ever are coming to SAGE-- learning about food insecurity and making a difference!

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

The SAGE Food for Families program continues to meet its goals of providing fresh produce to our community's food insecure residents and providing a meaningful service opportunity for volunteers. The emergency food agencies we serve continue to report on the value of receiving produce from SAGE, and volunteer groups provide feedback that their service at SAGE was meaningful and educational.

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

- *Promotion:* Our website, Facebook, CEC and other organization's listserves, presentations to groups/organizations/classes, conferences, tabling events, community partnerships and meetings we attend
- *Is the community/participants aware of program:* Yes. We attend a monthly low-income food access meeting, and are very involved with other organizations addressing food security and with organizations promoting volunteerism.
- *Marketing*: Data on pounds of food and hours donated and impact on agencies and volunteers we work with is used in our outreach/marketing materials to attest to the community benefits of the program.

**Agency:** Corvallis Environmental Center

**Program Name:** SAGE Food for Families

**Funding Request $** $ 18,000.00

Percent of request awarded: **22%**

**Grant Award $** $ 3,943.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 7,000 | $ 4,250 | 61% |
| B | United Way Grant funding (current year award) | $ - | $ - | #DIV/0! |
| C | United Way donor-directed designations | $ - | $ - | #DIV/0! |
| D | City of Corvallis SSF award | $ 3,943 | $ 1,972 | 50% |
| E | Grants from other government agencies | | | #DIV/0! |
| F | Foundation grants | $ 30,000 | $ 1,844 | #REF! |
| G | Program service fees | $ 1,000 | $ 685 | 69% |
| H | Other income | $ 6,100 | $ - | 0% |
| **I** | **TOTAL REVENUE** | **$ 48,043** | **$ 8,751** | **18%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 30,000 | $ 13,540 | 45% |
| K | Payroll taxes and employee benefits | $ 3,900 | $ 1,760 | 45% |
| L | Professional fees and contracted services | $ 4,400 | $ 732 | 17% |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 4,500 | $ 2,400 | 53% |
| N | Materials and supplies | $ 2,400 | $ 959 | 40% |
| O | Travel | $ - | $ - | #DIV/0! |
| P | Staff and volunteer development / training costs | $ 100 | $ 50 | 50% |
| Q | Conferences, conventions, meetings | $ - | | #DIV/0! |
| R | Direct assistance to individuals | $ - | | #DIV/0! |
| S | Miscellaneous expenses | $ 500 | $ 11 | 2% |
| T | **TOTAL EXPENSES** | **$ 45,800** | **$ 19,452** | **42%** |
| | **Balance** | **$ 2,243** | **$ (10,701)** | |

**COMMENTS:**

Please explain any special circumstances

Our fiscal year is Jan 1-Dec 31. There is income from foundation grants to cover expenses for the Food for Families project that does not show up in this period, as it was booked prior to July 1.

# Corvallis Environmental Center
## Profit & Loss
### July through December 2011

| | Jul - Dec 11 |
|---|---|
| **Income** | |
| **Donations** | 250.00 |
| **Grants** | 3,815.53 |
| **Program Fees** | 685.00 |
| **Total Income** | 4,750.53 |
| **Expense** | |
| **Outreach Fees** | 0.00 |
| **Contract Services** | 357.50 |
| **Equipment, Furniture, Inventory** | 268.45 |
| **Fees & Charges** | 11.00 |
| **Payroll Expenses** | 12,755.50 |
| **Postage** | 2.73 |
| **Printing & Reproduction** | 108.52 |
| **Professional Fees** | 373.95 |
| **Supplies** | 795.12 |
| **Training** | 50.00 |
| **Total Expense** | 14,722.77 |
| **Net Income** | **-9,972.24** |

# Corvallis Homeless Shelter Coalition Memorandum

**To:** Jennifer Moore, Executive Director, United Way;
Human Service Committee

**From:** Karolle Hughes, Executive Director, Corvallis Homeless Shelter Coalition

**Date:** 1/31/2012

**Re:** CHSC Outreach Worker Position

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The Corvallis Homeless Shelter Coalition (CHSC) was awarded a $15,000.00 grant from the City of Corvallis' Social Services Fund for an Outreach Worker position in the 2011-2012 cycle. CHSC received the first disbursement of $1,250.00 in August 2011. I would like to explain to the Human Service Committee the sequence of events that transpired after the initial approval and disbursement of funds.

In August 2011, CHSC transitioned from a grassroots, all volunteer organization to an organization with a more formal structure headed by its first Executive Director. This transition became a time of transferring knowledge and responsibilities from the board to the new executive director. As the ED was building a foundation upon which to make decisions and a plan to move CHSC forward some time must necessarily elapse. During this time period a job description for the outreach worker position was being developed. There was a simple job description already in place regarding assisting individuals with social security applications but a much broader, better defined description was necessary before the position could be posted for applications. The position was posted in mid-October and ran for three weeks to a month. The applications were gathered, read through and sorted for those who would be interviewed. The perfect candidate presented himself during this application process. This candidate was interviewed and subsequently hired. The candidate had already (right before we did the interview) resigned his previous position. The nature of his position required that he give a thirty day notice. His start date was set for December 19th, 2011. On December 16th, 2011 the new outreach worker contacted this Executive Director and stated that he would be unable to begin the new position because of pressure being placed on him by his previous employer that he remain for another six months until a replacement could be found. It was an unfortunate turn of events that left us without our outreach worker.

I felt that it was necessary to contact United Way as the Social Service Fund contract administrator and explain the unexpected circumstances that has lead the coalition to not have an outreach worker on board yet. It has been suggested that we have enough time left until the end of the grant period to bring a full—time outreach worker on board. It is my hope that the Human Service Committee and the City of Corvallis agree with this solution to a very unusual situation.

Thank you for your time and attention to this very important matter.

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: Interim Report

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

Agency **Furniture Share** Program BEDS for KIDS

Award **$ 3,883.00**

## Narrative

What has the grant award been spent on?

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

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

FS has given 790 beds with 267 of them going to the City of Corvallis residents. FS continues to work with referring agencies serving at risk populations on an emergency basis to reach the ultimate goal of ensuring the safety, health, comfort and *quality of life* by providing beds to children within our community We have increased our "Community Awareness" activities to include weekly, monthly and quarterly events and meetings that reach local businesses, professionals, and community members including: Chamber of Commerce ( participation with coalition,) Greeters ( twice weekly, including speakers meetings & new business generation meetings), Rotary, Kiwanis, civic groups, etc., and Quarterly Fundraisers ( Benefit sales, campaigns, clean-ups, furniture drives etc).Volunteer base continues to grow as we work with LBCC & OSU students and groups, High School groups and "volunteer to work" programs through DHS as well as church groups and other businesses volunteering their services. FS community awareness has helped tremendously in this area, helping achieve our mission.

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

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

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

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

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

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

**Agency:** Furniture Share

**Program Name:** BEDS for KIDS

**Funding Request $** $ 10,000.00

Percent of request awarded: **39%**

**Grant Award $** $ 3,883.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 11,117 | $ 6,558 | 59% |
| B | United Way Grant funding (current year award) | $ - | $ - | #DIV/0! |
| C | United Way donor-directed designations | | | #DIV/0! |
| D | City of Corvallis SSF award | $ 3,883 | $ 1,942 | 50% |
| E | Grants from other government agencies | $ 3,000 | $ 1,500 | 50% |
| F | Foundation grants | $ 6,000 | $ 2,000 | 33% |
| G | Program service fees | | | #DIV/0! |
| H | Other income | | | #DIV/0! |
| **I** | **TOTAL REVENUE** | **$ 24,000** | **$ 12,000** | **50%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 14,325 | $ 7,163 | $ 1 |
| K | Payroll taxes and employee benefits | $ 2,050 | $ 1,025 | $ 1 |
| L | Professional fees and contracted services | $ 600 | $ 300 | $ 1 |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 3,600 | $ 1,800 | $ 1 |
| N | Materials and supplies | $ 800 | $ 400 | $ 1 |
| O | Travel | | | #DIV/0! |
| P | Staff and volunteer development / training costs | $ 600 | $ 300 | $ 1 |
| Q | Conferences, conventions, meetings | $ 150 | $ 75 | $ 1 |
| R | Direct assistance to individuals | | | #DIV/0! |
| S | Miscellaneous expenses | $ 1,875 | $ 937 | $ 0 |
| T | **TOTAL EXPENSES** | **$ 24,000** | **$ 12,000** | **50%** |
| | **Balance** | **$ -** | **$ (1)** | |

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: Interim Report_

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

Agency **Furniture Share** Program Furniture for Individuals in Crisis

Award **$ 1,942.00**

## Narrative

What has the grant award been spent on?

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

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

511 individuals have been served within the City of Corvallis, with 367 unduplicated. FS continues to work with referring agencies serving at risk populations on an emergency basis to reach the ultimate goal of self-sustainability for families and individuals we serve. We have increased our "Community Awareness" activities to include weekly, monthly and quarterly events and meetings that reach local businesses, professionals, and community members including:

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

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

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

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

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

Benefits include *building self-esteem* where children can live and study more comfortably, individuals sleep in beds rather than on the floor, and families escape domestic violence. *Cost savings* averages $450.00 per household, allowing them to provide other basic needs such as housing and food. *Success is defined and measured* by collecting data on a monthly basis to assess the progress toward each objective. Our services effectively impact the people we assist by reducing mental stress, hopelessness, and despair; strengthening productivity at work and school; improving physical and mental health; increasing family connections and enhancing relationships; restoring dignity; building inner strength, self-reliance, and stability; and offering an opportunity to create a meaningful life. Additionally, our services save city, county and agency resources as stable homes reduce the risk of repeat crisis, and community members who are healthy, stable, and self-reliant make for a safer and more productive population.

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

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

**Agency:** Furniture Share

**Program Name:** Furniture for individual in Crisis

**Funding Request $** $ 6,000.00

Percent of request awarded: **32%**

**Grant Award $** $ 1,942.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 12,113 | $ 9,056 | 75% |
| B | United Way Grant funding (current year award) | $ 2,945 | $ 1,473 | 50% |
| C | United Way donor-directed designations | | | #DIV/0! |
| D | City of Corvallis SSF award | $ 1,942 | $ 971 | 50% |
| E | Grants from other government agencies | $ 3,000 | $ 1,500 | 50% |
| F | Foundation grants | $ 10,000 | $ 2,000 | 20% |
| G | Program service fees | | | #DIV/0! |
| H | Other income | | | #DIV/0! |
| **I** | **TOTAL REVENUE** | **$ 30,000** | **$ 15,000** | **50%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 18,000 | $ 9,000 | $ 1 |
| K | Payroll taxes and employee benefits | $ 3,575 | $ 1,788 | $ 1 |
| L | Professional fees and contracted services | $ 800 | $ 400 | $ 1 |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 4,000 | $ 2,000 | $ 1 |
| N | Materials and supplies | $ 1,000 | $ 500 | $ 1 |
| O | Travel | | | #DIV/0! |
| P | Staff and volunteer development / training costs | $ 600 | $ 300 | $ 1 |
| Q | Conferences, conventions, meetings | $ 150 | $ 75 | $ 1 |
| R | Direct assistance to individuals | | | #DIV/0! |
| S | Miscellaneous expenses | $ 1,875 | $ 937 | $ 0 |
| T | **TOTAL EXPENSES** | **$ 30,000** | **$ 15,000** | **50%** |
| | **Balance** | **$ -** | **$ (1)** | |

# Benton Furniture Share
## Balance Sheet
### As of December 31, 2011

| | Dec 31, 11 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **Checking** | 25,194.47 |
| **Petty Cash** | 595.32 |
| **Total Checking/Savings** | 25,789.79 |
| **Total Current Assets** | 25,789.79 |
| **TOTAL ASSETS** | **25,789.79** |
| **LIABILITIES & EQUITY** | |
| **Equity** | |
| **Net Income** | 25,789.79 |
| **Total Equity** | 25,789.79 |
| **TOTAL LIABILITIES & EQUITY** | **25,789.79** |

# Benton Furniture Share
## Profit & Loss
### December 2011

| | Dec 11 | | Jul - Dec 11 | |
|---|---|---|---|---|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| City of Corvallis Grants | | | | |
| City of Corvallis | | | | |
| Social Services | 485.42 | | 2,912.52 | |
| CDBG | 750.00 | | 4,500.00 | |
| Total City of Corvallis | | 1,235.42 | | 7,412.52 |
| Total City of Corvallis Grants | | 1,235.42 | | 7,412.52 |
| Civic | | | | |
| Sick Town Derby Dames | | 0.00 | | 240.50 |
| Kiwanis | | 0.00 | | 700.00 |
| Total Civic | | 0.00 | | 940.50 |
| Contribution Income | | 4,675.00 | | 9,086.75 |
| Fund Raising | | | | |
| Beds for Kids | | 13,042.65 | | 19,082.65 |
| Benefit Sale | | 2,174.50 | | 8,409.35 |
| Special Events | | | | |
| BBQ | 0.00 | | 17,428.29 | |
| Sponsors | 0.00 | | 1,050.00 | |
| Total Special Events | | 0.00 | | 18,478.29 |
| Total Fund Raising | | 15,217.15 | | 45,970.29 |
| Grant Income | | | | |
| Sponorship | | | | |
| Truck Sponsorship | 500.00 | | 2,950.00 | |
| Total Sponorship | | 500.00 | | 2,950.00 |
| Umpqua Bank Grant | | 2,000.00 | | 2,000.00 |
| Consumers Power | | 0.00 | | 1,000.00 |
| Cottonwoods Grant | | 0.00 | | 1,000.00 |
| Ralph Hull Foundation | | 0.00 | | 5,000.00 |
| United Way | | 0.00 | | 2,610.80 |
| Total Grant Income | | 2,500.00 | | 14,560.80 |
| Total Income | | 23,627.57 | | 77,970.86 |
| Expense | | | | |
| Supplies & Fees | | | | |
| Bank Charge | | 50.58 | | 505.03 |
| Credit Card Use Fees | | 0.00 | | 24.82 |
| Supplies | | 140.01 | | 716.73 |
| Supplies & Fees - Other | | 0.00 | | 23.77 |
| Total Supplies & Fees | | 190.59 | | 1,270.35 |
| Wages & Fringe Benefits | | | | |
| Executive Director | | 4,083.33 | | 24,166.65 |
| Development Assistant | | 1,600.00 | | 9,894.50 |
| Administrative Assistance | | 0.00 | | 0.00 |
| Client/Delivery Assistant | | 3,229.00 | | 15,870.50 |
| Delivery Driver | | | | |
| Jobs Plus Reimbursement | 0.00 | | -3,805.52 | |
| Delivery Driver - Other | 0.00 | | 0.00 | |
| Total Delivery Driver | | 0.00 | | -3,805.52 |
| Payroll Taxes | | 1,296.75 | | 6,452.87 |
| Health Insurance | | 397.00 | | 2,382.00 |
| Total Wages & Fringe Benefits | | 10,606.08 | | 54,961.00 |
| Occupancy | | | | |
| Rent | | 0.00 | | 3,955.00 |

# Benton Furniture Share
## Profit & Loss
### December 2011

| | Dec 11 | Jul - Dec 11 |
|---|---|---|
| Utilities | | |
| Telephone | 250.65 | 1,567.79 |
| Garbage Disposal | 38.42 | 268.94 |
| Total Utilities | 289.07 | 1,836.73 |
| Total Occupancy | 289.07 | 5,791.73 |
| Postage | 0.00 | 91.52 |
| Equipment | | |
| Repairs | 90.00 | 891.50 |
| Equipment - Other | 0.00 | 195.00 |
| Total Equipment | 90.00 | 1,086.50 |
| Printing & Photocopy | 100.00 | 160.00 |
| Advertising | 0.00 | 1,543.50 |
| Fundraising | | |
| Chili Cookoff | 0.00 | 212.35 |
| BBQ | 0.00 | 1,771.78 |
| Fundraising - Other | 0.00 | 479.00 |
| Total Fundraising | 0.00 | 2,463.13 |
| Insurance | | |
| Liability Insurance | 100.00 | 1,125.00 |
| Total Insurance | 100.00 | 1,125.00 |
| Dues/Memberships | 383.50 | 1,984.25 |
| Accounting | 0.00 | 1,940.75 |
| Volunteer | | |
| Volunteer Appreciation | 79.87 | 340.58 |
| Total Volunteer | 79.87 | 340.58 |
| Donor Appreciation | 150.00 | 232.47 |
| Auto | | |
| Fuel | 232.00 | 1,942.53 |
| Insurance | 0.00 | 1,415.00 |
| Mileage | 0.00 | 164.00 |
| Service | 0.00 | 197.99 |
| Auto - Other | 0.00 | 3,300.00 |
| Total Auto | 232.00 | 7,019.52 |
| Total Expense | 12,221.11 | 80,010.30 |
| Net Ordinary Income | 11,406.46 | -2,039.44 |
| Other Income/Expense | | |
| Other Income | | |
| Carryover | 0.00 | 27,829.23 |
| Total Other Income | 0.00 | 27,829.23 |
| Net Other Income | 0.00 | 27,829.23 |
| **Net Income** | **11,406.46** | **25,789.79** |

Benton Furniture Share

**2011/12 Budget** For the Month of December 2011

| | | | | |
|---|---|---|---|---|
| **Assets** | | | | |
| **Checking/Operating Reserve** | $25,789.79 | | | |
| **Savings** | | | | |
| **Total Cash on Hand** | $25,789.79 | | | 50.00% |
| | | | | of Year |
| | This Month | Year to Date | 2011/12 Budget | Percent Budget Rec/Spent |
| **Income** | | | | |
| City of Corvallis - Social Services | 485.42 | 2,912.52 | 6,000.00 | 48.54% |
| City of Corvallis - CBDG | 750.00 | 4,500.00 | 9,000.00 | 50.00% |
| United Way Designated | | | | |
| United Way | | 2,610.80 | 5,000.00 | 52.22% |
| Grants | 2,000.00 | 9,000.00 | 50,000.00 | 18.00% |
| Corporate Contributions | | | 6,000.00 | 0.00% |
| Contributions | 4,675.00 | 9,086.75 | 15,000.00 | 60.58% |
| Civic Groups | | 940.50 | 5,000.00 | 18.81% |
| Benefit Sales | 2,174.50 | 8,409.35 | 25,000.00 | 33.64% |
| Special Events | | 18,478.29 | 40,000.00 | 46.20% |
| Truck Sponsorship | 500.00 | 2,950.00 | 5,000.00 | 59.00% |
| Beds for Kids | 13,042.65 | 19,082.65 | 15,000.00 | 127.22% |
| **Total Income** | 23,627.57 | 77,970.86 | 181,000.00 | 43.08% |
| **Expenses** | | | | |
| ***Personnel*** | | | | |
| Executive Director | 4,083.33 | 24,166.65 | 49,000.00 | 49.32% |
| Client/Delivery Coordinator | | | 20,930.00 | 0.00% |
| Development Assistant | 1,600.00 | 9,894.50 | 7,280.00 | 135.91% |
| Client/Delivery Assistant | 3,229.00 | 15,870.50 | 33,495.00 | 47.38% |
| Jobs Plus Reimbursement | | -3,805.52 | | |
| Payroll Taxes | 1,296.75 | 6,452.87 | 16,005.00 | 40.32% |
| Medical/Dental Benefits | 397.00 | 2,382.00 | 4,800.00 | 49.63% |
| **Total Personnel** | 10,606.08 | 54,961.00 | 131,510.00 | 41.79% |
| ***Occupancy*** | | | | |
| Rent | | 3,955.00 | 17,150.00 | 23.06% |
| Telephone/Internet/Garbage Disposal | 289.07 | 1,836.73 | 3,600.00 | 51.02% |
| **Total Occupancy** | 289.07 | 5,791.73 | 20,750.00 | 27.91% |
| ***Materials & Services*** | | | | |
| Postage | | 91.52 | 840.00 | 10.90% |
| Supplies/Credit Card Fees | 190.59 | 1,270.35 | 2,000.00 | 63.52% |
| Equipment Repairs | 90.00 | 1,086.50 | 1,000.00 | 108.65% |
| Printing | 100.00 | 160 | 1,500.00 | 10.67% |
| Advertising | | 1,543.50 | 2,500.00 | 61.74% |
| Fundraising | | 2,463.13 | 2,000.00 | 123.16% |
| Insurance | 100.00 | 1,125.00 | 1,600.00 | 70.31% |
| Dues/Memberships | 383.50 | 1,984.25 | 2,000.00 | 99.21% |
| Professional Fees/Accounting | | 1,940.75 | 2,800.00 | 69.31% |
| Volunteer Appreciation | 79.87 | 340.58 | 1,000.00 | 34.06% |
| Donor Appreciation | 150.00 | 232.47 | 2,500.00 | 9.30% |
| Vehicle Maintenance | | 3,000.00 | 2,000.00 | 150.00% |
| Gas/Mileage | 232.00 | 4,019.52 | 7,000.00 | 57.42% |
| **Total Materials & Services** | 1,325.96 | 19,257.57 | 28,740.00 | 67.01% |
| **Total Expense** | 12,221.11 | 80,010.30 | 181,000.00 | 44.20% |
| Net Income/Loss-**Emergency Reserves** | 11,406.46 | -2,039.44 | 0.00 | |
| Carryover | | 27,829.23 | | |
| | Balance | 25,789.79 | | |



ATTACHMENT B

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: July 1 to December 31, 2011

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

Agency **Jackson Street Youth Shelter, Inc.** Program Emergency Shelter

Award **$ 25,000**

## Narrative

**What has the grant award been spent on?** Jackson Street Youth Shelter, Inc. is open 24 hours a day and 7 days a week. Due to the shelter hour's staff salaries are our biggest cost, in order to, maintain a safe, stable, and secure environment. The majority of this grant award was spent on personnel to continue to run the emergency shelter program. A small amount of the grant award was used for staff training, facilities overhead, and shelter materials.

**How many people (unduplicated count) have been helped by this program? What activities happened?** Thirty-nine different youth were served in the past 6 months in the JSYSI emergency shelter program. Twenty-one females and eighteen males, all in the range of 10 to 17 years of age were served in emergency shelter this past 6 months. Within the JSYSI emergency shelter program we provide a place to sleep, eat, shower, study, and socialize. We provide activities for implementation of family style meals, tutoring, mentoring, and various exercises.

**What progress have you tracked, compared against targets identified in the original proposal?** Our proposal outcomes and benefits identified that JSYSI will provide a bed, food, clothing, and hygiene items as needed to 100% of youth accessing our emergency shelter program, this was accomplished. It is JSYSI's procedure to work with youth, family, and other service providers once a youth has reached 72 hours of their stay, JSYSI hold formal and informal meetings forming individual case plans with the youth to work towards a more successful future, this was accomplished with 100% of youth entering our emergency shelter program. JSYSI requires youth to be enrolled and attending a state certified education program. We prefer that the youth remains in their original school and work with other providers to set up appropriate transportation. JSYSI has worked with the city homeless liaisons to help youth enroll in school and obtain transportation help. JSYSI provides a structured time for homework help Sunday through Thursday evenings for all youth staying in shelter. For the last 6 months, JSYSI staff have worked hard to mediate conversations between youth and legal guardian to set up supervision plans, house guidelines, and work through various issues. 85% of the youth served in emergency shelter this last 6 months did return home to more stable homes and family cohesiveness.

**Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.** Many community youth view the shelter as a safe place. Often youth will come to shelter to escape stressful situations at home instead of running away. This past 6 months 2 youth did run to shelter to obtain a safer environment (domestic violence in the home). Usually, JSYSI has some youth run from our program due to not being ready to accept change, however, this past 6 months JSYSI did not report any runaways. This past 6 months was a more intensive month for case management and mediation; we had 8 different families engage in formal family mediation and several other families' access informal mediation or guidance services. Our program is designed around the importance of education and independent living skills, these skills are taught daily in shelter. JSYSI does try to provide a positive environment offering new opportunities to youth, in an effort to help them maintain sobriety and make better life choices.

**How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?** JSYSI has a well informed website, Facebook, MySpace, and several program posters around the community. JSYSI staff give presentations to community groups to educate on the services we can provide. Due to usually always being very busy and having several youth in shelter, it would appear the community is extremely aware of our program. We provide our donors with stories regarding youth we serve and various situations we come across.

**Agency:** Jackson Street Youth Shelter, Inc

**Program Name:** Emergency Housing

**Funding Request $** $ 25,000.00

Percent of request awarded: **100%**

**Grant Award $** $ 25,000.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 45,000 | $ 21,918 | 49% |
| B | United Way Grant funding (current year award) | $ 15,000 | $ 7,125 | 48% |
| C | United Way donor-directed designations | $ 2,000 | $ 1,079 | 54% |
| D | City of Corvallis SSF award | $ 25,000 | $ 12,500 | 50% |
| E | Grants from other government agencies | $ 10,000 | $ 7,509 | 75% |
| F | Foundation grants | | | |
| G | Program service fees | $ 18,900 | $ 9,308 | 49% |
| H | Other income | $ 6,500 | $ 4,221 | 65% |
| **I** | **TOTAL REVENUE** | **$ 122,400** | **$ 63,660** | **52%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 88,500 | $ 44,905 | 51% |
| K | Payroll taxes and employee benefits | $ 10,400 | $ 5,389 | 52% |
| L | Professional fees and contracted services | | | |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 12,000 | $ 6,391 | 53% |
| N | Materials and supplies (Resident Expense: Food, etc) | $ 10,000 | $ 6,427 | 64% |
| O | Travel | | | |
| P | Staff and volunteer development / training costs | $ 1,500 | $ 714 | 48% |
| Q | Conferences, conventions, meetings | | | |
| R | Direct assistance to individuals | | | |
| S | Miscellaneous expenses | | | |
| T | **TOTAL EXPENSES** | **$ 122,400** | **$ 63,825** | **52%** |
| | **Balance** | **$ -** | **$ (164)** | |

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: July 1 to December 31, 2011

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

Agency **Jackson Street Youth Shelter, Inc.** Program Transitional Shelter

Award **$ 8,000**

## Narrative

**What has the grant award been spent on?** Jackson Street Youth Shelter, Inc. is open 24 hours a day and 7 days a week. Due to the shelter hour's staff salaries are our biggest cost, in order to, maintain a safe, stable, and secure environment. The majority of this grant award was spent on personnel to continue to run the emergency shelter program. A small amount of the grant award was used for staff training, facilities overhead, and shelter materials.

**How many people (unduplicated count) have been helped by this program? What activities happened?** Fourteen different youth were served in the past 6 months in the JSYSI transitional shelter program. Eight females and six males, all in the range of 14-18 years of age were served in transitional shelter this past 6 months. Within the JSYSI transitional shelter program we provide a place to sleep, eat, shower, study, and socialize. JSYSI provides case managers, tutors, mentors, and street outreach workers, planned and implemented family style meals.

**What progress have you tracked, compared against targets identified in the original proposal?** Youth in transitional shelter at JSYSI are youth who have stayed 2 weeks or more. These youth are already enrolled and engaged in education programs, as well as, engaged in our on-site tutoring and educational support. Most youth in transitional living strive to complete secondary education, 100% of youth served in the last 6 months have a case plan. Ten youth completed a job skills course through JSYSI and have been given job outings to obtain employment or volunteer work within the agency. The majority of the youth you complete their secondary education do research further education of college or specialized schooling. JSYSI's activities program provides focus groups regarding health insurance and allows all youth to choose what is best for them. Youth who do not enter our facility with insurance, leave with it and referrals to all necessary services not provided by JSYSI. 98% of youth served in the transitional shelter program transitioned into safe and secure housing. One youth exited to detention and the other returned home to a not yet stabilized situation.

**Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.** JSYSI has decreased runaway and homelessness behavior by making our services available and easy to access. Each youth is provided with an individual plan to work toward independence and having a successful future. JSYSI provides family and peer mediation as well as opportunities for families to visit in a supervised environment and guidance on setting up a safe and stable household. JSYSI's program is built on teaching life skills and we also provide a 12 week independent living skills workshop that all transitional youth within the ages of 16-18 are required to attend. Several youth request one on one job skills help, we have a volunteer base of people ready to help with this. Our program is built on positive youth development, we provide the youth with opportunities to try new things and engage in positive behavior rather than poor behavior crime and drug abuse.

**How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?** JSYSI has a well informed website, Facebook, MySpace, and several program posters around the community. JSYSI staff give presentations to various organizations and community groups to educate on our needs and services/programs. Due to usually being very busy and having several youth in shelter, all referred, it would appear to us that the community is well aware of most of our services. We provide donors, updates on our website, etc. of statistics, success stories, and needs.

**Agency:** Jackson Street Youth Shelter, Inc

**Program Name:** Transitional Housing

**Funding Request $** $ 8,000.00

**Grant Award $** $ 8,000.00

Percent of request awarded: **100%**

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 32,000 | $ 16,181 | 51% |
| B | United Way Grant funding (current year award) | | | |
| C | United Way donor-directed designations | | | |
| D | City of Corvallis SSF award | $ 8,000 | $ 4,000 | 50% |
| E | Grants from other government agencies | $ 10,000 | $ 5,569 | 56% |
| F | Foundation grants | $ 10,000 | $ 5,000 | 50% |
| G | Program service fees | | | |
| H | Other income | $ 4,000 | $ 2,558 | 64% |
| **I** | **TOTAL REVENUE** | **$ 64,000** | **$ 33,308** | **52%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 51,000 | $ 25,468 | 50% |
| K | Payroll taxes and employee benefits | $ 6,000 | $ 3,056 | 51% |
| L | Professional fees and contracted services | | | |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | | | |
| N | Materials and supplies (Resident Expense: Food, etc) | $ 5,500 | $ 3,837 | 70% |
| O | Travel | | | |
| P | Staff and volunteer development / training costs | $ 1,500 | $ 714 | 48% |
| Q | Conferences, conventions, meetings | | | |
| R | Direct assistance to individuals | | | |
| S | Miscellaneous expenses | | | |
| T | **TOTAL EXPENSES** | **$ 64,000** | **$ 33,074** | **52%** |
| | **Balance** | **$ -** | **$ 233** | |

# Jackson Street Youth Shelter, Inc
## Balance Sheet

| | As of Dec 31, 2011 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **Citizens Bank Checking (Operating Funds)** | 19,312.94 |
| **Citizens Money Market** | |
| Operating Funds | 644.48 |
| Capital Improvement Fund | 14,174.59 |
| Albany House Startup Fund | 4,605.33 |
| Other Restricted Funds | 5,058.56 |
| **Total Citizens Money Market** | 24,482.96 |
| **OSU Federal Credit Union** | 2,915.92 |
| **Petty Cash** | 213.25 |
| **Gift Cards** | 1,669.22 |
| **Total Checking/Savings** | 48,594.29 |
| **Accounts Receivable** | |
| Pledges Receivable | 23,570.00 |
| Grants Receivable | 19,966.42 |
| **Total Accounts Receivable** | 43,536.42 |
| **Other Current Assets** | |
| Inventory | 10,610.29 |
| Prepaid Expenses | 3,006.40 |
| Undeposited Funds | 3,120.00 |
| **Total Other Current Assets** | 16,736.69 |
| **Total Current Assets** | 108,867.40 |
| **Fixed Assets** | |
| **Land** | 104,475.00 |
| **Buildings** | |
| Shelter Building | 229,525.00 |
| Accum Depreciation - Shelter | -34,831.59 |
| Capital Improvements | 45,564.12 |
| Accum Deprec - Improvements | -4,692.67 |
| Office Building | 34,327.51 |
| Accum Depreciation - Office | -4,241.70 |
| **Total Buildings** | 265,650.67 |

## Jackson Street Youth Shelter, Inc
# Balance Sheet

| | As of Dec 31, 2011 |
|---|---|
| **Furnishings & Equipment** | 24,520.30 |
| Accumulated Depreciation | -12,879.26 |
| **Total Furnishings & Equipment** | 11,641.04 |
| **Computer Software** | 823.20 |
| Accum Depreciation - Software | -546.84 |
| **Total Computer Software** | 276.36 |
| **Total Fixed Assets** | 382,043.07 |
| **TOTAL ASSETS** | **490,910.47** |
| **LIABILITIES & EQUITY** | |
| **Liabilities** | |
| **Current Liabilities** | |
| **Accounts Payable** | -51.97 |
| **Other Current Liabilities** | |
| Deferred Income | 20,000.00 |
| Payroll Liabilities | 8,386.66 |
| Payroll Payable | 4,500.00 |
| **Total Other Current Liabilities** | 32,886.66 |
| **Total Current Liabilities** | 32,834.69 |
| **Long Term Liabilities** | |
| Loans | 29,400.00 |
| Municipal Rehabilitation Lien | 34,915.00 |
| **Total Long Term Liabilities** | 64,315.00 |
| **Total Liabilities** | 97,149.69 |
| **Equity** | |
| **Retained Earnings** | 417,181.01 |
| **Net Income** | -23,420.23 |
| **Total Equity** | 393,760.78 |
| **TOTAL LIABILITIES & EQUITY** | **490,910.47** |

## Jackson Street Youth Shelter, Inc

# Income & Expense

### July through December 2011

| | |
|---|---|
| **Ordinary Income/Expense** | |
| **Income** | |
| **Albany House Campaign** | 3,312.55 |
| **Contributions Income** | |
| Restricted | 1,695.10 |
| Unrestricted | 61,011.25 |
| **Total Contributions Income** | 62,706.35 |
| **Donations Pledged** | 5,100.00 |
| **Donated Items** | 12,790.02 |
| **Fundraisers** | 3,712.10 |
| **Grants** | |
| **Government Grants** | |
| **Federal Grants** | |
| Basic Center Program | 24,613.26 |
| FEMA/ARRA/EFS Program | 4,500.00 |
| **Total Federal Grants** | 29,113.26 |
| **State Grants** | |
| JCP/YIF | 12,375.00 |
| ORHY | 13,664.50 |
| **Total State Grants** | 26,039.50 |
| **Local Government Grants** | |
| Soc Services - City | 16,500.00 |
| **Total Local Government Grants** | 16,500.00 |
| **Total Government Grants** | 71,652.76 |
| **Private Grants** | |
| United Way | 7,125.00 |
| Private Grants - Other | 7,700.00 |
| **Total Private Grants** | 14,825.00 |
| **Total Grants** | 86,477.76 |
| **Contracts** | 9,308.46 |
| **Program Fees** | 195.00 |
| **Interest Income** | 5.00 |
| **Sales Revenue - Equipment etc** | 35.00 |
| **Miscellaneous Income** | 1,050.00 |
| **Total Income** | 184,692.24 |

## Jackson Street Youth Shelter, Inc

# Income & Expense

### July through December 2011

| | |
|---|---|
| **Expense** | |
| **Personnel** | |
| **Payroll** | |
| Payroll Expenses | 144,374.34 |
| Taxes | 14,350.34 |
| **Total Payroll** | 158,724.68 |
| **Staff Expense** | |
| Education & Training | 633.48 |
| Travel to Conferences | 434.21 |
| Transportation | 1,465.38 |
| **Total Staff Expense** | 2,533.07 |
| **Health Insurance** | 3,958.33 |
| **Insurance, Worker's Comp** | 1,265.28 |
| **Total Personnel** | 166,481.36 |
| **Facilities** | |
| Household Supplies | 2,105.95 |
| Insurance, Property | 724.02 |
| Repairs | 864.78 |
| Utilities | 2,437.40 |
| Depreciation Expense | 8,069.45 |
| **Total Facilities** | 14,201.60 |
| **Resident Expense** | |
| Activities | 1,654.85 |
| Clothing | 67.95 |
| Documents | 238.00 |
| Food | 6,362.63 |
| Gifts | 440.00 |
| Personal Supplies | 818.00 |
| School & Homework Supplies | 207.59 |
| Transportation | 97.76 |
| **Total Resident Expense** | 9,886.78 |

## Jackson Street Youth Shelter, Inc

# Income & Expense

### July through December 2011

| | |
|---|---|
| **General Expense** | |
| **Advertising** | |
| Fundraising | 795.00 |
| Outreach | 1,200.00 |
| **Total Advertising** | 1,995.00 |
| **Bank Service Charges** | 162.12 |
| **Dues and Subscriptions** | 897.54 |
| **Insurance** | |
| General Liability Insurance | 616.50 |
| Directors & Officers Liability | 513.00 |
| Professional Liability | 750.99 |
| Other Insurance | 191.49 |
| **Total Insurance** | 2,071.98 |
| **Miscellaneous** | 274.00 |
| **Ten-Year Anniversary Celebration** | 1,737.00 |
| **Office Supplies** | 1,893.21 |
| **Postage and Delivery** | 1,243.22 |
| **Printing and Reproduction** | 4,075.87 |
| **Professional Fees** | |
| Consulting | 346.50 |
| On-Line Data Services | 240.00 |
| **Total Professional Fees** | 586.50 |
| **Taxes & Licenses** | 102.00 |
| **Telephone** | 2,504.29 |
| **Total General Expense** | 17,542.73 |
| **Total Expense** | 208,112.47 |
| **Net Income** | **-23,420.23** |

## Jackson Street Youth Shelter, Inc

# Statement of Cash Flows

### July - December 2011

| | |
|---|---|
| **OPERATING ACTIVITIES** | |
| **Net Income** | -23,420.23 |
| **Adjustments to reconcile Net Income to net cash provided by operations:** | |
| Accounts Receivable | 34,200.00 |
| Donations Receivable:Pledges Receivable | -100.00 |
| Grants Receivable | -5,665.27 |
| Inventory | 3,520.00 |
| Prepaid Expenses | -782.79 |
| Accounts Payable | -4,417.24 |
| Deferred Income | 20,000.00 |
| Payroll Liabilities | 5,998.63 |
| **Net cash provided by Operating Activities** | 29,333.10 |
| **INVESTING ACTIVITIES** | |
| Buildings:Accum Depreciation - Shelter | 4,147.68 |
| Buildings:Capital Improvements | -2,432.00 |
| Buildings:Accum Deprec - Improvements | 970.50 |
| Buildings:Accum Depreciation - Office | 739.68 |
| Furnishings & Equipment:Computers & Peripherals | -1,680.90 |
| Furnishings & Equipment:Accumulated Depreciation | 2,036.52 |
| Computer Software:Accum Depreciation - Software | 101.97 |
| **Net cash provided by Investing Activities** | 3,883.45 |
| **FINANCING ACTIVITIES** | |
| **Loans** | -600.00 |
| **Net cash provided by Financing Activities** | -600.00 |
| **Net cash increase for period** | 32,616.55 |
| **Cash at beginning of period** | 19,097.74 |
| **Cash at end of period** | **51,714.29** |

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: _____

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

Agency **Old Mill Center for Children & Families**

Program ChildSafe

Award **$ 13,500**

## Narrative

What has the grant award been spent on?

This award is spent on the ChildSafe sex abuse treatment program, which provides services to victims of sex abuse and their families through 3 avenues. 1. Child group treatment. 2. Parent support groups and 3. Individual treatment.

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

Total number of parents/guardians/adults served in therapeutic group for this reporting period: 18

Total number of children served in group therapy for this reporting period: 16

Total number of children serviced in individual therapeutic treatment for this reporting period: 4

Total number of children for which we provided childcare to allow families to attend group for this reporting period: 22

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

- 100% of children/teens and parents have consistently reported 85% satisfaction and improvement by checking **Agree** or **Strongly Agree** on the **Common Outcomes Measures for Programs Serving Child Abuse Victims** completed at the end of each term.
- 90% of children/youth and non of fending parents have completed the Client Behavioral Checklist and have report reduced depression, anxiety, etc…between pre-and post test by at least 3 points. 85% of children/youth have meet 11 of 14 objectives delineated on the ChildSafe report as observed and reported by therapists following each term.

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

- Increased Resiliency: The ChildSafe program helps participants increase their self esteem, self respect, temperament, and build stronger peer and healthy adult relationships. These along with other tools that the program provides have shown resiliency in participants, some significantly from the first group attended.

- Decreasing Stress and Anxiety: Every week during ChildSafe, time was set aside for the adults and children to come together and practice a new relaxation exercise. The group learned and practiced together, using activities such as a breathing exercise, safe space imagery, and mindfulness. Learning these strategies as a large group encouraged families and individuals to use them at home. Parents reported using these strategies themselves and reminding their children about these options when the children became overwhelmed.

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

We have promoted the Childsafe program through wrap around services (all of our partnering agencies and referral sources) by informing our partners in the community about the program, its benefits, positive outcomes, group calendar and offerings each term.

We use the outcomes from the program to make targeted marketing decisions. We base some of our decisions on referral sources, participant age and school and the type of victim and offender.

**Agency :** Old Mill Center For Children and Families

**Program Name:** CHILD SAFE SEX ABUSE TREATMENT

**Funding Request $** $27,500

**Fiscal Year-End** 6/30/2012

## REVENUE

| | | PROGRAM Budget |
|---|---|---|
| A | Contributions / fundraising income | $ 3,500 |
| B | United Way Grant funding (current year request) | |
| C | United Way donor-directed designations | |
| D | Grants from government agencies ** | $ 27,500 |
| E | Foundation grants | $ 5,000 |
| F | Program service fees | |
| G | Other income VOCA | $ 20,680 |
| **H** | **TOTAL REVENUE** | **$ 56,680** |

**** Use line "D" to report City of Corvallis Social Servcie Funds**

## EXPENSES

| | | |
|---|---|---|
| I | Salaries | $ 41,060 |
| J | Payroll taxes and employee benefits | $ 5,510 |
| K | Professional fees and contracted services | |
| L | Operations (rent, utilities, equipment, maintenance, etc.) | $ 3,760 |
| M | Materials and supplies | $ 3,400 |
| N | Travel | $ 1,200 |
| O | Staff and volunteer development / training costs | $ 560 |
| P | Conferences, conventions, meetings | $ 500 |
| Q | Direct assistance to individuals | $ 400 |
| R | Miscellaneous expenses | $ 290 |
| S | **TOTAL EXPENSES** | **$ 56,680** |

**Balance $ -**

# Old Mill Center for Children and Families
## Balance Sheet
### As of December 31, 2011

| | Dec 31, 11 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **1000 · Cash Accounts** | 264,221.64 |
| **1100 · Temp Restricted Cash Accounts** | 80,964.73 |
| **Total Checking/Savings** | 345,186.37 |
| **Accounts Receivable** | |
| **1200 · Accounts Receivable** | 58,290.74 |
| **1280 · Pledges Receivable** | 56,325.12 |
| **1285 · Beneficial Interest in CLAT** | 218,168.00 |
| **Total Accounts Receivable** | 332,783.86 |
| **Other Current Assets** | |
| **1300 · Allowance For Doubtful Accounts** | -6,732.00 |
| **1380 · Pledges AFDA** | -4,302.77 |
| **Total Other Current Assets** | -11,034.77 |
| **Total Current Assets** | 666,935.46 |
| **Fixed Assets** | |
| **1500 · Property, Plant & Equipment** | 3,653,516.31 |
| **1600 · Accumulated Depreciation** | -682,147.02 |
| **Total Fixed Assets** | 2,971,369.29 |
| **Other Assets** | |
| **1700 · Temporarily Restricted Assets** | 36,083.26 |
| **1800 · Permanently Restricted Assets** | 191,720.48 |
| **Total Other Assets** | 227,803.74 |
| **TOTAL ASSETS** | **3,866,108.49** |
| **LIABILITIES & EQUITY** | |
| **Liabilities** | |
| **Current Liabilities** | |
| **Accounts Payable** | |
| **2000 · Accounts Payable** | 12,948.95 |
| **Total Accounts Payable** | 12,948.95 |
| **Other Current Liabilities** | |
| **2200 · Accrued Wages** | 24,654.54 |
| **2300 · Accrued Payroll Taxes** | 28,631.70 |
| **2400 · Accrued Benefits** | 1,580.96 |
| **Total Other Current Liabilities** | 54,867.20 |
| **Total Current Liabilities** | 67,816.15 |
| **Total Liabilities** | 67,816.15 |
| **Equity** | |
| **3100 · Temp. Restricted Net Assets** | 455,856.98 |
| **3200 · Perm. Restricted Net Assets** | 191,720.48 |
| **3300 · Unrestricted Net Assets** | 3,260,016.07 |
| **Net Income** | -109,301.19 |
| **Total Equity** | 3,798,292.34 |
| **TOTAL LIABILITIES & EQUITY** | **3,866,108.49** |

# Old Mill Center for Children and Families
## Profit & Loss
### July through December 2011

| | Jul - Dec 11 |
|---|---|
| **Ordinary Income/Expense** | |
| **Income** | |
| **4100 · Pre-K Program Fees** | 32,304.84 |
| **4200 · ITS Program Fees** | 73,434.78 |
| **4300 · Outpatient Therapy Program Fees** | 121,741.70 |
| **4400 · Speech & Occupational Therapy** | 12,455.14 |
| **4500 · Early Childhood Contracts** | 182,167.25 |
| **4600 · Outpatient Therapy Contracts** | 52,925.99 |
| **4700 · Donations** | 212,911.64 |
| **4790 · Rebates & Refunds** | 4,554.31 |
| **4795 · EHS-Utilities** | 160.00 |
| **4800 · Fundraising Events** | 17,442.50 |
| **Total Income** | 710,098.15 |
| **Gross Profit** | 710,098.15 |
| **Expense** | |
| **5100 · Payroll Wages** | 435,126.25 |
| **5200 · Employee Benefits** | 99,740.36 |
| **5225 · Vision Insurance** | -130.88 |
| **5300 · Payroll Taxes** | 55,069.95 |
| **6000 · Operating Expenses** | 40,132.09 |
| **6200 · Professional Service Fees** | 86,643.20 |
| **6300 · Occupancy Expense** | 23,683.27 |
| **6400 · Information Technology Expense** | 3,348.69 |
| **6500 · Travel** | 5,077.49 |
| **6600 · Conferences & Meetings** | 2,757.96 |
| **6700 · Donation Expense** | 2,527.26 |
| **6800 · Fundraising Expenses** | 9,851.26 |
| **Total Expense** | 763,826.90 |
| **Net Ordinary Income** | -53,728.75 |
| **Other Income/Expense** | |
| **Other Income** | |
| **7100 · Other Income** | 420.00 |
| **7500 · Interest Income** | 413.06 |
| **Total Other Income** | 833.06 |
| **Other Expense** | |
| **8100 · Balance Sheet Transfer Expense** | 10,905.50 |
| **8610 · Depreciation** | 45,500.00 |
| **Total Other Expense** | 56,405.50 |
| **Net Other Income** | -55,572.44 |
| **Net Income** | **-109,301.19** |

# City of Corvallis

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

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

Agency **Parent Enhancement Program** Program **Parent Enhancement Program**

Award **$ 17,766**

## Narrative

What has the grant award been spent on?

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

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

During the past 6 months, we provided the following activities; 76 parents and 98 children participating in events with transportation, meals/snacks, and a supervised playroom provided:

- 10-week *Live & Learn With Your Baby* parenting series; 18 *Squishtivities* weekly interactive parenting class series; weekly *Giveaways* (i.e. clothing, food, books, toys); 10 community based *Picnics*; 14 Weekly *GED Preparation* classes; 1 *Disaster Kit* workshop, with follow-up during home-vistis; 1 *Pumpkin Patch*; 1 *Trick or Read* (Halloween Activity for families); 1 *Thanksgiving Dinner*; and 1 *Holiday Party.*

Additional services provided include:

- 219 home visits conducted, including Latino families; 18 referrals to outside agencies made for 12 families; 20 rides were provided for medical, dental, WIC, grocery, etc. appointments; Child Safety Items distributed to 38 families; all parents had the opportunity to volunteer, and parent newsletters were mailed quarterly to all participants; Staff participated in 41 case management sessions with other agencies, for 17 parents

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

We track all participant outcomes, statistics for 2011 show (for example):

- 90% of families had no confirmed reports of child abuse or neglect, as of 2010, 2011 statistics pending
- 96% of teenagers did not experience repeat pregnancies
- 72% of parents are attending classes or have completed high school/GED

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

Agency activities show that the number accessing services has increased from 247 parents and 353 children in 2010 to 252 parents and 400 children in 2011. During the past 6 months results show (for example):

- 87% of parents pre & post tested improved life skills
- 74% of parents pre & post tested improved parenting skills

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

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

**Agency:** Parent Enhancement Program

**Program Name:** Parent Enhancement Program

**Funding Request $** $ 25,000.00

**Grant Award $** $ 17,766.00

Percent of request awarded: **71%**

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 70,000 | $ 12,251 | 18% |
| B | United Way Grant funding (current year award) | $ - | $ - | #DIV/0! |
| C | United Way donor-directed designations | $ - | $ 251 | #DIV/0! |
| D | City of Corvallis SSF award | $ 17,766 | $ 7,947 | 45% |
| E | Grants from other government agencies | $ 52,234 | $ 34,686 | 66% |
| F | Foundation grants | $ 136,236 | $ 30,000 | 22% |
| G | Program service fees | $ - | $ - | #DIV/0! |
| H | Other income | $ 1,800 | $ 190 | 11% |
| **I** | **TOTAL REVENUE** | **$ 278,036** | **$ 85,324** | **31%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 183,596 | $ 68,363 | 37% |
| K | Payroll taxes and employee benefits | $ 35,805 | $ 15,302 | 43% |
| L | Professional fees and contracted services | $ 1,205 | $ 1,058 | 88% |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 19,496 | $ 6,402 | 33% |
| N | Materials and supplies | $ 10,938 | $ 1,084 | 10% |
| O | Travel | $ 1,725 | $ 695 | 40% |
| P | Staff and volunteer development / training costs | $ 3,200 | $ 75 | 2% |
| Q | Conferences, conventions, meetings | $ 300 | $ 38 | 13% |
| R | Direct assistance to individuals | $ 14,761 | $ 4,965 | 34% |
| S | Miscellaneous expenses | $ 7,010 | $ 135 | 2% |
| T | **TOTAL EXPENSES** | **$ 278,036** | **$ 98,118** | **35%** |
| | **Balance** | **$ -** | **$ (12,794)** | |

**COMMENTS:**

Please explain any special circumstances

* Competition for limited funding.
* Continued economic situation affecting agency finances, participating families, volunteers, and local donations.

## BCCPCA/Parent Enhancement Program
# Statement of Financial Position
### As of December 31, 2011

| | |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **Cash in Checking** | 39,536.49 |
| **Petty Cash** | 200.00 |
| **Cash in Reserves** | 60,539.23 |
| **Total Checking/Savings** | 100,275.72 |
| **Other Current Assets** | |
| **Deposits** | 350.00 |
| **Total Other Current Assets** | 350.00 |
| **Total Current Assets** | 100,625.72 |
| **Fixed Assets** | |
| **Furniture** | 3,653.13 |
| **Equipment** | 18,780.95 |
| **Accumulated Depreciation** | (17,197.26) |
| **Total Fixed Assets** | 5,236.82 |
| **TOTAL ASSETS** | **105,862.54** |
| **LIABILITIES & EQUITY** | |
| **Liabilities** | |
| **Current Liabilities** | |
| **Other Current Liabilities** | |
| **Accrued Payroll** | 8,795.93 |
| **Accrued Payroll Tax** | 7,275.74 |
| **Total Other Current Liabilities** | 16,071.67 |
| **Total Current Liabilities** | 16,071.67 |
| **Total Liabilities** | 16,071.67 |
| **Equity** | |
| **Board Designated Reserve** | 59,049.76 |
| **Temp Restricted Net Assets** | 1,489.40 |
| **Retained Earnings** | (22,769.17) |
| **Unrestricted Net Assets** | 72,141.01 |
| **Net Income** | (20,120.13) |
| **Total Equity** | 89,790.87 |
| **TOTAL LIABILITIES & EQUITY** | **105,862.54** |

# BCCPCA/Parent Enhancement Program
## Statement of Activities
### July through December 2011

| | Jul - Dec 11 |
|---|---|
| **Income** | |
| **Special Events/Sales** | 523.88 |
| **Cash Contributions** | 11,977.49 |
| **Foundation Grants** | 30,000.00 |
| **Government Grants** | 42,633.01 |
| **Interest Income** | 189.53 |
| **Total Income** | 85,323.91 |
| | |
| **Expense** | |
| **Professional Fees** | 1,058.14 |
| **Postage & Shipping** | 335.75 |
| **Office/Misc. Supplies** | 355.13 |
| **Meeting Expense** | 38.40 |
| **Assistance to Persons** | 4,964.79 |
| **Benefits** | 8,662.50 |
| **Wages/Salaries** | 68,362.88 |
| **Payroll Tax Expense** | 6,639.62 |
| **Telephone** | 1,000.09 |
| **Printing & Publications** | 393.51 |
| **Rent** | 4,684.40 |
| **Utilities** | 587.80 |
| **Repairs & Maintenance** | 130.00 |
| **Mileage** | 695.33 |
| **Dues/Memberships** | 25.00 |
| **Training/Conferences** | 75.00 |
| **Advertising/Promotion** | 110.00 |
| **Total Expense** | 98,118.34 |
| | |
| **Net Income** | **-12,794.43** |



ATTACHMENT B

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: July-Dec_____

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

Agency **Vina Moses Center**

Program Clothing and Household

Award **$ 5330.00**

## Narrative

What has the grant award been spent on?

Salaries and occupancy costs.

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

8450 people have been helped.

Assistance with clothing, shoes, bedding and necessary household items.

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

The number of families and individuals served (3,000)

Number of children receiving shoes, socks, clothing and school supplies (1,000)

Ability to serve all that are eligible and request assistance, no one was turned away when they met the eligibility requirements.

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

Children were prepared for school with proper clothing and school supplies.

Families were provided with warm clothing and bedding.

Families and individuals were properly clothed for work.

Families and individuals equipped with necessary household items: dishes, pot and pans, etc.

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

Community speaking, service groups and Church groups. We frequently use this information when making presentations to potential participants.

**Agency:**

**Program Name:**

**Funding Request $** $ 6,000.00

Percent of request awarded: **89%**

**Grant Award $** $ 5,330.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 115,500 | $ 95,874 | 83% |
| B | United Way Grant funding (current year award) | $ 2,850 | $ 1,425 | 50% |
| C | United Way donor-directed designations | $ 2,500 | $ 753 | 30% |
| D | City of Corvallis SSF award | $ 5,330 | $ 2,221 | 42% |
| E | Grants from other government agencies | | | |
| F | Foundation grants | $ 15,000 | $ 13,133 | 88% |
| G | Program service fees | | | |
| H | Other income | $ 10,400 | $ 14,521 | 140% |
| **I** | **TOTAL REVENUE** | **$ 151,580** | **$ 127,927** | **84%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 83,400 | $ 42,380 | 51% |
| K | Payroll taxes and employee benefits | $ 7,350 | $ 3,278 | 45% |
| L | Professional fees and contracted services | | | |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 19,275 | $ 9,137 | 47% |
| N | Materials and supplies | $ 2,700 | $ 3,259 | 121% |
| O | Travel | $ 100 | | 0% |
| P | Staff and volunteer development / training costs | $ 75 | $ 163 | 217% |
| Q | Conferences, conventions, meetings | | | |
| R | Direct assistance to individuals | $ 41,000 | $ 30,902 | 75% |
| S | Miscellaneous expenses | $ 1,500 | $ 839 | 56% |
| T | **TOTAL EXPENSES** | **$ 155,400** | **$ 89,958** | 58% |
| | **Balance** | **$ (3,820)** | **$ 37,969** | |

# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: ___July-Dec_____

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

Agency **Vina Moses Center** Program FISH Emergency Services

Award **$ 5330**

## Narrative

What has the grant award been spent on?

½ for operating expense

½ for direct services, rent, utilities for families

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

486. We provided rent, utilities, medical, gasoline or identification for these people.

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

Number of families remaining in their homes. 30%

Number of families/individuals maintaining basic utilities, water, electricity, heat. 43%

Number of families/individuals provided with medical assistance 64%

Number of families/individuals supported with transportation and identification for work and caring for their families. 61%

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

Improved standard of living.

Increased family stability.

Decrease in eviction and homelessness.

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

Community speaking, service groups and Church groups. We frequently use this information when making presentations to potential participants.

**Agency:** Vina Moses Center

**Program Name:** FISH Emergency Services

**Funding Request $** $ 6,000.00

Percent of request awarded: **89%**

**Grant Award $** $ 5,330.00

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

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

## REVENUE

| | | ADJUSTED PROGRAM budget | Program ACTUALS period-to-date | % to Date |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| A | Contributions / fundraising income | $ 8,500 | $ 2,941 | 35% |
| B | United Way Grant funding (current year award) | $ 2,375 | $ 1,187 | 50% |
| C | United Way donor-directed designations | $ 1,000 | $ 2,474 | 247% |
| D | City of Corvallis SSF award | $ 5,330 | $ 2,083 | 39% |
| E | Grants from other government agencies | $ 16,500 | $ 10,000 | 61% |
| F | Foundation grants | $ 1,000 | $ 3,228 | 323% |
| G | Program service fees | | | #DIV/0! |
| H | Other income | | $ 9 | #DIV/0! |
| **I** | **TOTAL REVENUE** | **$ 34,705** | **$ 21,922** | **63%** |

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

## EXPENSES

| | | | | |
|---|---|---|---|---|
| J | Salaries | $ 5,456 | $ 2,778 | 51% |
| K | Payroll taxes and employee benefits | $ 500 | $ 158 | 32% |
| L | Professional fees and contracted services | | | #DIV/0! |
| M | Operations (rent, utilities, equipment, maintenance, etc.) | $ 644 | $ 395 | 61% |
| N | Materials and supplies | $ 400 | $ 104 | 26% |
| O | Travel | | | #DIV/0! |
| P | Staff and volunteer development / training costs | | | #DIV/0! |
| Q | Conferences, conventions, meetings | | | #DIV/0! |
| R | Direct assistance to individuals | $ 25,000 | $ 7,252 | 29% |
| S | Miscellaneous expenses | | | #DIV/0! |
| **T** | **TOTAL EXPENSES** | **$ 32,000** | **$ 10,687** | **33%** |
| | **Balance** | **$ 2,705** | **$ 11,235** | |

# Cash Flow Vina

7/1/2011 through 12/31/2011



| Category | 7/1/2011-12/31/2011 |
|---|---|
| **INFLOWS** | |
| Uncategorized | 0.00 |
| CONTRIBUTIONS | 95,874.01 |
| GRANTS | 433.33 |
| First Presbyterian | 1,000.00 |
| Kiwanis | 1,200.00 |
| Lloyd Summers | 10,000.00 |
| Oregon Community | 500.00 |
| TOTAL GRANTS | 13,133.33 |
| INTEREST INCOME | 608.07 |
| REVENUE | |
| CITY | 2,220.84 |
| TOTAL REVENUE | 2,220.84 |
| SPECIAL EVENTS | -310.95 |
| Sale | 14,224.80 |
| TOTAL SPECIAL EVENTS | 13,913.85 |
| UNITED WAY FUND | 1,425.00 |
| UW-DESIGNATIONS | 752.66 |
| **TOTAL INFLOWS** | **127,927.76** |
| **OUTFLOWS** | |
| ADVERTISING | 131.00 |
| ASSISTANCE | 100.00 |
| Christmas | 12,255.00 |
| MISC | 2,000.00 |
| School Program | 16,547.44 |
| TOTAL ASSISTANCE | 30,902.44 |
| Bank Charges | 497.69 |
| BENEFITS | 270.00 |
| BENEFITS IRA | 240.00 |
| DUES | 25.00 |
| MAINTENANCE | 1,213.45 |
| MISCELLANEOUS | 0.00 |
| PAYROLL TAXES | 3,277.79 |
| POSTAGE | 1,401.22 |
| PRE TAX IRA | -480.00 |
| PUBLICATIONS | 1,946.97 |
| RENT, UTILITIES | 4,517.28 |
| CITY LOAN | 1,000.02 |
| TOTAL RENT, UTILITIES | 5,517.30 |
| SALARIES | |
| ASSIST. SALARY | 10,442.39 |
| DIRECTOR SALARY | 31,938.24 |
| TOTAL SALARIES | 42,380.63 |
| SUPPLIES | 1,858.86 |
| TELEPHONE | 829.01 |
| TRAINING CONFERENCES | 163.20 |
| VOLUNTEER EXP. | 178.51 |
| **TOTAL OUTFLOWS** | **90,353.07** |



ATTACHMENT B

# Cash Flow Vina

7/1/2011 through 12/31/2011



| Category | 7/1/2011-12/31/2011 |
|---|---|
| **OVERALL TOTAL** | **37,574.69** |

# Cash Flow FISH

7/1/2011 through 12/31/2011



| Category | 7/1/2011-12/31/2011 |
|---|---|
| **INFLOWS** | |
| Uncategorized | 0.00 |
| CONTRIBUTIONS | 2,566.00 |
| ST MARY'S | 374.90 |
| TOTAL CONTRIBUTIONS | 2,940.90 |
| FEMA | 7,000.00 |
| GRANTS | 527.81 |
| Kiwanis | 700.00 |
| Lloyd Summers | 2,000.00 |
| TOTAL GRANTS | 3,227.81 |
| INTEREST INCOME | 8.83 |
| REVENUE | |
| CITY | 2,082.98 |
| CITY PHILOMATH | 3,000.00 |
| TOTAL REVENUE | 5,082.98 |
| UNITED WAY FUND | 1,187.50 |
| Family Fund | 2,274.00 |
| TOTAL UNITED WAY FUND | 3,461.50 |
| UW-DESIGNATIONS | 200.00 |
| **TOTAL INFLOWS** | **21,922.02** |
| **OUTFLOWS** | |
| ASSISTANCE | |
| ID | 400.75 |
| MEDICAL | 866.52 |
| MISC | 55.00 |
| RENT | 2,101.87 |
| TRANSPORTATION | 1,728.79 |
| UTILITIES | 2,098.95 |
| TOTAL ASSISTANCE | 7,251.88 |
| PAYROLL TAXES | -158.10 |
| POSTAGE | 88.00 |
| SALARIES | |
| DIRECTOR SALARY | 2,777.88 |
| TOTAL SALARIES | 2,777.88 |
| SUPPLIES | 16.45 |
| TELEPHONE | 395.16 |
| **TOTAL OUTFLOWS** | **10,371.27** |
| **OVERALL TOTAL** | **11,550.75** |

## ABC House Testimonial

A requirement of the grant is to have a testimonial from a client about services. It is our practice not to ask parents for testimonials due to confidentiality. However I will share a portion of an exit interview I conducted with a mother recently.

This mother came to ABC House because there were concerns for her son's safety. In addition, he was having issues around constant arguing with his mother. The young boy received an interview and advocacy services at ABC House. It was determined that the boy had not been abused.

When talking with the mother, she stated that her son loved coming to ABC House. He felt good when he was here. As a parent she felt the staff had been very supportive and everyone was so kind.

She and her son did engage in counseling after receiving assessment services. Her statement about those services were the counselor in just two short sessions was able to help her son determine on his own how he could stop arguing. He then found that his life was much easier. Mom stated that her life was completely different and she and her son were again able to start enjoying themselves.

She was very grateful to know that her son was not abused and that he was changing his behaviors significantly.

Other statements made through our services survey are

Helpful program
Welcome Setting
Wonderful Place

## Boys & Girls Club of South Corvallis – Lincoln Lion's Den program

We received this testimonial from one of our South Corvallis families who is in their fourth year with the Lion's Den program. Her sons are in 1st and 4th grade at Lincoln School. This parent began with us as a single parent and recovering drug addict who was trying to maintain custody of her children, and to get back into the workforce by completing her college degree. The Boys & Girls Club Lion's Den program has been an enormous help for my family. When I first put my son in Lion's Den I was just starting my college courses at Linn-Benton Community College. Now after 4 years my 2 youngest boys are enrolled in Lion's Den. I was able to finish my program at LBCC and get my degree with the after school program available for my boys. The program has been helpful in so many ways. They have excellent staff that are willing to help with any needs your family may have. I not only have support, but knowing my children are in a safe environment and their needs are being met is a huge relief for any parent. My children are in age appropriate groups where they receive one on one help with homework and enjoy educational fun activities! My children' social skills and confidence have increased. I would recommend the Boys & Girls Club to any family needing that peace of mind knowing their children are in a safe and fun place!
L.T.

(Additionally, this parent highlighted the problem solving that we undertake with her family including behavior management, academic intervention, financial assistance that has benefitted her family.)

## Johnson Dental Clinic

If the dental clinic could talk, there would be many stories of determination, perseverance, resilience and the impact that our clinic has had on our community. In particular, one family we served could not afford dental treatment and had many health obstacles preventing them from being able to receive care.
The youngest child, who is 10, was born with a severe form of Autism and has been unable to tolerate dental treatment at other dental clinics. He is highly sensitive to noises and certain lighting. When he first walked into our clinic, his eyes lit up at the sight of our train track that spans the entire length of the clinic,

and he was thrilled to be able to watch TV while having dental treatment. He had decay on most primary teeth and pain as a result of decay on permanent teeth. We were able to complete treatment that other dentists have been trying to do for the past 4 years. During his many visits to our clinic, we were able to restore his trust and faith in dentistry. The oldest child, who is 17, was diagnosed with a rare form of mouth cancer that affected the development and growth of his jaw and permanent teeth. He had received radiation on and off for 3 years and many permanent teeth were damaged in the process. Most of his permanent teeth on the left side were so badly decayed and broken that dentists were unsure if they were restorable. His medical and dental insurance refused to cover any crowns, stating that they were considered a “cosmetic procedure”. As if having to go through radiation wasn’t enough, this poor child also had the social stigma associated with having “bad teeth”. At his first appointment he expressed that his concerns were the inability to chew on the left side because he had pain when he would bite down and his major concern was that he knew his mom couldn’t afford to his dental treatment because his dad had left and she was already working two jobs to support the family. After four months and countless dental appointments, we were able to restore all of his teeth without the loss of a single tooth. During their many appointments, it was overwhelming to see the relief on their mother’s face, knowing that just because she couldn’t afford treatment did not mean that her children were less deserving of dental care. We, patients, and volunteer staff are better people for being a part of something that will have a lifelong impact on everyone we serve.

## CARDV

A mother and her two children came into CARDV's shelter, fleeing her abusive boyfriend. The family had very few possessions, a high safety risk, and no income. The client's goal was to return to her home as soon as it felt safe to her. CARDV advocates provided transportation to a community agency that gives away free clothing. CARDV advocates assisted her in getting a restraining order, which required the abuser have no contact with her as well as requiring the abuser to leave the home they shared. Advocates gave her transportation to the DHS office where the client received cash assistance and food stamps.

The abuser contested the restraining order and the client stayed in shelter until the contested hearing was over. Once the restraining order was in place for the next year, advocates helped the client develop a detailed safety plan and the client returned to her home.

## CASA-Voices for Children Testimonial

Grace (fictitious name) was born into the foster care system. Her mother abused drugs and alcohol. Grace was removed from her parents care three times due the abuse and neglect by her mother. A CASA was assigned to her case. Grace began to have behavioral issues in school – CASA visited Grace and noted her academic struggles. The CASA advocated for Grace to have a special academic plan and counseling. Grace ran away from her foster care home and became a teen mother to a child she named Susie.

Susie was born with developmental delays and learning disabilities and was removed from her mother – a CASA was assigned. Grace attempted several times to get Susie back but was unable to make any real progress with drug treatment program – CASA recommended against returning Susie to her mother’s care because of the drug and alcohol issues and the unsafe conditions in the home.

Susie was placed in a long-term, permanent foster care home (trained to care for Susie’ special needs) - CASA was in agreement with the plan since there were no family members able to care for Susie. CASA continued to ensure Susie had all the services she needed; emotionally, physically and academically.

Years later, Grace became clean and sober, was employed and addressed her grief and loss as a child as well as the emotional scars she carried.

One day Grace went to the child welfare office and stated she wanted to parent her child. She was told she would never parent Susie, that she was given several chances in the past to do so. Well, Grace did not give up and began to request supervised visits with Susie every week. She maintained her sobriety and her job. and then contacted CASA. She had truly changed her life around and was working as a nurse' assistant and was learning how she might care for Susie' special needs.

CASA tracked Grace' progress, noting her loving parenting skill, the strong loving bond between her and her daughter and Susie' strong desire to be with her mother. In this case, the generational cycle of abuse and neglect was broken for this mother and daughter with CASAs advocacy and support.

## Community Outreach– Emergency Services

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

## Community Outreach – Food

The population served by our Food program serves an incredibly high number of individuals and families suffering from hunger and food insecurity, and their individual situations range from a need for temporary assistance to chronic hunger and poverty. This program has multiple outcomes depending on the individual circumstances of the person, or persons, connecting with our organization to receive food assistance and supplementation. Some individuals and families repeatedly seek these services, particularly those experiencing homelessness, and some use us as a one-time assistance to help through a financially difficult time.
We continue to see many families who are —joining‖ in the face of economic hardship: individuals or even small families moving in with other family members to save money or find food and shelter of some sort. In light of this trend, we are seeing larger families seeking food boxes from our organization and we distributed 255 more food boxes in 2011 than in 2010.

## Community Outreach – Health Care Services

The Medical Clinic program has a wide array of clients who come to us suffering from debilitating heart issues, diabetes, chronic pain, mental illness, and those simply in need of basic medical care. They all hope to receive acute care and treatment in dealing with their individual medical condition, and they are provided with the appropriate services needed to assist them, including referrals, prescription, and labs. The outcomes vary by individual situation, with some clients returning for further needed services.
During the time covered by the reporting period, our volunteer gynecological/women's services physician saw a rather startling occurrence among the patients coming to her specialty clinic: all the female patients in one clinic were past clients of hers who used to see her when they were insured and are now are seeing her in our clinic after losing insurance coverage. While this is a troubling incident for the implications it brings, we are pleased that our medical clinic can help support these clients as they face economic uncertainty and challenges.
Also during the grant period, our medical and dental clinics received the 2011 Oregon Governor's Volunteer Award for Outstanding Volunteer Program. These programs are run entirely by our volunteer physicians, psychiatrists, psychologists, gynecologists, physical therapists, dentists, dental hygienists,

and medical students and we are very pleased to acknowledge their significant support to our community members in need of basic medical and dental services due to a lack of insurance coverage.
Within our Behavioral Treatment Services program, a 54-year-old divorced woman, suffering from long-term alcohol dependence and depression, became homeless and moved into our shelter in early 2011. Through our treatment program, she was able to gain sobriety and work on dealing with her depression effectively, which followed a long domestic violence history of being victimized by her husband and raised in a home where she was severely abused by her mother. These were issues that she had never before addressed and she showed significant progress in personal development during the grant period. The client completed her treatment program in November 2011, obtained a sponsor through Alcoholics Anonymous (AA), obtained a job in custodial services at Oregon State University (OSU), learned coping skills, and let go of severe co-dependent traits through addressing them in treatment and throughout her stay in our shelter. She moved out of the Community Outreach shelter in January 2012 and has successfully obtained and transitioned into her own personal residence within the community.

## Community Outreach – Integrated Housing

During the period covered by this report, one of our female Integrated Housing clients made significant progress while working closely with her case manager.
This 31 year old client came to Community Outreach from a rural area of Oregon where she had been staying with numerous friends for the last 10 months. All of her children were in Department of Human Services (DHS) custody upon her entrance into our Integrated Housing program. She was a survivor of numerous sexual and physical abuse situations from a close family member, previous boyfriends, and husbands. Because of her experience, this client suffered from Post Traumatic Stress Disorder (PTSD) and was receiving therapy through DHS.
After entering Community Outreach's Integrated Housing program, she began receiving case management services through our Family Support Services program. Since then, she has continued to show progress in her personal and family development. She obtained employment within a month of residing at Community Outreach, and she has completed all DHS requirements to successfully have her children re-instated to her care. Her case manager commented that she ―has completed parenting class and was an absolute pleasure to work with parenting wise…she has been dedicated and hardworking since the day she entered shelter, and has exceeded general expectations of our program.‖ The client is currently on the waitlist for two apartments, and her long term goal is to be free of any government support (TANF/Food Stamps/OHP) by this time next year.

## Community Outreach – Permanent Supportive Housing

During the time covered by this report, our Permanent Supportive Housing (PSH) program provided services to a 65-year-old, extremely bi-polar female client. The client has been hospitalized every holiday for the last three years. Her family was resigned to the fact that holidays were spent trying to get her admitted before she hurt herself or others. PSH case managers began working more closely with her by managing her medication, setting her up with inters to work on making sure she ate meals, getting her a caregiver, and going to doctor appointments with her to ensure follow up what happening. Working so closely with this client, the case managers noticed when she was not doing so well and were able to contact her doctor and/or therapist to get her help before she decompensated and needed hospitalization. Many times this consisted of checking her lithium level or getting someone to spend the night with her to make sure she stayed in bed and slept an adequate amount of time.
As a result of these measures, it has been three years since she has been hospitalized and three years of holidays spent with her friends and family rather than in the hospital. PSH case managers continue to manage the client's meds and provide daily assistance as needed. She continues to have some rough moments, but case managers have been able to stay on top of things in order to avoid escalation and the need for hospitalization, which has significantly improved the client's quality of life.

SOUTH CORVALLIS FOOD BANK

JANUARY 16, 2012

TO WHOM IT MAY CONCERN,

LINN BENTON FOOD SHARE HAS PROVIDED FOOD FOR DISTRIBUTION THROUGH OUR SITE IN SOUTH CORVALLIS FOR THE LAST 11 YEARS. THEY HAVE UNFAILINGLY PROVIDED FOOD EVEN DURING THOSE TIMES WHEN THERE WAS, SUDDENLY, A GEATER NEED. OTHER FOOD BANKS THROUGHOUT THE STATE, HAD EMPTY SHELVES BUT LBFS MANAGED TO KEEP US AND OTHERS IN THE TWO COUNTIES SUPPLIED.

A FATHER OF TWO VISITED OUR FOOD PANTRY FOR THE FIRST TIME JUST RECENTLY. THIS DAD LOOKED ESPECIALLY DEJECTED AS I BEGAN TO HELP HIM PUT TOGETHER HIS FOOD BOX. WE WALKED THROUGH THE PANTRY AND SELECTED FOOD THAT MET HIS FAMILY'S NEEDS AND THAT HIS KIDS WOULD AND COULD EAT. HE VISIBLY BRIGHTENED AS WE PUT TOGETHER A LARGE FOOD BOX AND HIS EYES BEGAN TO LIGHT UP AS HE TALKED ABOUT HIS KIDS. KNOWING THAT WE HELPED HIM DURING THIS DIFFICULT TIME AND COULD PROVIDE FOOD THAT MET HIS KID'S DIETARY NEEDS, MADE MY DAY. THE WORK THAT LINN BENTON FOOD SHARE DOES TO MAKE THIS POSSIBLE IS CRUCIAL FOR OUR NEEDY FAMILIES.

I THOROUGHLY SUPPORT LINN BENTON FOOD SHARE RECEIVING FUNDING FOR THEIR IMPORTANT WORK.

SINCERELY,

Judy Hecht

JUDY HECHT
DIRECTOR

1798 SW THIRD, CORVALLIS, OREGON 97333

## Community Services Consortium-SHIBA

**10/6/11 – comments at A,B,C & D Medicare class**

I found the presentation very helpful as an overview. I feel better prepared to listen to the presentation of the HMO/PPO people scheduled next week. I wish I had had this information six years ago when I first came on to Medicare. It's so bewildering and complicated. I'm also signed up for an appointment with the SHIBA volunteer to review our situation and this will be good preparation for that.

Kathleen K. – client (attending workshop)

**12/14/11**

**Volunteers John and Edie** - Yesterday, Edie and I had an LIS (Limited Income Subsidy) client who had received the letter that, because the premium of her current PDP would increase in 2012 above the permissible limit to avoid paying any PDP premium, she was going to be assigned to a new Prescription Drug Plan (PDP). She had her medication list and sure enough, the premium on her current plan in 2012 would be $5.40 above the benchmark. We enrolled the client online and put her in a new PDP where her annual drug expenditures (assuming no change in drugs) will not include a premium, and, most importantly, all of her several drugs are on the plan's formulary, most as Tier 1 – the most expensive medications.

(Volunteer)

## CCCC- Testimonials

We had over 35 families apply for Childcare Tuition Scholarship's. It was difficult to determine who would receive what since everyone was in need. The amazing thing was we were able assist 30 of the 35 families who applied.

Dual student family: Parents both graduated in December of 2011. They had three children enrolled at CCCC and when tuition rates increased in July they were worried about what they were going to do. The families applied for the Childcare Tuition Scholarship and were awarded funding so they could both afford to complete their degrees in December. The family was so grateful for the assistance that they agreed to support a family in January, February and March as a pay it forward request.

Single Mother: We have a single mother who just started to school in September. She was enrolled in school, found affordable housing and then realized her childcare expenses were likely going to be as much if not more as her rent. She came and requested funding and asked what else she could do to help with her fee. She now receives $100/month in childcare tuition scholarship funds from United Way as well as volunteers 5 hours/week to help with her monthly childcare expenses. She said that without the United Way scholarship and the ability to volunteer she was going to need to drop her classes and go back to working at KFC. The funding has allowed her to complete her first term of school and start her second.

# Testimonial

My name is Mike. I have been involved with the Corvallis Drop-In center for several years. At one time I called the front and back porch of the 1st Christian Church my home. I have struggled with alcoholism for most of my life. I just turned 60. I have been living in and around Corvallis since moving here from Southern California in the 1970's. At one time in my life I was a successful software programmer and sales representative. I haven't had paid employment for a number of years. I do volunteer work at the Church when able. I have had several back surgeries and am physically disabled. I receive a monthly check from the government. What I would really like to talk about is the new counselor at the daytime drop-in center. It is kind of strange but I first met Mr. Smith in a local drug and alcohol treatment center in Corvallis in the 1980's. I saw him on and off at the church over the last several years, when he was working at the Pastoral Counseling Center upstairs at the 1st Christian Church. He has seen me sober, drunk, in the middle of relapses and all points in-between. He has been very helpful in letting me sort out both the challenges in my life and the skills and talents I still possess. He not only reminds me of my own responsibilities but is also very accepting and encouraging when I run in to difficulties. My sobriety is periodically challenged by a return to alcohol or drug use. I count on being able to reach out to Mr. Smith for the encouraging and understanding support he can provide me. I know that I am responsible for my own behavior and I know that I am the one to make what I will out of my own life, but I also know that it is a wonderful thing to have another person help you along the way. Such a person is Mr. smith and I am most grateful that you have helped place him at the center. Thank you.

## Testimonial for SAGE Food for Families

The South Corvallis Food Bank is one of the primary recipients of the food grown at SAGE; over half of the produce we grow is delivered to the Food Bank, which serves about 1,000 clients each month.

*From: Judy Hecht, Director, South Corvallis Food Bank*

*I am writing in support of the Corvallis Environmental Center and SAGE Food for Families program. The South Corvallis Food Bank partners with the SAGE program. They provide fresh local produce to the South Corvallis Food Bank and to soup kitchens in the Corvallis area. We would not be able to offer much fresh produce to our clients without their generous donations. They provide about 80% of the produce that we have to distribute. The SAGE program also offers us the opportunity to sign up food bank clients into their garden education/food box program. Participants learn to grow their own vegetables, get to take produce home, and also take part in cooking lessons on how to prepare what they have grown and they have the opportunity to taste it. It's a great opportunity for our low-income clients to learn some skills and improve their food security through gardening. It encourages a healthier eating style that so many of our clients could benefit from.*

*The Corvallis Environmental Center and its SAGE program are fundamental to the well-being of our food bank clients. Even though we are a once-a-month service, two summers ago (when SAGE expanded) we started offering produce to folks on a weekly basis. This has helped the households who take advantage of it in a big way. I think it has helped put more nutrition into these folks' diets than anything else we have tried.*

*Sincerely,*

*Judy Hecht*

## Furniture Share - BEDS for KIDS

A Hispanic family moved from Massachusetts to Corvallis. When this family first entered our program they were on TANF. They have no family here and absolutely no furniture. When they received an apartment they were sleeping and eating on the floor. The services that were provided to this family in need were two beds and linens completed with head and footboards, two dressers with mirrors, nightstands, couch, loveseat, T V s tand, T V, f loor l amp, r ocking c hair, k itchen t able an d c hairs. B y providing t his s ervice Furniture Share was able to give this family the opportunity to make this house a home and to start over and take pride and improve their self-esteem. Based on a scale from 0-10 this family self- esteem went from a 1 to a 10. The family's health also improved with the parent suffering less from sore pains and the child getting more sleep which helped with attention and productivity during school.

## Furniture Share - Furniture for Individuals in Crisis

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

## Jackson Street Youth Shelter, Inc.-Emergency Shelter

This is a story about a male youth, 17 years of age (when he entered shelter, now 18). We will refer to him as CJ. CJ appeared on our on our porch with a concerned community family. JSYSI was informed that CJ was kicked out of his house and they were not able to house him due to legal laws, regarding housing runaway youth. Due to CJ being 17, JSYSI was able to do an intake without legal guardians being present. CJ explained that he had gone to a party for a friend's birthday but was supposed to be home. When his friend's parents returned him to his home he was greeted with his stuff packed up in garbage bags on his porch. CJ's mother was apparently hostile and told him she was done and he was no longer welcome home.

When CJ checked into shelter he was enrolled and attending school. CJ was/is a fairly good student and has great goals to graduate from high school and go to college. CJ was entered into case management and has individual goal meetings twice a week. CJ turned 18 while in shelter and was giving a time line of 60 days to live independently or find alternative safe housing. CJ is working hard with his case manager. CJ continues to do well in school and work towards graduation. CJ obtain job outings and enrolled in a shelter job skills class. CJ opened a bank account and began saving his money earned from tutoring. CJ and JSYSI completed applications and found funding for him to obtain his birth certificate, social security card, Oregon ID, and food handler's certification. CJ is communicating with his biological father through email to mend their relationship and set up a "plan b" for housing. CJ and his case manager completed the Oregon Health Plan application for health insurance and also completed the food stamps application to turn in once out of shelter. CJ and his case manager pursued legal connections and discovered that CJ could be obtaining child support from both his parents as an income and CJ is completing that paperwork. CJ has been researching college applications and begun to fill out ones he is eligible for. CJ also struggles with communication and has engaged one on one with his case manager and job skills coach to run through mock interviews and conversations to improve his response time and conversations in general.

Recently, JSYSI met with the family that originally brought CJ to shelter. It was determined that this family would like to take in CJ and have committed to housing him through high school, supporting him to graduate, helping him get into college, and helping him to obtain an apartment once in college. CJ will continue to work with JSYSI in case management to gain employment.

## Jackson Street Youth Shelter, Inc. -Transitional

This is a story about a female youth, 15 years of age. We will refer to her as KB. This was not KB's first stay at the Jackson Street Youth Shelter, Inc. (JSYSI) emergency shelter program. KB had accessed our services in the past; this time around KB's situation had spiraled out of control. KB lives in a more rural area of the community with her grandmother, her grandmother's partner, her older sister, and her two younger siblings. Both of KB's biological parents are in and out of prison and abuse drugs and alcohol, since KB was born she has never really lived with or been cared for by her biological parents. KB's biological mother does live nearby and KB often skips school or "runs away" to visit her and use (drugs)

with her. Less than a year ago KB was kicked out of school due to lack of attendance and consistent defiance towards school staff. KB and her family are engaged in the county's wrap around service program and they were able to get her into a local drug and alcohol treatment facility for help. KB is also on probation for various drug and assault charges. KB is really good at "knowing the system" and knows what she needs to do to either succeed or fail, KB usually picks the "to fail" option. This time around she used her knowledge of "knowing the system" to get herself kicked out of drug and alcohol treatment, KB made the decision to flash male employees at the facility. KB was released to go home with very little services in place. It was clear that her grandmother and other family members were not going to have control over her and KB intended to do what she wanted, when she wanted. KB engaged in further drug abuse, using more intense white drugs and falling further away from being successful. JSYSI was contacted and a wrap around meeting was held to form a plan around keeping KB safe. It was determined that KB would check into shelter and the probation department would work on another treatment facility.

KB entered shelter with drugs in her system, not enrolled in school, and very little ideas about goals she could work towards (other than continuing to use and live on the streets with her biological mother). JSYSI worked with her "home" school who agreed to supply school work packets for KB to work on for high school credit, JSYSI set up a tutor and a "home school" schedule for KB to be productive in shelter. While in shelter KB was given a bed, food, and necessary clothing and hygiene products. JSYSI attempted to provide KB with clothing that actually fit her and covered her body to help her work on the aspect of self respect. While in shelter care KB was given the opportunity to "sober up" and come down from all of the drugs and alcohol she had recently put into her system, this was able to happen. KB was provided with supervised phone time to work on relationships with her family. KB and her grandmother were able to talk through some issues and disrespect, as well as, spend Christmas together at the shelter. JSYSI and KB's probation officer worked together to complete referrals and other paperwork for drug and alcohol treatment. Due to KB's recent violation at a local drug and alcohol treatment facility several other treatment facilities were reluctant to accept KB into services. KB was in emergency shelter for 14 nights, KB transitioned to a lock down drug and alcohol facility in Eastern, Oregon where she continues to remain and be successful.

## Old Mill Center for Children and Families-ChildSafe

Hannah is a 12-year-old girl who experienced sexual abuse perpetrated by a family member. When Hannah first joined the group, she avoided speaking about her emotions and actively sought or created distractions. She also had some difficulty staying within the boundaries set for group, and needed reminders about those boundaries. Over time, Hannah has learned to identify and label her feelings (including sad, angry, excited, happy, and lonely) and talk about them with others in group. Furthermore, she has been able to make statements such as "I want to say something, but I am not sure whether it will hurt someone's feelings." In this way, Hannah is displaying a new level of self-regulation in being able to control her impulses and process possible outcomes before making an informed decision. Other group members have joined in helping her process through these decisions.

## Parent Enhancement Program

When SL first enrolled in the program she was a sophomore in HS and 3 months pregnant. She was living at home and pretty unsure of being a mom. Once she had her daughter she dropped out of school. She attempted to go to LBCC, CSC and the alternative school to finish up her schooling. After 2 years of not being able to finish school due to childcare issues (no family that could watch the baby, no way to pay for care, etc.) she finished up her GED at Parent Enhancement Program while volunteers watched her child. She has since completed a CNA program at a local nursing home, then completed the CNA II

program from the Hospital and is working full time at Good Samaritan Hospital, in Corvallis. She is no longer receiving state support, has full family benefits for her and her daughter, lives in a duplex in Corvallis, and bought herself a new and reliable car. She has attended multiple parent-child interactive classes through Parent Enhancement Program, participated in our volunteer program for safety items, participated in numerous home visits focusing on development of her baby, safety in the home, and general support as a young mother. SL has become a spokes person for our program at various presentations and often accompanies staff to high schools to discuss her story and the road blocks she has had to overcome.

## Vina-Clothing & Household

During the recent flood we had two families whose homes were damaged. We were able to supply them with bedding for their temporary housing and replace clothing lost. We helped with the clean up assisting them with the cost of going to the dump. They are now living back in their home.

## Vina-FISH

This family of four needed assistance with rent. The father works as a floor checker at HP. He missed four or five days of work due to illness. He does not have “sick leave” and therefore their income was greatly reduced. The mother is disabled and unable to work. They needed $190.00 to prevent eviction. We were able to help them and they remain in their home.

**ADMINISTRATIVE SERVICES COMMITTEE**
**MINUTES**
**February 22, 2012**

Present
Councilor Joel Hirsch, Chair
Councilor Biff Traber
Councilor Mark O'Brien

Staff
Jim Patterson, City Manager
Mary Steckel, Interim Public Works Director
Linda Lovett, Sustainability Supervisor
Kris De Jong, Acting Public Works Admin. Divn' Mgr
Carla Holzworth, City Manager's Office

Visitors
Bruce Harmon, Corvallis citizen
Louise Marquering, Corvallis citizen
Debra Higbee-Sudyka, Marys Peak Group - Sierra Club
Greg Peden, Gallatin Public Relations representing Hilex Poly
Marcy Eastham, Corvallis Chamber of Commerce

## SUMMARY OF DISCUSSION

| Agenda Item | Information Only | Held for Further Review | Recommendations |
|---|---|---|---|
| I. Single-Use Plastic Bag Reduction | * | | |
| II. Other Business | * | | |

Chair Hirsch called the meeting to order at 4:00 p.m.

## CONTENT OF DISCUSSION

I. Single-Use Plastic Bag Reduction (Attachment)

Staff distributed emails to Councilors from two constituents (Attachments A and B).

Ms. Lovett reviewed the staff report, noting the scope does not include plastic bags for restaurant take out food. A matrix of the pros and cons associated with each of the three options named in the staff report is available from a new *Addressing Single-Use Plastic Bags in Corvallis* page on the City's website at www.ci.corvallis.or.us/plasticbags. Ms. Lovett said the pros and cons were identified at the stakeholder meeting and staff will further research each of them.

Ms. Lovett said the Chamber of Commerce, Downtown Corvallis Association (DCA), and the Corvallis Independent Business Alliance (CIBA) have shared information with their members. While some feedback has been received, responses thus far have not reflected concerns about implementation costs. Ms. Lovett said staff will further research such costs.

Ms. Lovett said the stakeholder group discussed surveying retailers and consumers. Stakeholders with experience surveying other communities have offered to assist with the effort. Ms. Lovett noted the addition of surveys could impact the time line.

The thickness of bags to be targeted is another issue being discussed by the stakeholder group. Joe Gilliam from the Northwest Grocers Association is expected to attend the next meeting, so staff hopes to gain more information at that time. Ms. Lovett shared three plastic bags of varying thicknesses to provide a better understanding of the limit currently identified in the scope.

She noted the new web page went live on February 17; staff will update the page as the process develops and new information becomes available. Additional outreach has included a press release and an entry in the Gazette-Times' FYI section.

In response to Councilor Traber's inquiry, Ms. Lovett said she has been identifying and contacting retailers who are not part of a local business organization like the DCA or CIBA. Many in this gap are the larger chain stores and telephoning them seems to be the most effective way of reaching the appropriate person. Ms. Lovett noted that some retailers who provided feedback did not want to be named or quoted out of backlash concerns. Councilor Traber commented that staff has made a diligent effort to include as many stakeholders as possible.

Councilor O'Brien said he is interested in pursuing Option 3 Voluntary Education and he requested adding reducing the impact of plastic bags through recycling improvements as one the potential goals. Ms. Lovett said staff carefully reviewed the wording of the Council goal and concluded recycling did not meet the goal of reducing plastic bag use, so it has not been discussed in past meetings. She offered to include the topic in future discussions. Ms. Steckel said staff requests the Committee and Council's buy in before changing the scope; Councilor O'Brien agreed.

In response to Councilor O'Brien's question about the type of outreach conducted, Ms. Lovett said the Executive Directors of the Chamber, CIBA, and DCA contacted their members. She noted comments were received from the DCA and they will be added to the new web page.

Councilor O'Brien said in his experience, the City generally tries to first obtain voluntary compliance and he is concerned about the resources needed for enforcement. Ms. Lovett said staff has not yet found any models for voluntary compliance and the meeting time was up before the matter could be further discussed. Ms. Lovett noted there are enforcement issues associated with all options. Councilor O'Brien re-emphasized his support for voluntary education and improved recycling for plastic bags.

Chair Hirsch said Option 3 should be included in whatever the Council decides because educating the public about recycling is important. Regarding enforcement, Chair Hirsch noted there are many examples where laws exist, but enforcement is on a complaint basis, such as dogs off leash. Chair Hirsch said he wants elected officials to lead and make decisions that are in the best interest of the community.

Councilor Traber said he supports the request to expand Option 3 to include recycling. He noted the proposed ban only deals with a subset of plastics, so it is important to consider reducing the impact of other plastics in the future. Councilor Traber said he also wants to understand the effectiveness of recycling thus far. He said having such information available to round out the picture will be useful as Council makes decisions. Regarding enforcement, Councilor Traber said understanding the range of options relative to their costs is important.

Chair Hirsch complimented staff for being inclusive and for their efforts thus far.

Councilor O'Brien said he is in favor of using a survey to determine the level of support for a bag ban. In response to Ms. Steckel's inquiry about whether the time line should be extended to accommodate a survey, Chair Hirsch said he thinks it is worthwhile to solicit public opinion, even if it means a delay. Councilor O'Brien said he does not want to make a rash decision and he supports taking the time to conduct a survey of citizens that is well thought out. Councilor Traber said he thought he heard staff say the stakeholder meetings should continue as planned while staff investigate the mechanics of a survey. Ms. Steckel agreed that Councilor Traber's understanding is correct. In response to Ms. Lovett's inquiry, the Committee agreed a retailer survey and a citizen survey is appropriate. Councilor O'Brien noted the citizen survey could be conducted at little or no cost by using the City's Web site.

Bruce Harmon, Corvallis resident, read from prepared testimony and provided copies of research materials (Attachment C). He expressed concern about a survey that is being circulated (Attachment D) and a form letter that was sent to Mayor Manning encouraging a bag ban (Attachment E). Mr. Harmon said based on the minutes of the last stakeholder meeting, he understood the DCA and Chamber of Commerce would be made aware in advance of any survey that was being distributed. Ms. Higbee-Sudyka indicated she is the originator of the survey and the letter. Mr. Harmon said he is attending today as a Corvallis citizen, but he is also serving as a proxy for the DCA, as Executive Director Joan Wessell was not able to attend. Mr. Harmon said he does not support and ban and consumers should have the freedom to choose for themselves. In response to Councilor O'Brien's inquiry, Mr. Harmon confirmed he would like to be added to the stakeholder group contact list. In response to Councilor Traber's inquiry, Mr. Harmon opined the DCA's position is similar to his. Councilor O'Brien said he spoke to Ms. Wessell and he understood her opposition is as an individual, and that is not necessarily the position of the DCA as a whole.

Louise Marquering, Corvallis resident, said she supports a plastic bag ban. She is concerned about the matter being buried in Committee and any surveys should be conducted concurrently with the established time line. Ms. Marquering urged the Committee to report back to the Council in May as originally planned.

Debra Higbee-Sudyka, Marys Peak Group-Sierra Club, read from a prepared statement (Attachment F), provided research materials (Attachment G), and signatures from local businesses who support a plastic bag ban (Attachment H). In response to Councilor Traber's inquiry, Ms. Higbee-Sudyka said the businesses she spoke to were primarily in the downtown area. Councilor O'Brien observed the ordinance proposed by the Marys Peak Group-Sierra Club would ban compostable bags. He noted that would impact a local company that manufactures such bags. Ms. Higbee-Sudyka said Allied Waste does not have the ability to sort out the different types of plastic bags, so there is potential to contaminate the recycling stream. After some discussion, staff agreed to provide future clarification about the difference between compostable and biodegradable bags.

Greg Peden from Gallatin Public Relations said he is representing Hilex Poly and the Progressive Bag Alliance. He said he would provide staff with additional materials to share with the Committee (Attachment I). He noted that it is not desirable for plastic bags to break down because doing so releases greenhouse gasses. Mr. Peden showed a plastic grocery bag from a Corvallis Safeway store, noting the bag is made from natural gas and is made in the United States. He then showed a reusable bag, noting it is made from oil and is made in China. Mr. Peden recommended a representative from Oregon State University's College of Oceanic and Atmospheric Sciences be asked to participate in the stakeholder group to provide a perspective on plastic bag litter. He noted they recently completed a study that concluded the size of the plastic debris patch in the ocean is not nearly as large as it has been portrayed to be. Mr. Peden said stores are not obligated to offer plastic bags to their customers and they are free to charge for paper if they so choose. He opined that retailers would rather have elected officials institute a ban so they can point to the City when customers object. He said stores and recyclers sell their excess plastic bags to Hilex and other businesses. Mr. Peden noted Bulk Handling Systems in Eugene has developed a new vacuum based screening technology that pulls plastic bags from the recycling stream. He said there has not been a mass market to encourage plastic bag recycling, there are many issues to consider, and a lot of information is available. In response to Councilor Traber's inquiry, Mr. Peden estimated 30% to 40% of bags produced by his employer are received back for recycling and there are about 30,000 recycling points throughout the country. Councilor Traber said he saw a 2010 report from the Environmental Protection Agency that cites 4.3% rates nationwide, so he would like to understand the differences.

Councilor Traber noted Corvallis has been on the leading edge of recycling, especially with regard to food waste. He said a cost effective way is needed to remove bags so they are not caught in machinery. In response to Councilor Traber's inquiry, Mr. Peden said the Bulk Handling Systems product went on the market last year and it is being used in commercial operations. Mr. Peeden acknowledged the added expense to recyclers like Allied Waste. He added that most organizations will not change their processes unless market conditions are favorable or government mandates force the change. Mr. Peden also expressed interest in being included in the stakeholder group.

Marcy Eastham, Corvallis Chamber of Commerce, commended City staff for their efforts. She said the Chamber is only gathering information; they have not taken a position for or against a plastic bag ban. Ms. Eastham said it is important to emphasize the proposed ordinance is not necessarily the only one that could be considered. She said no matter the outcome, the Chamber consistently advocates for a reasonable business regulatory environment that allows local merchants, especially small businesses, to operate as effectively as possible.

Mr. Patterson noted the importance of finding out what the community really wants. If the City is taking the lead, a comprehensive survey formulated and coordinated by staff is needed. Mr. Patterson observed that some may have concerns about the credibility of external surveys and data collection activities to date. He noted that slowing the time line is a worthy trade off to ensure good public process, it is important to get it right, and the City should be consistent how it approaches all of its processes.

Chair Hirsch agreed it is crucial to understand what the public wants and he supports gathering more input, but he wants to minimize any delays. Councilor Traber said he supports gathering information to get a good sense of what the broader community wants and the City should act with a sense of urgency, but not recklessness. Mr. Patterson suggested staff could start gathering proposed questions from stakeholders for review so a neutral survey can be created; the Committee agreed.

In response to Ms. Steckel's inquiry, the Committee agreed there should be a survey of retailers, a separate survey of residents, and the surveys do not need to be reviewed by the Committee, but they would like to receive an email copy before it is distributed.

In response to Councilor O'Brien's inquiry, Ms. Steckel said Allied Waste has been invited to stakeholder meetings to share information about plastic bag recycling. She added that the proposed ordinance includes compostable bags because there is no easy way to differentiate them from biodegradable bags unless they are clearly marked.

Following the meeting, staff provided feedback gathered by the DCA (Attachment J).

The item is for information only.

II. Other Business

The meeting adjourned at 4:20 pm.

The next regular Administrative Services Committee meeting is scheduled for 4:00 pm, Wednesday, March 7, 2012 in the Madison Avenue Meeting Room.

Respectfully submitted,

Joel Hirsch, Chair

# MEMORANDUM

TO: Administrative Services Committee

FROM: Mary Steckel, Interim Public Works Director

DATE: February 9, 2012

SUBJECT: Process Update for Addressing Single-use Plastic Bags

## ISSUE

The Administrative Services Committee requested a report of work to date on the process to reduce the use of single-use plastic checkout bags.

## DISCUSSION

### Initial Work Session

On January 10, City staff facilitated the first in a series of meetings to identify options to reduce the use of single-use plastic bags in Corvallis. Participants included parties involved in drafting the ordinance presented at the November 7 Council meeting—Debra Higbee-Sudyka of the Sierra Club and Joe Gilliam of the Northwest Grocers Association—as well as Marcy Eastham of the Corvallis Chamber of Commerce. The meeting resulted in agreement on the scope of the reduction (i.e., which plastic bags would be targeted), common definitions for key words (see Attachment A), and three options to explore more thoroughly in subsequent work sessions:

- Scope: Reduce from all retail locations single-use plastic (natural and synthetic) carryout bags that are provided at point of sale and that are less than 2.25 millimeters thick.
- Options:
  1. Ban on plastic bags with a pass-through fee on paper bags. The fee would stay with the retailer to offset the cost of shifting to paper. The pass-through fee would not be required for businesses with fewer than 25 employees.
  2. Pass-through fee on plastic and paper bags. Retailers and consumers would still have the choice of paper or plastic. The fee would stay with the retailer, but would not be required for businesses with fewer than 25 employees.
  3. Voluntary education of and by retailers about the plastic problem to encourage use of reusable bags. Details of this option, such as who would lead the effort, were not fleshed out.

The group also discussed improving recycling options for plastic bags. Because recycling does not meet the Council goal of reducing the use of plastic bags, it was not pursued but may be considered as a complementary program to one of the above options.

### February 1, 2012 Stakeholder Meeting

Attendees included representatives from the Northwest Grocery Association (NWGA), Corvallis Chamber of Commerce (Chamber), Corvallis Independent Business Alliance (CIBA), the Downtown Corvallis Association (DCA), Environment Oregon, Oregon Surfrider Foundation, and the Sierra Club. See Attachment B for a description of staff's outreach efforts before the meeting and Attachment C for a complete list of attendees.

Staff started the meeting by reviewing the scope and options agreed upon at the January 10 meeting, as well as reviewing some definitions fleshed out based on that discussion. The bulk of the meeting was then spent developing the options by refining the language, discussing pros and cons, and identifying additional questions. The group did not suggest any additional options.

It became clear early in the meeting that, while many people have opinions about plastic bags, the impact a ban or fee would have on Corvallis retailers–especially small ones–was unknown. The limited feedback received from the business community to date ranged from strong support for a ban to opposition to any legislation in principle and concern that customers might boycott stores that

raised issues about a ban. In addition, there appeared to be significant variation among businesses regarding the types of bags used.

Therefore, key questions that emerged from the meeting include:

- How to gather more information from the retailers? Meeting participants agreed that a survey would be useful, and the representatives from Environment Oregon volunteered to draft one. However, introducing a survey could delay the timeline established for the plastic bag process. Staff proposes the process continue in parallel with the possible survey.
- How much would it cost retailers to implement Option 1 or 2?.
- What thickness of bags should be targeted? The original scope named bags less than 2.25 millimeters thick because they are not considered reusable, but it is difficult to identify whether a bag meets that criteria. This creates an enforcement problem.
- How to define small business? The working definition is one with less than 25 employees, but how is this determined–by headcount or FTE; total payroll or average over a year?
- If small businesses are excluded from some requirements, what percentage of the total business community would be affected? Would this be an enforcement problem?
- What would the fee be for paper and plastic bags if Option 1 or 2 is chosen?
- How would a ban or fee be enforced? The meeting did not get into this question in depth because the main purpose was to solicit information on impact from the retail community.

Staff also is concerned that the retail establishments that would likely be most affected by possible City legislation have not participated in the meetings to date. Despite the outreach conducted by the City, no individual retailers came to the February 1 meeting.

NEXT STEPS

To increase outreach, staff is creating a page on the City's Web site to provide background on the plastic bag issue, meeting minutes, compiled feedback (e.g., Council email) and other information as it arises, such as the business survey. Staff plans to have the page live by February 17 and will issue a press release to direct businesses and the public to it.

For the next stakeholder meeting scheduled for February 29, staff will seek participation from a broader spectrum of retailers so they can react to the proposed options, help develop comprehensive pros and cons, and come to a common understanding of the definitions included in the scope and options being discussed.

Council provides input on the actions taken to date and direction on what other information would be germane to its making a decision on the plastic bag issue.

Review and concur:

James A. Patterson, City Manager

Attachment A: Working Definitions

Plastic: Any of a group of synthetic or natural organic materials that may be shaped when soft and then hardened (generally heated, then cooled).

Retail establishment: Any store or vendor–except those where the primary business is the preparation or food or drink–located within or doing business within the geographical limits of the City of Corvallis that sells or offers for sale goods at retail.

Carryout / checkout bag: Any bag that is provided by a retail establishment at the point of sale to a customer for use to transport or carry away purchases from the retail establishment. This definition does not include:

- Bags used by customers inside the retail establishment to:
  - Package bulk items, such as fruit, vegetables, nuts, grains, candy or small hardware items;
  - Contain or wrap frozen foods, meat, fish, whether packaged or not;
  - Contain or wrap flowers, potted plants, or other items where dampness may be a problem;
  - Contain unwrapped prepared foods or bakery goods.
- Pharmacy prescription bags.
- Newspaper bags, door-hanger bags, laundry dry cleaning bags, or bags sold in packages containing multiple bags intended for use as garbage, pet waste, or yard waste bags.
- Product bags.
- Reusable bags.

Reusable bag: A bag with handles that is specifically designed and manufactured for multiple reuse and is made of:

- Cloth or other machine-washable fabric; or
- Durable plastic that is at least 2.25 millimeters thick.

Attachment B: Outreach Efforts for Stakeholder Meetings

Per the timeline that staff developed for the plastic bag process, participants in the February 1 meeting were to include stakeholders who would be directly affected by the effort to reduce the use of plastic bags (e.g., retail businesses) and external organizations with expertise on the subject. Staff conferred with leaders of the Northwest Grocery Association (NWGA), Corvallis Chamber of Commerce (Chamber), Corvallis Independent Business Alliance (CIBA), and Downtown Corvallis Association (DCA), all of whom agreed to represent their member businesses at upcoming meetings. Joe Gilliam of NWGA volunteered to contact food retailers that are not members of NWGA or Corvallis retail networks. In addition, staff contacted the Oregon Neighborhood Store Association, which represents the convenience retail industry. Executive Director Richard Kosesan agreed to be the information channel for Corvallis convenience stores.

Staff then reviewed the memberships of the above organizations to determine which Corvallis retailers were not represented and would need to be contacted by City staff, as opposed to being informed by membership organizations. A list was developed and letters were sent inviting those retailers to attend one or both of the February stakeholder meetings.

External organizations with expertise on the subject included the Oregon Surfrider Foundation, which assisted with the draft ordinance that was presented to the Council in November; Environment Oregon, which does research and advocacy on the plastic bag issue; and the Audubon Society of Corvallis. In addition, staff contacted Tim Shestek, Director of State Affairs for the American Chemistry Council (ACC). Mr. Shestek responded that the ACC no longer represents bag makers on these types of issues and forwarded the invitation to Mark Daniels, an executive at South Carolina-based plastic bag manufacturer Hilex-Poly.

Because the scope agreed upon in the January 10 meeting included natural as well as synthetic plastic bags, staff invited Chris Vitello of EcNow Tech, a local company that has developed a compostable bag. To address questions about composting and recycling, staff invited Allied Waste.

The following individuals were invited to the February 1 stakeholder meeting:

| | |
|---|---|
| Mark Daniels | Hilex-Poly |
| Marcy Eastham | Corvallis Chamber of Commerce |
| John Gaylord | Audubon Society of Corvallis |
| Joe Gilliam | Northwest Grocery Association |
| Debra Higbee-Sudyka | Mary's Peak Sierra Club |
| Julie Jackson | Allied Waste |
| Richard Kosesan | Oregon Neighborhood Store Association |
| Kate Lindburg | Corvallis Independent Business Alliance |
| Dave Mathews | Environment Oregon |
| Charlie Plybon | Oregon Surfrider Foundation |
| Chris Vitello | EcNow Tech |
| Joan Wessell | Downtown Corvallis Association |

The following retail businesses, which are not represented by NWGA, CIBA, DCA, or the Chamber, also were sent letters of invitation:

| | |
|---|---|
| AutoZone | Maurices |
| Bed, Bath & Beyond | Michael's Arts & Crafts |
| Creative Crafts & Frame Shop | Office Max |
| Dollar Tree - Circle Blvd | Petco |
| Dollar Tree - Philomath Blvd | Ross Dress for Less |
| Fashion Bug | T. J. Maxx |
| Jo-Ann Fabric and Craft | Trumps Hobbies |
| Kmart | Tuesday Morning |
| Knecht's Auto Parts | |

Attachment C: Attendance at February 1, 2012 Stakeholder Meeting

| | |
|---|---|
| Marcy Eastham | Corvallis Chamber of Commerce |
| Joe Gilliam | Northwest Grocery Association |
| Debra Higbee-Sudyka | Mary's Peak Sierra Club |
| Sarah Higginbotham | Environment Oregon |
| Rebecca Landis | Farmers' Market |
| Kate Lindburg | Corvallis Independent Business Alliance |
| Louise Marquering | citizen |
| Dave Mathews | Environment Oregon |
| Charlie Plybon | Oregon Surfrider Foundation |
| Marge Stevens | citizen (Master Recycler) |
| Joan Wessell | Downtown Corvallis Association |
| Hugh White | citizen |

City Staff

| | |
|---|---|
| Mary Steckel | Interim Public Works Director |
| Kris DeJong | Interim Administrative Division Manager |
| Linda Lovett | Sustainability Supervisor |
| Adam Steele | Franchise Utilities Specialist |
| Scott Dybvad | Sustainability Program Specialist |

**Louie, Kathy** Attachment A

**To:** joel hirsch
**Subject:** RE: plastics

Kathy,
If it is not too late for ASC today, please include the below email from Craig Cirello of Cirello's Pizza.
Sorry I forgot to forward this earlier.
Joel

> Date: Fri, 20 Jan 2012 12:34:00 -0800
> From: craig@
> To: joelhirsch
> Subject: Re: plastics
>
> Joel, Here's my 2 cents. Since there are 2 sides to the coin. My vote
> is to eliminate plastics. Corvallis/ Benton County leans toward
> 'green'. Eliminating plastic bags fits the image well. The sides of
> the coin can be debated until the cows come home. Choosing what appears
> to be the green side fits the communities M. O. So my vote goes to be
> the green side. This stems from Corvallis being progressive and merges
> well with the direction a lot of caring folks in town are working
> toward. I understand there are a lot of folks who wouldn't like it and
> would be disgusted with the choice. But I feel the shoe fits us in this
> decision.
>
> All that said.....good luck with your decision. I know you put a
> lot of educated thought into such matters. Whatever you decide I'll
> respect your choice. Cirello

**Louie, Kathy** Attachment B

**To:** Ward 8
**Subject:** RE: <web>Plastic bag ban...

FYI for the record.
Biff

----- Forwarded Message -----
From: orstater@
To: ward8@council.ci.corvallis.or.us
Sent: Wednesday, February 22, 2012 2:36:04 PM
Subject: <web>Plastic bag ban...

This is an inquiry e-mail via Contact Us form:
Richard
prefer phone contact: no

As a longtime citizen of Corvallis, graduate of Oregon State University, and working citizen of Corvallis, I'm asking that the city keep it's business to running the city and NOT regulating what we as citizen's use to carry out groceries home in or with. I am tired of different cities regulating whether we use paper, cloth, or plastic bags it really isn't any of your business or concern! I personally like using and REUSING and REUSING, and REUSING, the plastic bags I get from the grocery store. They hold up better going from the store to my car then to my house without falling apart during the process. I DO NOT believe it's city or national governments responsibility to regulate my decision of using a plastic bag or not! Get OUT of our daily lives and do the job that we as citizens elected you to do!

Attachment C (c1)

**Banning Plastic bags is based on unfortunate premises and has serious unintended consequences with negligible environmental benefit.**

Submitted by Bruce Harmon, Corvallis Oregon 541-754-7613

I am here as a concerned resident of this community. My business is consulting to various railroad and airline companies. I am also representing the Downtown Corvallis Association as a proxy, since Joan Wessell is unable to attend today.

My late mother, when she was in her 80s and 90sand quite frail, found she could carry her groceries more easily when with plastic bags rather than paper sacks because they are the right size, didn't tear, and the handles made them safer and easier for carrying groceries. She liked them and said they were a "godsend" for her. I listened to my mother. She would say now, "This idea of a ban goes too far."

My wife and I also shop in grocery stores that provide plastic bags. We find them extremely convenient and see fundamental flaws in the idea of any ban of plastic bags.

I became concerned with what appears to be an emotional and poorly informed decision that could be made in Corvallis about the availability of plastic bags, an important innovation that makes peoples lives better.

So I did some basic research. One place I looked is the American Progressive Bag Alliance. I also called other experts on this issue in Washington DC. I also looked at several videos from proponents of banning these bags. I would suggest that the members of this committee look into this as I did.

A. Here are some factual results of research by different organizations.

1. Plastic bags are not "single use" — 90% of Americans reuse their plastic bags.
2. They are cheap, very useful and made in the United States.
3. Plastic grocery bags are polyethylene, most are made from 75% natural gas and 25% recycled bags.
4. Plastic grocery bags make up less than 0.5% of the solid waste stream
5. Much is already being done about plastic bags. They are 100% recyclable; one company, Hilex Poly, has 30,000 recycling points in the U.S.
6. Nationwide, 14.7% of bags and wraps were recycled in 2010 – that's 971 million lbs, up 60% from 2005. That recycling rate is increasing every day.
7. It takes 91% less energy to recycle a pound of plastic than to recycle a pound of paper.
8. For every 7 trucks needed to deliver paper bags, only 1 truck is needed for plastic bags.
9. 100% of plastic bags can be made into a multitude of useful new products: such as building products, fencing, decking, pipe, playground equipment and new bags.
10. **Multi-use grocery "Tote" bags also carry lots of things that can make us sick, including dangerous eColi, other bacteria, and lead.**
11. For example, half of randomly sampled tote bags were found to have toxins, such as lead and bacteria, above safe levels by 300%.
12. Tote bags are usually polypropylene, not made in US, but made overseas from oil.

13. Storing tote bags in the trunk of your car helps bacteria grow rapidly.
14. These "multi-use" tote bags also go to the landfill and are not easily recycled.
15. Plastic film and bags protect our food from external contaminants such as germs and harmful bacteria, and keep food fresh.

B. Most importantly: This is about consumer freedom — Please do not take away, tax or otherwise diminish this amazingly useful, nearly sterile item that actually makes our lives easier and safer.

**It is not the role of government to deprive people of their choices or to reduce their use of anything such as safe, clean and useful plastic bags.** Corvallis is full of very intelligent and well-educated people. Let them decide how they want to shop, not the city council.

C. And finally, plastic bags do not cause litter, people do. Plastic bags make up a miniscule portion of discarded debris. Banning them or any other disposable item in Corvallis would have virtually zero effect on the environment. So we should try to educate the public about recycling plastic bags and other disposable materials, just as everyone has been doing at an increasing rate for years.

C2

# Could a plastic bag ban stop people from being trashy?

CORPUS CHRISTI — Littering the landscape with plastic shopping bags is indeed a problem. The proposed solution — banning them — doesn't address the problem at its source, which is the people doing the littering. A bag ban only removes bags from their arsenal, much like a ban on so-called "assault" rifles can change the cosmetics of a law-abiding gun owner's home arsenal.

For an inanimate object, the plastic bag, like the assault rifle, has attained quite a reputation for villainy. Truth is, its penchant for premeditated environmental depredation is overblown. Lift an empty one to appreciate the tininess of its footprint compared to a paper bag or a Prius. The green reputation of those two products overlooks their manufacture, which does much heavier environmental damage than the manufacture of plastic bags.

Improperly discarded plastic bags make an unsightly spectacle of the landscape, which more easily camouflages other litter such as plastic drink bottles, plastic foam cups and cigarette butts that fly easily out of car and truck windows. The bags' environmental impact is smaller than their visual statement. Also, we tend to remember our outrage at the sight of those bags caught in trees and brush more readily than we remember how useful they are when used properly.

The ones that come back from the grocery store make it safely into the house, where they are reused as budget trash can liners, lunch bags and pet poop picker uppers. In the home environment the bags usually are disposed of safely in a trash can or — better — the recyclables bin. We have no idea how many bags can be wadded and stuffed into one bag for storage or recycling. We just know it's a lot.

Plastic bags from a convenience store or fast food restaurant are much more likely to end up as litter, which is no reason to ban convenience stores or fast food restaurants.

Plastic bags make a minuscule dent in landfill space and, according to a 2009 Wall Street Journal article, were found to be only a tiny fraction of the street litter in San Francisco, less pervasive than chewing gum and cigarette butts.

The heavily touted alternatives, paper bags and reusable shopping bags, pose their own problems. Paper bags are more costly and less environmental to manufacture, and aren't as strong as plastic — especially when wet. A joint study by the University of Arizona and Loma Linda University in California found that reusable grocery bags tended to harbor dangerous germs and that most users weren't aware that the bags needed to be washed to prevent this problem.

That doesn't negate the reusable bags as a solution. Preventing the germ problem by washing the bags is easy enough.

The local Surfrider Foundation promoted reusable bags at the Jan. 31 City Council meeting, also urging a plastic bag ban. The council is scheduled to discuss a ban at its Feb. 21 meeting.

While we share the sentiment that inspired the call for a ban, bags don't litter, people do. But since the bags, unlike guns, have no Second Amendment protection, maybe we'll find out whether a bag ban will solve Corpus Christi's trashy people problem.

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C3

# Plastic Bag Bans 'Present Hidden Environmental, Economic Costs'

February 7, 2012

Plastic bag bans incur hidden economic and environmental costs that are "virtually ignored," according to conservative think tank the National Center for Policy Analysis.

More than two dozen cities – including Seattle and San Francisco – have enacted bans or imposed fees for using such bags, but anecdotal evidence suggests that curbs on plastic bags has affected commerce in the cities where such laws have been enacted, according to a column by NCPA senior fellow H. Sterling Burnett on Waste & Recycling news' web site.

In the current economic conditions the use of plastic bags could save U.S. jobs, according to Burnett. China is the world's largest manufacturer of reusable bags, while nearly all plastic bags are made on American soil. Bag bans could then be "handing China control of yet another industry" while threatening U.S. jobs, according to Burnett.

Evidence also suggests that, without appropriate care, reusable bags can be a breeding ground for bacteria.

Burnett also argues that plastic bags – regularly referred to as "single-use" – are rarely used just one time. Bags are regularly used as trash bags, lunch bags and for picking up pet waste, Burnett says. If easy access to plastic bags is curbed it will only lead to increased sales of trash bags and baggies, he argues.

However, according to Plastics Today, there is likely to be an increase in bans and curbs on bag use in 2012 – San Francisco is currently looking to extend its partial ban on single use bags. According to a piece on the Science 2.0 web site, while outright bans may not be a perfect solution, they do offer a "useful way to begin reducing waste pollution."

**Environmental Leader**
Environmental Management & Energy News

C4

# Austin bag ban pushed with faulty numbers; author of cited report says it did not address plastic bags, 'a minute portion of the waste stream'

Wednesday, Jan 11, 2012, 05:26PM CST**By Mark Lisheron**

City of Austin officials wildly inflated the volume of plastic bags in Austin's litter stream and the cost to dispose of them, based on a misreading of a key report cited by the officials, one of the authors of the report told Texas Watchdog this afternoon.

It was unclear how the error, an extrapolation more than three-and-a-half times larger than it should have been, will affect a proposed ordinance that would make offering disposable shopping bags of plastic or paper a misdemeanor in Austin beginning in January of 2013.

The city's Solid Waste Advisory Commission is expected to consider the ordinance at 6:30 p.m. tonight in Austin's City Hall. Should an ordinance be approved, the City Council is expected to vote on it sometime in March.

As of 4 p.m. Bob Gedert, director of Austin Resource Recovery, was unable to respond to Texas Watchdog's questions about the calculation he used in the report upon which the disposable bag ban is based. He was, however, expected to address them at the commission meeting, his spokeswoman, Lauren Hammond, said.

The reason Gedert could not make an estimate of plastic bag volume or cost in Austin based on the report he cited was the figure for plastic bag volume in the U.S. was not in the report, Steven Stein, an environmental scientist and co-author of the 2009 study of litter in the U.S., told Texas Watchdog.

The Keep America Beautiful litter study listed the top 10 sources of visible litter on American roadways. Cigarette butts were responsible for 36.3 percent of the litter. Plastic bags, at .6 percent did not make the top 10 list or the study, Stein said.

"We had, like, 60 categories, and we weren't going to include them all," Stein said. "Because plastic bags made up such a minute portion of the waste stream we didn't include it."

In his report to the City Council in January of 2011, Gedert cites Stein's study and uses a 2.2 percent figure, which corresponds to a type of litter Stein called Other Plastic Film. This category refers to agricultural plastic like the sheeting wrapped around big round bales of hay.

"That's the only place I can think of where he might have gotten the 2.2 percent," Stein said.

On Tuesday, Stein sent an e-mail letter to Gedert pointing out the error.

"You have overstated the amount and cost impact of plastic bags by about 366 percent," Stein wrote. "Additionally, since retail plastic bags only constitute a portion of the study's plastic bag category (dry cleaner bags and trash bags are also in this category), even 0.6 percent for retail plastic bags is an overstatement."

"Specifically, page three of your memo indicates that plastic bags constitute 2.2 percent of litter. The 2009 National Litter Study found that plastic bags of all types comprise only 0.6 percent of litter. Percentages for categories that constituted minute portions of roadside litter, such as plastic bags, were not addressed in the 2009 National Litter Study."

"Thus, the wrong data point was used in this memo's analysis. The mix-up may stem from Figure 3-3 (Top 10 Aggregate Litter Items, All U.S. Roadways) on page 3-3 of the KAB 2009 National Litter Study. That table lists "Other Plastic Film" as 2.2% of all litter. Note that this category specifically excluded plastic bags."

Stein said he has so far not heard from Gedert, before or after his letter.

"Regardless of this position you take on this issue, what is of consequence is that you dig deep enough to make sure you have the correct data to base your assumptions on," Stein said. "I think it was an honest mistake that I would have been happy to point out to him. But I think the public in Austin ought to know about it."

***

*Contact Mark Lisheron at 512-299-2318 or mark@texaswatchdog.org or on Twitter at @marktxwatchdog.*

C5

# Plastic Bag Bans Hurt Shoppers, Retailers and Workers

Posted on January 19, 2012

By H. Sterling Burnett, Ph.D._January 19, 2012, Exclusive for JunkScience.com

A small but increasing number of cities are in a frenzy to ban plastic shopping bags. More than two dozen cities nationwide have either banned plastic grocery bags (and in some cases, paper bags) entirely, or have imposed a fee for using them in order to encourage the use of reusable bags. However, such policies have hidden costs few seem to recognize.

Anecdotal evidence indicates that cities with bag bans have lost commerce, while surrounding cities and neighborhoods benefit as shoppers choose to go elsewhere.

This is consumer choice – most people prefer the plastic bag option for their convenience, flexibility, strength and other obvious reasons.

Many consumers use plastic bags at home. They can be used to line bathroom trash bins, collect Fido's waste and Kitty's cat litter, to securely seal the baby's soiled diapers, and more. I use them to carry donation items, transport dry cleaning and for storage in my garage and attic. Without them, we will likely buy more trash bags and baggies to compensate._As to recycling, it is increasing. Bag bans will reduce the motivation for those recycling efforts.

The reusable bags that are being pushed as an alternative to paper or plastic in locales across the nation have other, rarely considered, drawbacks. On the economic front, China is the leading manufacturer of reusable bags, while plastic bags are made in the U.S. with the industry employing thousands of workers. Thus, cities banning plastic bags are helping China take over one more industry while putting American workers in the unemployment line.

There are also health concerns associated with reusable bags and these problems are already making people sick. When used to carry meats, poultry or fish, blood and other fluids can soak into the reusable bags. If not cleaned regularly and stored properly, bacteria – including e-coli — can take up residence and mold can form. Continued use can contaminate the users own food and even the food of others as the contaminated reusable bags come into contact with the grocery conveyor belt. It's true that reusable bags can be washed, but doing so shortens their useful life considerably.

Sadly, much of the push to ban plastic retail bags is based on false or misreported data.

Ban proponents claim that plastic bags are rarely used more than once and that they make up a large portion of landfill content litter on roadways. In Austin, the city council seems to be particularly influenced by a presentation from Bob Gedert, director of city department Austin Resource Recovery, in which he stated that plastic bags comprise 2.2 percent of the city's litter. Gedert cited a study whose lead author was Steven Stein as the source for his claim.

However, Stein's study never said that. In fact Gedert exaggerates the percentage of plastic bag litter by 366 percent. What Stein's actually found was that plastic bag litter comprised only 0.6 percent of litter volume, not the 2.2 percent claimed by Gedert. Stein asked Gedert to make a correction. Even the 0.6 percent figure is high since it includes other types of plastic waste, such as industrial wrapping, dry cleaner and trash bags. Indeed, the national 2009 Keep America Beautiful study does not even include plastic bags in its top ten sources of litter.

Bad data makes bad policy. In this case, the evidence shows that plastic bags are a miniscule waste problem and that every city that bans plastic bags costs its shoppers, businesses, the city government and workers across the nation with little or no benefit for the environment or economy.

*H. Sterling Burnett, Ph.D. is a senior fellow with the National Center for Policy Analysis, a non-partisan, non-profit research institute with offices in Dallas, Texas and Washington, D.C.*

C6

# The Irish Bag Tax: Early Case Study Exposes Misguided Policy

In March 2002, the Republic of Ireland instituted a tax on plastic bags tax in which retailers charged their customers 15 Euro cents (about 17 U.S. cents) for every shopping bag purchased. Now four years later, the Irish bag tax, which was supposedly passed in an effort to curb litter, has actually proved to be a disaster on several fronts. Unfortunately, it was hailed by environmentalists and others and quickly spawned the consideration of similar legislation by governments in Australia, Bangladesh, South Africa, and the United States. Scotland is currently considering a tax on retail plastic bags, but the Scottish Parliament's environmental committee rejected the idea as unworkable in October 2006. A full parliamentary decision on the policy is anticipated by 2007.

The four-year experience of Ireland's bag tax has shown that the policy is not only worse for the environment, but causes other social problems as well:

- Where customers have been driven to use paper bags, it is now common for double or triple-bagging to take place to overcome the inferior strength of paper compared with plastic. This means, at least twice the numbers of paper bags are being used than plastic bags had been used. This leads to huge increases in the number of shipments and truckloads needed to transport paper bags.
- There is also clear evidence in Ireland of a switch to paper bag substitutes which consume eight times the raw material, three times the energy, create twice the levels of air pollution, waste fifty times as much process water, have six times the weight and ten times the volume.
- The Irish bag tax has caused a switch to heavier, bulkier alternatives which will degrade or decompose to produce greenhouse gases.
- There is no evidence offered (unsurprisingly given the fact that plastic carrier bags are less than 1% of litter) that litter has reduced in the Republic of Ireland since the introduction of a plastic bag tax.
- The Irish bag tax actually has invited more shoplifting to occur. Because plastic bags are normally only offered and used during or after payment has been received, it provides the most effective visual evidence of payment for goods. In Ireland, where customers were driven to bring their own shopping bags into stores, this has made the theft of goods from the shelf far easier as well as costing every small grocery shop in Ireland an average of 5,400 Euros per annum in stolen and/or abandoned wire baskets and trolleys (metal containers).
- These metal containers have far greater environmental impacts during production, shipment, eventual disposal, etc. and are a far greater visual problem when abandoned into the local environment than plastic bags.
- Research shows that since the bag tax was introduced in Ireland, there has been little significant reduction (if at all) in the tonnage of plastic bags of all types used in that country.

Experience in the Republic of Ireland indicates that the usage of plastic carrier bags has declined by in excess of 90% - but the residual funds (est. 10 million Euros) generated by the remaining 10% of those prepared to pay for carrier bags is estimated to be far less than the cost borne by the authorities in administering the program and is certainly less than the increased cost of theft to retailers as stated by RGDATA (Irish Grocers' Association) and in other published reports.

Encourage plastic recycling – in combined recycling pickup each week.

C7

*From the Progressive Bag Alliance and my own research*

# TOP 10 MYTHS ABOUT PLASTIC GROCERY BAGS

**Paper grocery bags are a better environmental choice than plastic bags.**
Plastic bags are 100% recyclable and for all environmental impacts related to air emissions, water emissions and solid waste – those of paper bags are significantly greater than that of plastic grocery bags:

- Plastic bags use 40% less energy to produce and generate 80% less solid waste than paper.
- Paper bags generate 70% more emissions, and 50 times more water pollutants than plastic bags.
- Even paper bags made from 100% recycled fiber use more fossil fuels than plastic bags.

**Plastic bags are the largest component of landfills and the primary component of litter.**
The item most frequently encountered in landfills is paper—on average, it accounts for more than 40% of a landfill's contents. Cigarette butts, chewing gum, and candy wrappers account for about 95% of all litter in the English-speaking world. Education, as well as responsible use and disposal of all materials and products, is the key to reducing litter.

**Plastic grocery bags take 1,000 years to decompose in landfills.**
Virtually nothing – not paper, food, plastic or even compostable or biodegradable products – decompose in today's landfills, because they are actually designed to be as stable and dry as possible. Research by William Rathje, who runs the Garbage Project, has shown that when excavated from a landfill, newspapers from the 1960s can be intact and readable.

**Plastic bags feed America's addiction to oil.**
Although they are usually made from natural gas, some are made from oil. Plastic bags are extraordinarily energy-efficient to manufacture.

**Compostable bags can degrade in backyard composts.**
In order to breakdown, compostable bags must be sent to an industrial composting facility, not backyard piles or municipal composting centers. There are few of these facilities in the U.S. and where these facilities are not available, compostable bags will sit in landfills because they can't be recycled.

**For people who live near water, paper bags are the environmentally friendly choice to protect marine wildlife.**
Since paper bag production has more negative environmental impacts related to air emissions, water emissions and solid waste than plastic grocery bags, they're not a solution. Recycling and proper disposal of all products would make sure that any threat to the environment, including wildlife, would be reduced.

**Low recycling rates for plastic bags prove recycling them doesn't work.**
Recycling does work. The problem is not everyone knows that plastic grocery bags are 100% recyclable and not everyone has access to plastic bag recycling in their community.

**Recycling plastic bags is too expensive.**
The price of not recycling them is high. Recycling can help save resources and minimize the amount of waste going to landfills. Also, recycling helps reduce litter, as bags are contained and stored. Its worth noting that it takes 91% less energy to recycle a pound of plastic than it takes to recycle a pound of paper.

**There's no demand for recycled plastic.**
Today there is a growing market for recycled plastic that didn't exist 15 years ago. It's also cheaper now to use recycled plastic than to obtain new materials. Recycled plastic grocery and shopping bags are currently being made into new consumer products such as clean new plastic shopping bags, outdoor decking, playground equipment, pipe and many other products.

**There is a Texas-sized garbage patch in the ocean.**
The National Oceanic and Atmospheric Administration (NOAA) has examined and identified garbage in the oceans. There is no garbage patch in ocean the size of Texas. The amount of plastic is difficult to measure or predict and cannot be seen by satellite.

*Bruce Harmon, Corvallis, Oregon*

# Single-use Checkout Plastic Bag Survey Attachment D

The following questions will help us understand the needs of small businesses in Corvallis regarding single-use plastic checkout bags. The results of this survey will be submitted to the Corvallis City Council.

| | Question | Yes | No | Further Information? |
|---|---|---|---|---|
| 1. | Does your business use single-use plastic checkout bags? | | | |
| 2. | Are you aware that plastic bags that are minimum plastic thickness of 2.25 mils are not included in the ban?<br>Note: the ordinance also exempts other single-use bags, such as newspaper bags, bags used to take out food from restaurants, pharmacy and produce bags. | | | |
| 3. | Do you support the 5-cent pass through cost to incentivize the switch to reusable bags, and to help retailers defray their costs?<br>Note: Fred Meyer found that when plastic checkout bags are gone, shoppers overwhelmingly turn to paper; hence the problem switches from one disposable bag to another. | | | |
| 4. | Did you know that the Corvallis Ordinance stipulates that the 5-cent fee be recorded on sales receipts, similar to all other transactions? | | | |
| 5. | Did you know that the Ordinance excludes single-use *compostable* checkout bags?<br>Note: Not all compostable bags are the same, some only compost at high temperatures and some have a percentage of plastic in them. Some also do not break up in ocean water, and continue to pose problems to fish and wildlife. Single use bags of all types are best replaced by reusable bags. | | | |
| 6. | Did you know that Portland has already banned single-use checkout bags and that Eugene, Lake Oswego and Newport are working on it?<br>Note: Portland's ban covers only large stores. It pertains to retail stores with gross annual sales of $2,000,000 ($2 million), or more..." and "Has over 10,000 square feet of retail space that generates sales and has a pharmacy." It also does not include #3 and #5 above. | | | |
| 7. | Did you know that the Ordinance stipulates that the paper bag: (1) contains no old growth fiber; (2) is 100% recyclable and contains a minimum of 40% postconsumer recycled content; (3) displays the words "Reusable" and "Recyclable" in a highly visible manner on the outside of the bag; and (4) is capable of composting consistent with the ASTM Standard. | | | |
| 8. | Did you know that hundreds of countries (China, Bangladesh, Spain, France); 200 U.S. cities (San Francisco, Seattle) and counties (LA County) have banned or put significant fees on plastic checkout bags? | | | |
| 9. | Did you know that single-use plastic bags are the most prevalent consumer item in the world?<br>Note: Single-use checkout bags are an item of convenience, and cutting back on them would make an appreciable difference to the negative effect plastic causes to our oceans and environment. | | | |
| 10 | Did you know that plastic bags are the most problematic and costly material at Recycling Centers?<br>Note: Plastic bags and other film are recyclable at various locations (Allied Waste, First Alternative Co-op and most grocery stores), but must only be recycled in this source- separated manner. | | | |

# PROPOSED PLASTIC BAG ORDINANCE for CORVALLIS

## ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF CORVALLIS ENCOURAGING REUSABLE BAGS AND PROHIBITING THE USE OF SINGLE-USE PLASTIC CARRYOUT BAGS

**Section 1. Findings.**

WHEREAS the city of Corvallis has a duty to protect the natural environment, the economy, and the health of its citizens;

WHEREAS The Corvallis City Council's Community Sustainability Policy includes the goals of using resources efficiently reducing demand for natural resources (such as energy, land, and water) as a first alternative to expanding supply and preventing additional pollution through planned, proactive measures, rather than only corrective action, focusing on solutions rather than symptoms;

WHEREAS The Corvallis City Council has previously expressed support for the Community Sustainability Action Plan, which includes encouraging reusable food bags and restricting plastic bags;

WHEREAS The expansive use of plastic shopping bags and their typical disposal creates an impediment to the city's goals;

WHEREAS Single-use plastic shopping bags are difficult to recycle and frequently contaminate material that is collected through Corvallis' recycling and composting programs. The City recognizes that reusable bags are the best alternative to Single-use plastic shopping bags. Recycled content paper checkout bags are also an alternative, as they are a high value recyclable collected in the City's curbside recycling program and are made in paper mills located in the region. While papermaking has environmental impacts, paper bags that are made with 40 percent or more recycled fiber provide a positive alternative to plastic bags;

WHEREAS Plastic shopping bags create significant litter problems in neighborhoods, on Oregon's beaches, and in sewer systems;

WHEREAS Plastic shopping bags have significant environmental impacts each year; whereas reusable bags are the best option to reduce waste and litter, protect wildlife, and conserve resources;

WHEREAS Governments in several countries and cities in the U.S. have banned or taken action to discourage the use of plastic bags, including Portland, Oregon;

WHEREAS The City has determined that a minimum cost pass-through of $0.05 per Recycled Paper Bag would cover the reasonable cost to a store of providing the paper

(B) contain or wrap frozen foods, meat, fish, whether packaged or not;
(C) contain or wrap flowers, potted plants, or other items where dampness may be a problem;
(D) contain unwrapped prepared foods or bakery goods; or
(E) Pharmacy prescription bags;

(2) Newspaper bags, door-hanger bags, laundry-dry cleaning bags, or bags sold in packages containing multiple bags intended for use as garbage, pet waste, or yard waste bags.

(3) Product Bags.

(c) "City Sponsored Event" means any event organized or sponsored by the City of Corvallis or any Department of the City of Corvallis.

(d) "Customer" means any person obtaining goods from a Retail Establishment or a Vendor.

(e) "Food Provider" means any person in the City of Corvallis that provides prepared food for public consumption on or off its premises and includes, without limitation, any store, shop, sales outlet, restaurant, Grocery Store, delicatessen, or catering truck or vehicle.

(f) "Grocery Store" means any Retail Establishment that sells groceries, fresh, packaged, canned, dry, prepared or frozen food or beverage products and similar items and includes supermarkets, convenience stores, and gasoline stations.

(g) "Pharmacy" means a retail use where the profession of pharmacy by a pharmacist licensed by the State of Oregon in accordance with the Business and Professions Code is practiced and where prescription medications are offered for sale.

(h) "Product Bag" means any bag provided to a Customer for use within a Retail Establishment to assist in the collection or transport of products to the point of sale within the Retail Establishment. A Product Bag is not a Carryout Bag.

(i) "Recyclable Paper Bag" means a paper bag that meets all of the following requirements: (1) contains no old growth fiber; (2) is 100% recyclable and contains a minimum of 40% postconsumer recycled content; (3) displays the words "Reusable" and "Recyclable" in a highly visible manner on the outside of the bag; and (4) is capable of composting consistent with the timeline and specifications of the ASTM Standard as defined in this section.

(j) "Retail Establishment" means any store or Vendor located within or doing business within the geographical limits of the City of Corvallis that sells or offers for sale goods at retail.

(k) "Reusable Bag" means a bag made of cloth or other fabric with handles that is specifically designed and manufactured for long term multiple reuse and meets all of the following requirements:

(1) has a minimum lifetime of 125 uses, which for purposes of this subsection, means the capability of carrying a minimum of 22 pounds 125 times over a distance of at least 175 feet;
(2) is machine washable; and
(3) if plastic, has a minimum plastic thickness of 2.25 mils.

(l) "Vendor" means any store, shop, restaurant, sales outlet or other commercial establishment located within or doing business within the geographical limits of the City of Corvallis, which provides perishable or nonperishable goods for sale to the public. A Vendor is a Retail Establishment.

(m) "Single-Use Plastic Carryout Bag" means any plastic Carryout Bag made available by a Retail Establishment to a Customer at the point of sale. It does not include Reusable Bags, Recycled Paper Bags, or Product Bags.

demonstrate continued undue hardship if it wishes to have the exemption extended. Extensions may only be granted for intervals not to exceed one year.
(f) An exemption request shall include all information necessary for the Mayor to make his or her decision, including but not limited to documentation showing the factual support for the claimed exemption. The Mayor may require the applicant to provide additional information to permit the Mayor to determine whether the facts support another exemption request.
(g) The Mayor may approve the exemption request, in whole or in part, with or without conditions.
(h) Exemption decisions are effective immediately, are final and are not appealable.
(i) The City Council may by resolution establish a fee for exemption requests. The fee shall be sufficient to cover the costs or processing the exemption request.
(j) Notwithstanding the requirements contained in Sections 4 and 5: Vendors at farmers' markets may distribute Recycled Paper Bags and other non-prohibited carryout devices without charge but are not required to provide or offer carryout devices.

**Section 7 Remedies.**
(a) The Mayor is authorized to establish regulations and to take any and all actions reasonable and necessary to obtain compliance with this Chapter, including, but not limited to, inspecting any retail establishment's premises to verify compliance.
(b) Any person violating this Chapter shall be punishable by a fine equal to the cost of enforcement. For the purposes of this section, "cost of enforcement" shall mean the number of hours expended by City personnel in investigating and prosecuting the violation, rounded up to the nearest tenth of an hour, multiplied by $75 per hour.
(c) The City Attorney may also seek legal, injunctive, or other equitable relief to enforce this Chapter.
(d) Administrative enforcement of this ordinance shall proceed pursuant to Corvallis Municipal Code with the fines to be graduated for repeat violations in amounts set forth by City Council resolution.
(e) Each violation of this Chapter shall be considered a separate offense.
(f) The remedies and penalties provided in this section are cumulative and not exclusive, and nothing in this Chapter shall preclude any person from pursuing any other remedies provided by law.
(g) Notwithstanding any other provision of this Ordinance, commencing on the date the Ordinance becomes effective, this Ordinance may be enforced through any remedy as provided for in this Section. This Ordinance shall be enforced one year from the date of its enactment.
(h) All fines collected pursuant to this Section shall be deposited into the City's general fund; provided, however that the City may designate up to one-half of the fines collected to be spent by the City on community outreach and educational programs which focus on sustainable practices and/or policies.

**Section 8.** The City shall establish a website containing information on this Ordinance. The website must include the following information:
(a) Who is affected by the Ordinance;
(b) What the Ordinance requires;
(c) How the Ordinance is implemented and enforced;
(d) When the Ordinance becomes effective and enforceable;

January 2012

Attachment E

Mayor Julie Manning and Corvallis City Council
501 SW Madison Ave. PO Box 1083
Corvallis, OR 97339-1083

RE: Corvallis Ordinance: "Encourage Reusable Bags and Ban Single-Use Plastic Carryout Bags"

We, the undersigned business in Corvallis support and urge the Corvallis City Council to pass an Ordinance that promotes the use of reusable bags, bans plastic checkout bags and requires retailers to charge for paper checkout bags. Such a policy is needed to reduce waste and encourage people to shop with reusable bags.

Single-use plastic bags represent one of the greatest environmental catastrophes of our generation. Around 100 billion petroleum-based plastic checkout bags are used each year in the United States, requiring an estimated 12 million barrels of oil each year. Sadly, less than 5% of these bags are recycled each year and cities, counties, and non-profit organizations must pay millions of dollars each year to clean up plastic litter.

Further, it is estimated that 60–80% of all debris in the ocean is plastic. Plastics take hundreds of years to break down at sea and most types never truly biodegrade. As a result, marine animals often get entangled in the debris or mistake it for food.

Many other cities, such as Portland and Seattle, and countries throughout the world have taken similar action to eliminate plastic checkout bags and promote the use of reusable bags. It is now time for Oregon to demonstrate similar leadership in support of a sustainable future for all people and our natural environment.

Sincerely,

Name (CEO or owner):

Business:

Address:

Attachment F

To: Administrative Services Committee

From: Marys Peak Group – Sierra Club

Date: February 22, 2012

RE: Plastic Bag Ordinance

I appreciate this process of gathering information so that we can write an ordinance that is a win-win for businesses, the environment, and our community. To that end, the Marys Peak Group – Sierra Club has been involved in a business outreach program, where we have contacted 96 businesses in the downtown Corvallis area. From that effort, I am submitting signatures of support from 50 businesses. I've received positive feedback from most of the businesses. This confirms that local businesses understand the importance of reducing single-use plastic waste for the safety of our community and environment. In the business outreach process, we spoke to managers and owners, and gave them information and answered questions. A good percentage of them were not aware of the ordinance, and this outreach served as a good way to introduce them to it and gather information.

The outreach was a great way to learn first-hand that we have a vibrant downtown, with businesses that work hard to serve their customers and their community. We learned that change is happening synergistically from both ends – the customer and the business. Many businesses report that they are already cutting back on plastic bags because their customers are asking for paper, refusing plastic, or leaving with their purchases in hand. And many downtown businesses have taken the initiative to ban plastic bags (i.e. Big River Restaurant, Cyclotopia, Sibling Rivalry, Golden Crane). The First Alternative Co-op was the first to ban them in 2006. They give their patrons a reward in the form of a bean if they bring their reusable bag. To date, the Co-op has given $38,972 to local non-profits, and saved 779,439 bags! A small clothing store downtown (Resolve) has a similar system, and since they opened 3 months ago, they've given out 1,250 beans for patrons not using plastic bags. These examples show substantial savings and they reveal the possibilities awaiting Corvallis, and the environment, if we as a community commit to this small but important change.

Some of the feedback from businesses point out important issues to solve. For example, some stated they will not charge the fee and want to have that option. Conversely, the 5-cent fee works for others. For example, the Co-op has already implemented a five-cent fee for paper bags on July 2009. They report this has significantly cut down on the number of paper bags they have to order, because they have experienced that "people will do almost anything to avoid that charge." The Co-op's experience

supports the studies that show that a 5-cent fee is enough to change behavior.[1] If we want to cut back on plastic bags, changing people's habits is crucial, and a small reminder of 5-cents is sufficient.

For some select small businesses, banning plastic will be problematic given that they have a smaller profit margin than larger stores, and some are reluctant to charge a 5-cent fee to defray their costs, either because they do not want to upset their customers, or because paper bags cost more for them than larger stores. A way to address this issue was suggested by CIBA. Kate Lindburg suggested that CIBA could buy paper bags in bulk, which would allow the smaller businesses that rely on plastic bags, to defray their costs. Another solution is for a business to ask for an exemption. Other small business owners order a large number of plastic bags, so for them a fee would defray costs. A book store owner told us that he orders 20,000 plastic bags at a time. Many use few plastic bags, so it won't affect them as much. Therefore businesses are affected differently, depending on the type of business and size. To solve these issues is important. However, to address them by exempting all small businesses from banning plastic bags would be problematic (see "Why a Plastic Bag Ban?"). As the paper "Why a Plastic Bag Ban?" points outs, banning plastic bags is important because it increases the use of reusable bags, reduces ocean pollution and liter, promotes the use of sustainable alternatives, and saves taxpayer dollars.

We would also like to address the issue of option #3, "Voluntary education program" because it is what we're doing now. Many people are voluntarily cutting back on plastic and bringing in reusable bags. People are more aware of the issue in this community and have cut back on plastic. In addition, the voluntary option delays solving the issue and is not a solution. Many cities[2] begin with a voluntary phase. However, they perform poorly and eventually move to a more serious action. In the case of San Francisco's voluntary program, two problems were presented: stores did not comply, and they could not verify bag-use data. Without a store's buy in, and verifiable bag usage data, any progress toward a goal was not possible. Studies indicate that voluntary, or recycling efforts, do not rise much above 10 percent.[3] Therefore this option does not meet the Council's and the ordinance's objective of cutting back on single-use checkout bags.

By studying the successes and failures of small businesses in Corvallis and the legislative experiences in other cities, we may avoid potential pitfalls and perhaps create an valuable ordinance that will be a model for other communities.

Sincerely,

Debra Higbee-Sudyka
Vice Chair
Marys Peak Group – Sierra Club

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[1] "New Study Indicates DC's Bag Fee Very Effective in Changing Behavior," http://www.sustainableplastics.org/files/documents/AFF%20litter_opinion_survey%20Press%20Release%20022311%20FINAL.pdf

[2] "List of Plastic Bag Laws," http://www.campaignforrecycling.org/our_issues/plastic/plastic_bags/current_laws

[3] See attached "Plastic Bags – the Recycling Challenge."

Attachment G
G1

# Why a Plastic Bag *Ban*?

*Banning single-use plastic checkout bags is the most effective and smart policy for reducing impacts on our environment and community. A ban increases the use of reusable bags, reduces ocean pollution and litter, promotes the use of sustainable alternatives, and saves taxpayer dollars.*


**Summary:**
- Our dependence on single-use plastic products has devastating effects on the environment. There is no reason something we use for a few minutes should last a few hundred years.
- Banning plastic bags best addresses the problems of single-use plastic bag waste, and most effectively moves consumers to sustainable alternatives.
- Of the bag bans in effect in the US, none have demonstrably hurt consumers or local business, but they have saved consumers, cities, and businesses the expenses incurred from dealing with these products.
- A Corvallis bag ban is the most effective way to address this problem locally and the best step towards a statewide ban in 2013.


## Bag waste is a serious problem than needs an effective solution.

- **Environmental disaster:** From the Great Pacific Garbage Patch and the thousands of marine animals who die each year, plastic bags are wreaking environmental havoc on our ocean systems.[1]
- **Not sustainable:** Plastic checkout bags are made from non-renewable sources. An estimated 100 billion checkout bags made from oil and natural gas are used each year in the United States.[2]
- **Costly nuisance:** Plastic bags jam recycling machinery. The Association of Oregon Recyclers found that even though Plastic Bag Film represents only 0.1% of incoming volumes, 20-30% of labor costs for MRF's in the Portland Metro Area are spent dealing with plastic film.[3]

## Banning bags is the most effective policy option.

- **Studies show:** The City of Palo Alto found that compared to public education campaigns, recycling efforts, and fees, bans most effectively reduce distribution of single-use bags and maximize conversion to reusable bags.[4]
- **Communities embrace bans:** Communities continue to opt for bans after voluntary education or recycling programs prove unsatisfactory: In 2012 San Francisco Board of Supervisors voted unanimously to expand 2007 bag ban to include all stores.[5]
- **Cleanest standards:** No alternative to a ban offers as cleanly measurable and enforceable standards. None so thoroughly reduce consumption of single-use plastic bags.

## Cities around the globe are choosing a ban as the most preferred policy solution.

- **In the US:** Nearly 40 communities (covered by 19 ordinances) in California have banned the bag, as well as communities in Hawaii, Colorado, Washington, Texas, and elsewhere. Portland passed a ban last year.[6]
- **Globally:** More than 80 national and local governments have taken action against plastic bag waste, including the nations of Italy, India, China, and France. Communities in Australia, Brazil, Canada, Egypt, Pakistan, and Wales have also passed reforms to reduce plastic bag waste.[7]

## Alternatives to a ban are not viable or effective solutions.

- **Rarely recycled:** According to the U.S. Environmental Protection Agency, less than 5 percent of all single-use checkout plastic bags are actually recycled. Oil and chemical industries promote plastic bag recycling as an alternative, but the industry rarely follows through in a meaningful way.
- **Recycling bags is difficult and dirty:** The costs of doing a curbside recycling program are prohibitive. If plastic bags are actually recycled, they most often are shipped to China or India, leaving a huge overall carbon footprint. Often, foreign countries follow less stringent environmental laws that permit cheap incineration and emit toxic chemicals.[8]

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[1] Mathews, "Oregon Takes Action: Efforts Across the Globe to Fight Ocean Pollution" 9/2011 Web. http://environmentoregoncenter.org/reports/orc/oregon-takes-action-efforts-across-globe-fight-ocean-pollution
[2] Clean Air Council, "Why Plastic Bag Fees Work." 5/2009
[3] Thomas, "Plastic Bags and the MRF" AOR Winter Forum 2010, Web. http://www.aorr.org/events/forum_2009_presentations/Chris%20Thomas%20-%20AOR%20Forum%202010%20Presentation.pdf accessed 2/15/12
[4] City of PaloAlto, "Plastic bag reduction/reusables enhancement objectives analysis" Attachment F, http://www.cityofpaloalto.org/civica/filebank/blobdload.asp?BlobID=13927, accessed 2/15/12
[5] Huffington Post, "San Francisco Plastic Bag Ban Expanded With Unanimous Vote By Board of Supervisors" 2/7/2012, http://www.huffingtonpost.com/2012/02/07/san-francisco-plastic-bag_n_1261327.html, accessed 2/15/12
[6] PlasticBagLaws.org; accessed 2/15/12 http://plasticbaglaws.org/legislation
[7] See footnote 1
[8] Town of Fairfax "Plastic Bag Reduction Ordinance", passed 9/4/2008, http://plasticbaglaws.org/wordpress/wp-content/uploads/2010/05/leg_CA_Fairfax-

- **Recycling doesn't reduce consumption:** Recycling rates can increase, but the number of plastic bags consumed can increase much faster. [see Figure 1]
- **Voluntary programs perform poorly:** In 2006, California established a program to require collection bins at grocery stores and promote recycling (AB 2449). Local communities seeking stronger measures since 2006 consistently cite lack of recycling as a reason to ban the bag.
- **Conversion technologies don't cut it:** Incinerating bags to generate electricity or converting bags to oil doesn't yield the same environmental benefits, address reduction in litter or increase use of sustainable alternatives.[9]
- **Only a ban gets at the root of the problem:** Recycling bags won't stop bags from blowing into the ocean, storm-drains, or parks, and it won't drive down consumption.

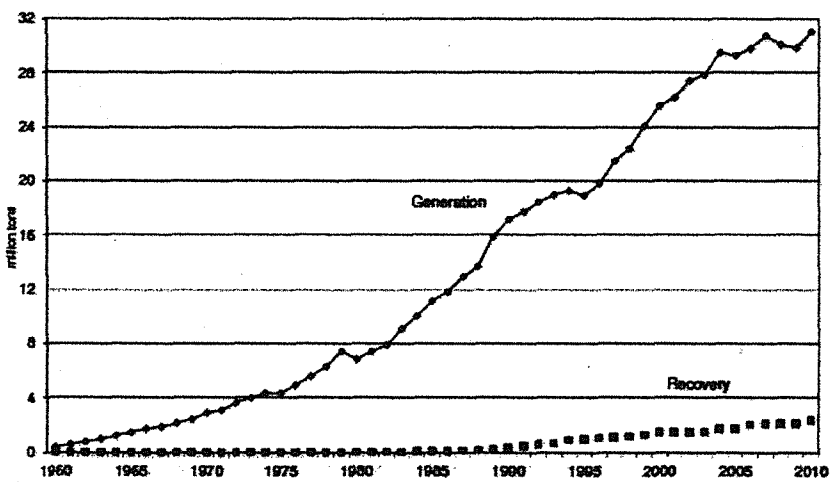
**Support for bans is greater than plastic companies would have you believe:**

- **Costs outweigh the convenience:** LA County staff studying this issue concluded "Although plastic carryout bags are inexpensive and have other useful qualities, they have a propensity to become litter, thus overshadowing these benefits".[10]
- **Consumers appreciate sustainable actions by local business:** When San Francisco considered expanding its ban it 2011, its economic impact report found that "the legislation will have a very slight *positive* impact on the [local] economy".[11]
- **Upheld in the court:** When Marin County's bag ban was challenged, the Superior Court of California ruled that "The ubiquitous thin white bag has moved squarely beyond eyesore into the realm of public nuisance, a symbol of waste and excess and the incremental destruction of nature".[12]
- **Follow the money:** Opposition efforts funded by mega-corporations Exxon Mobil and Dow Chemical, protect plastic bag profits. They spend millions drowning out the voices of thousands of citizens who support bans on plastic bags.[13]
- **Not made in Oregon:** Single-use checkout plastic bags are not manufactured in Oregon, but greener alternatives are. That means more jobs for Oregonians and less money for large oil corporations, and a cleaner local environment.

**A City of Corvallis ban will make a difference:**

- **Opportunity for leadership:** Local ordinances stand a better chance against special interest opposition. Corvallis has the chance to set an example for other communities, and lay the groundwork for a statewide solution in 2013.
- **Big Impact:**. Corvallis is known for its environmental standards nationwide, and has received numerous awards. Passing a ban here will have a greater impact on our environment than any other single community.
- **Strong Support:** Already, more than 50 businesses, and thousands of citizens in Corvallis support this effort. All we need is City action.

**Figure 1: Plastic generation and recover, 1960 to 2010 (U.S. EPA Office of Resource Conservation and Recovery, November 2011) [Measured in millions of tons]**




**Recycling is Insufficient**

Despite decades of educational programs and concentrated efforts to recycle plastic, national recovery rates have grown anemically over the last 50 years, and have actually dropped when compared to consumption.

**Recycling rates for plastic bags actually dropped between 2009 and 2010:** In 2009 the EPA stated that the recycling rate for plastic bags was 6.1%,[10] and in 2010 only 4.3% of bags produced were recycled.[11]

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[9] Barrows. "Briefing Paper: What are 'Conversion Technologies?'" Oregon State of Department of Environmental Quality. Web: http://www.deq.state.or.us/lq/pubs/docs/sw/2050vision/BriefingPaperConversionTechnologies.pdf

[10] "An Overview of Carryout Bags in Los Angeles County: A Staff Report to the Los Angeles County Board of Supervisors" Aug 2007. Accessed 2/15/12

[11] Egan and Fuchs, "Checkout Bag Charge, Economic Impact Report" Prepared for the City of San Francisco, Office of Economic Analysis, 9/30/2011, http://plasticbaglaws.org/wordpress/wp-content/uploads/2010/05/leg_SF_economic-report-PowerPoint.pdf. Accessed 2/15/12

[12] Superior Court of California, County of Marin, 9/13/11 accessed 2/15/12 http://www.cawrecycles.org/files/marincounty_tntvruling.pdf

[10] US EPA, Office of Solid Waste. Municipal Solid Waste in the United States; 2009 facts and Figures. December 2010

[11] US EPA, Office of Resource Conservation and Recovery. Municipal Solid Waste in the United States; Tables and Figures for 2010. November 2011

[13]

# REDUCING PLASTIC WASTE – Community Plastic Bag Bans
# Resources for Small Business

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Small businesses in Oregon, California, and Washington—and around the country—are signing on to support plastic bag bans by the hundreds, and reducing ocean pollution and litter in doing so. We can learn a lot about how bag bans are successfully implemented from communities that have already enacted bans. There are many resources and strategies already for ensuring the transition for small businesses and their customers is as least disruptive as possible, and a sustainable business decision they can applaud.

**Preparation & Implementation**

- **ADEQUATE TIME TO USE REMAINING SUPPLY OF PLASTIC:** In most cities, an agreed upon time before the ban takes effect allows businesses to use up their current stock of plastic bags.
- **PREPARING & REMINDING CUSTOMERS:** Posted signs in stores and parking lots about a soon-to-be implemented bag ban have helped prepare customers for the change. Signs help remind customers once the ban has taken effect are also helpful. City websites can make suggested signage available.
- **INFORMATIONAL CITY WEBPAGE:** Cities often make available resources for businesses, like Portland's www.bringyourbagpdx.com that featured suggests messaging for customers and window signs that could be downloaded and placed at the entrance of store. It also contains educational materials and an FAQ section.
- **EDUCATIONAL EVENTS & COMMUNITY SUPPORT:** Non-profit organizations have organized public education and outreach in many communities to support a smooth transition. Common events include distributing free bags at kick-off events and preceding the ban.
- **PROVIDING FOR VULNERABLE CITIZENS:** In Portland, low-income residents and seniors can obtain a free reusable bag from the city, and similar efforts have been in place from the non-profit and business community in cities around the country. Non-profits have often stepped up to the plate providing a supply of reusable bags for such efforts.

Portland's sample reminder signs for retailers.

**Reusable Bag Companies**

While this is not an exhaustive list of reusable bag manufacturers, it is a helpful starting point for businesses looking to carry reusable bags for customers to purchase. (List current as of September 27, 2011)

- Baggu — http://baggubag.com/#Shop
- Bag-It System — http://www.bagitsystem.com
- Bags on the Run — http://www.bagsontherun.com/
- The Better Bag — http://thebetterbag.com/purchase.html
- Bring Your Own Reusable Bag — http://www.byorb.com
- Bulletin Bag — http://www.bulletinbag.com/fold-up-bags/view-all-products.html
- Chico Bags — http://www.chicobag.com/
- Eco Bags — http://www.ecobags.com
- Eco Swag — http://ecoswag.com/
- Envirosax — http://www.envirosax.com/
- Enviro Tote, Inc. — http://www.enviro-tote.com
- Green Bag — http://greenbagco.com/
- Keep Cool — http://www.keepcoolusa.com/
- Leslie Jordan, Inc. — http://www.lesliejordan.com/index.html
- One Bag at a Time — http://www.onebagatatime.com/shop/bags.html/
- Planet Earth Bag — http://www.planetearthbag.com
- Project Green Bag — http://www.projectgreenbag.com/
- Reuseit — http://www.reuseit.com/store/reuseit-workhorse-original-bluesign-fabric-p-2391.html?

G3

# Recycling Cannot Solve Oregon's Plastic Bag Problem

**Less than 5 percent of plastic grocery checkout bags are recycled.** [1]

- According to the EPA, only 4.3 percent of all plastic grocery checkout bags in the US were recycled in 2010[2], down almost 2 percent from 6.1 percent the previous year[3].
- Plastic production has outpaced recycling for the past 50 years.[4]

**Plastic bags interfere with the operation of Oregon's recycling facilities.**

- When plastic bags pollute mixed recyclables, they get tangled in recyclers' machinery, causing plants to shut down.
- The Association of Oregon Recyclers found that even though Plastic Bag Film represents only 0.1% of incoming volumes, 20-30% of labor costs for MRF's in the Portland Metro Area are spent dealing with plastic film.[5]

**Voluntary recycling programs have proven insufficient to solve plastic bag pollution.**

- California attempted to reduce litter by requiring grocery companies to place recycling bins in front of their stores. However, the state has seen no noticeable change in litter or waste from plastic bags.[6]
- California's program has only managed to increase plastic bag recycling by 2 percent in 3 years. [7]
- Voluntary approaches like this are often supported by the plastic industry and tend to preempt local governments and prevent them from taking action to reduce litter and waste.[8]

**Plastic bags that do end up collected for recycling are mostly exported to China, where they cause environmental and health problems.**

- China accepts more than half of all reclaimed plastic bags for recycling and that number is rising. [9]
- Plastic bag recycling plants in China expose workers to toxic fumes, create a haze that hangs over villages, and pollute groundwater sources.[10]

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[1] US EPA, Office of Resource Conservation and Recover. Municipal Solid Waste in the United States; Tables and Figures for 2010. November 2011.
[2] See note 1
[3] US EPA, Office of Solid Waste. Municipal Solid Waste in the United States; 2009 facts and figures. December 2010.
[4] See note 1
[5] The Association of Oregon Recyclers found that even though Plastic Bag Film represents only 0.1% of incoming volumes, 20-30% of labor costs for MRF's in the Portland Metro Area are spent dealing with plastic film.
[6] CalRecycles, 2009. Available at: http://calrecycle.ca.gov/plastics/AtStore/AnnualRate/2009Rate.htm
[7] See note 5
[8] Mark Daniels, Vice President of Sustainability & Environmental Policy at Hilex Poly. "Seattle's plastic bag ban ignores reality." Crosscut, January 5th, 2012. Available at: http://crosscut.com/2012/01/05/environment/21760/Seattle-s-plastic-bag-ban-ignores-reality/
[9] Moore Recycling Associates, Inc. 2009 National Postconsumer Recycled Plastic Bag & Film Report. February, 2001.
[10] Want China Times. Meltdown: China's plastic recycling carries toxic toll. 7/6/11. Available at http://www.wantchinatimes.com/news-subclass-cnt.aspx?id=20110706000011&cid=1505&MainCatID=15

*This document adapted by Environment Oregon in part from "A Solution Not in the Bag: Why recycling cannot solve the Plastic Bag Problem in Washington," by Rob Krehbiel, Environment Washington Research & Policy Center,*

# List of Plastic Bag Laws

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## Alaska

**Bethel**: City officials voted in July 2009 to ban plastic bags and takeout containers. The ban went into effect in September 2010.

**Fairbanks**: In September 2009, Fairbanks adopted a 5 cent price requirement on plastic bags. This was rescinded one month later.

**Hooper Bay**: The plastic bag ban in Hooper Bay went into effect in August 2010.

## America Samoa

On February 23, 2011 a law went into effect; banning wholesale and retail establishments from directly or indirectly providing customers with plastic shopping bags. Biodegradable and compostable plastic bags are exempted as are bags used for certain products including raw meats, fresh produce and prepared meals in takeout containers

## Arizona

**Bisbee**: In December 2012, the City of Bisbee passed a voluntary six month reduction period for single-use bag distribution. After the six months, council can either extend the voluntary period, or mandate a 5 cent charge on plastic bags in large retail stores.

## California

**Alameda County and City, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City :** The Alameda County Waste Management Authority (StopWaste.org) adopted its ordinance banning plastic bags and placing a 10 cent price requirement on paper and reusable bags in January of 2012. It goes into effect on January 1, 2013 in unincorporated Alameda County as well as its 14 incorporated cities.

**Calabasas**: The Calabasas City Council unanimously adopted a plastic bag ban with a minimum ten cent price requirement on paper bags in February 2011.

**Fairfax**: Fairfax adopted its ban on plastic bags August 2007. After a legal challenge by the plastic industry, Fairfax voters overwhelmingly adopted a plastic bag ban by initiative in November 2008.

**Long Beach**: On May 17, 2011, the City of Long Beach passed a bag ordinance with a 5-0 vote. It banned single-use plastic bags and placed a 10 cent minimum price requirement on paper bags. The ordinance is effective in larger stores starting in August 2011, and will expand to others stores in 2012.

**Los Angeles County**: Los Angeles County banned plastic bags and placed a 10 cent minimum price requirement on recycled paper bags in November 2010. It is effective July 2011, and expands to other stores in January 2012.

**Malibu**: The Malibu City Council voted to ban plastic bags in May 2008.

**Manhattan Beach**: The Manhattan Beach City Council voted to ban plastic bags in July 2008. The CA Supreme Court overturned a legal challenge to the ordinance in July 2011.

**Marin County**: Marin County Board of Supervisors voted unanimously in favor of an ordinance banning single-use bags and a 5-cent fee on paper bags in January 2011, effective January 2012.

**Millbrae**: On February 14, 2012, the Millbrae City Council adopted a plastic bag ban with a 10 cent requirement on paper bags. The ordinance goes into effect on September 1, 2012 in all retail establishments, except for restaurants, non-profits, and dry-cleaners.

**Monterey**: The Monterey City Council unanimously passed an ordinance on December 6, 2011. The ordinance bans plastic bags and places an initial 10 cent minimum price requirement on paper bags for the first year (25 cents after).

**Palo Alto**: The Palo Alto City Council voted March 2009 to ban plastic bags at large supermarkets and announced their intention to consider expanding the ban to cover all retail stores as well as enacting a fee on paper bags.

**Pasadena**: In November of 2011, the Pasadena City Council unanimously adopted a plastic bag ban with a 10 cent minimum price requirement on paper bags. Effective July 1, 2012 for large stores and supermarkets and December 2012 for convenience stores.

**San Francisco**: San Francisco became the first city in the nation to adopt a ban on plastic shopping bags in April 2007. In February of 2012, the Board of Supervisors voted to expand the ordinance to more stores.

**San Jose**: San Jose City Council passed a ban on plastic bags in December 2010. It is effective January 2012. For the first two years, paper bags will be sold under this ordinance at 10 cents each; after two years the minimum price per paper bag is 25 cents each.

**Santa Clara County**: On April 26, 2011, the County Board of Supervisors voted in favor of a single-use bag ordinance. The ordinance bans single-use plastic bags and places a 15 cent minimum price requirement on single-use paper bags throughout unincorporated county areas. It is effective January 1, 2012.

**Santa Cruz County**: On September 13, 2011, the County Board of Supervisors voted unanimously in favor of a single-use bag ordinance. It bans single-use plastic bags and places a 10 cent minimum price requirement on single-use paper bags throughout unincorporated county areas. It is effective March 20, 2012.

**Santa Monica**: The Santa Monica City Council unanimously voted for a ban on single-use plastic bags and a cost pass-through requirement per recyclable paper bag in January 2011.

**Sunnyvale**: Sunnyvale passed a bag ordinance in December 2011. The ordinance bans single-use plastic bags and places a 10 cent minimum price requirement on paper bags which later increases to 25 cents. Starting June 20, 2012 it covers grocery and convenience stores and large retailers, expanding to cover all retailers by March 2013.

**San Luis Obispo County and City, Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach**: The San Luis Obispo County Integrated Waste Management Authority adopted a plastic bag ban with a 10 cent minimum price requirement on paper bags in January of 2012. It goes into effect on 9/1/12 in all seven incorporated cities as well as unincorporated areas of the county.

## Colorado

**Aspen**: The city of Aspen banned plastic bags and placed a 20 cent charge on paper bags in October 2011. It is effective in May 2012 in the city's two grocery stores.

**Basalt**: The city of Basalt passed an ordinance placing a 20 cent charge on both single-use plastic and paper bags in September 2011. Effective May 2012 in grocery stores.

**Carbondale**: The Carbondale Board of Trustees approved an ordinance in October 2011. Like Aspen's ordinance, it bans plastic bags and places a 20 cent charge on paper bags in grocery stores with 3,500 square feet or more. Effective May 2012.

**Telluride**: The town of Telluride, CO banned plastic bags in October 2010. The ban went into effect March 2011, with a 10 cent price requirement on paper bags.

## Connecticut

**Westport**: In September 2008, Westport became the first Connecticut city to ban plastic bags.

## District of Columbia

**Washington**: The District of Columbia Council voted June 2009 to require retailers to charge a $0.05 fee on all carryout bags.

## Hawaii

**Hawaii County**: The Big Island of Hawaii banned single-use plastic bags in January 2012.

**Kaui County**: Kaui banned plastic bags in October 2009. The ordinance became effective on January 11, 2011.

**Maui County**: Maui banned plastic bags in August 2008. The ordinance became effective on January 11, 2011.

## Maryland

**Montgomery County**: The County followed the example of the neighboring District of Columbia and passed a 5 cent minimum price requirement on single-use plastic and paper bags in May 2011. It is effective January 2012. Unlike the DC ordinance, this ordinance applies to all retailers.

## New York

**East Hampton**: In August 2011, the East Hampton Village Board approved a plastic bag ban. Effective February 2012.

**Rye**: In December 2011, the Rye City Council unanimously adopted a plastic bag ban at all retail stores. Effective May 7, 2012.

**Southampton**: In April 2011, the Southampton Village Board unanimously approved a ban on non-biodegradable bags for retailers, supermarkets and restaurants. Effective November 6, 2011.

## North Carolina

**Hyde, Currituck and Dare Counties**: The North Carolina Legislatures banned plastic in the Barrier Islands in June 2009. The ban was extended to all businesses in the three counties in 2010.

## Oregon

**Portland**: Portland became the first city to adopt a ban on plastic bags in July 2011, after the state legislature failed to pass a statewide ban. Effective October 15, 2011.

## Texas

**Brownsville**: The City of Brownsville became the first in its state to restrict plastic bags in 2009 with a $1 charge per transaction. The ordinance became effective January 2011. (See Municipal Code, Chapter 46, Article II, Section 46).

**Fort Stockton**: In 2010, the City of Fort Stockton banned single-use plastic bags from stores, effective September 2011 (See Municipal Code, Article I, Section 12-9).

**South Padre Island**: In January 2011, South Padre Island passed a bag ordinance banning plastic single-use carryout bags that is effective 2012.

**Austin**: The City of Austin might enact one of the broadest bag bans in the nation and prohibit disposable paper and plastic bags at all checkout counters starting in January 2016. In the meantime, starting in 2013, retailers could continue to offer thin, so-called single-use bags, but customers would have to pay 25 cents apiece for them, according to a draft of the ban. That three-year period would give the public and retailers time to prepare for the ban, city officials say.

## Washington

**Bellingham**: Bellingham banned plastic bags and placed a 5 cent minimum price requirement on paper bags in July 2011.

**Edmonds**: Edmonds banned plastic bags at all retail stores in July 2009.

**Mukilteo**: The City of Mukilteo banned plastic bags in December 2011. Effective 1/1/13.

**Seattle**: In December 2011, the Seattle City Council unanimously passed an ordinance banning single-use plastic bags and putting a 5 cent minimum price requirement on single-use paper bags. Effective 7/1/12.

Previously, the Seattle City Council voted to require retailers to charge a $0.25 on all single-use carryout bags in July 2008. The ordinance was overturned by a plastic industry-financed initiative one year later.

This information is from: http://www.campaignforrecycling.org/our_issues/plastic/plastic_bags/current_laws

ATTACHMENT
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# PLASTIC BAG REDUCTION/REUSABLES ENHANCEMENT OBJECTIVES ANALYSIS BY STAFF

| | PRIME OBJECTIVES | | CONSEQUENCES | | |
|---|---|---|---|---|---|
| | Reduce Plastic Bag Distribution | Maximize Conversion to Reusable Bags | Minimize Conversion to Paper | Avoid Increased Costs to Stores | Avoid Increased Costs to Consumers |
| I. PROMOTE REUSABLES ONLY | ◎ | ◎ | ● | ● | ● |
| II. TRY MORE PROMOTION FIRST | ◉ | ◉ | ◉ | ● | ● |
| III. FEES FOR ALL BAGS NOW | ◉ | ● | ● | ● | ● |
| IV. BAN PLASTIC NOW | ● | ◉ | ◉ | ◎ | ◎ |
| V. BAN PLASTIC, PAPER FEES NOW | ● | ◉ | ◉ | ● | ● |
| VI. BAN PLASTIC & PAPER NOW | ● | ● | ● | ◉ | ● |

Key: Best → ● ◉ ◉ ◎ ◎ to → Worst

ATTACHMENT F

# PLASTIC BAG REDUCTION/REUSABLES ENHANCEMENT FOR LARGE GROCERS

| PROGRAM ALTERNATIVE | GROCER'S REACTION | CITY STAFF ANALYSIS |
|---|---|---|
| I. PROMOTE REUSABLES ONLY | Best Approach. Stores can help with resources. | Not enough impetus for change, key programs have been attempted for years. |
| II. TRY MORE PROMOTION FIRST | Not as desirable as I. Bans and fees are not favored by stores. | Not enough action soon. May as well wait for State fees to kick in. |
| III. FEES FOR ALL BAGS NOW | Fees are not desired. But at least all bags are treated equally and a switch to paper is avoided. | Theoretically sound. But no other U.S. Cities have done this to date & current State statute prevents (Seattle in progress.) |
| IV. BAN PLASTIC NOW | Failure to act on both plastic and paper simultaneous will cause switch to paper and increase costs to stores. | Certain reduction in plastic. Meets a key objective. |
| V. BAN PLASTIC, PAPER FEES NOW | While action on paper & plastic is simultaneous, shift to paper can increase food costs above neighboring cities (Avg = 0.04 %) | Best approach as best meets all objectives. (Increased costs can be avoided by consumers switching to reusables.) |
| VI. BAN PLASTIC & PAPER NOW | While bans are not favored, at least takes simultaneous action on paper and plastic. | Staff do not believe this alternative is feasible. City lacks rational for banning paper bags. |

Attachment H

H1

,anuary, 2012

Mayor Julie Manning and Corvallis City Council
501 SW Madison Ave. PO Box 1083
Corvallis, OR 97339-1083

RE: Corvallis Single-Use Plastic Bag Ordinance

Dear Mayor and City Council:

We the undersigned business owners and small businesses in Corvallis, Oregon value the natural beauty of our state and want our environment and coasts to stay pristine. We want to express our support of a Single-Use Checkout Plastic Bag Ban here in Corvallis for the following reasons:

1. **Cost Incentive**. Retailers spend hundreds of millions of dollars annually to provide single-use bags to customers. For example, some supermarkets spend up to $1,500 to $6,000 a month just to provide single-use bags to their customers at check-out. Many major grocery stores realize this significant cost burden and offer discount incentives to customers who bring their own bags.
    a. Stores typically pay 2 to 5 cents per plastic bag and 5 to 9 cents per paper bag. This can add up.. Therefore a minimal cost incentive of 5-cents per paper bag is reasonable. It is an incentive for people who forget their canvas bag, and to partially compensate retailers.
2. **Environment**. As businesses, we are also concerned with the environmental and economic impacts of plastic bag pollution in inland and coastal communities throughout the country. Americans use an estimated 102 billion single-use plastic bags every year.
    a. The decision to recycle our way out of this problem is a false option. Despite efforts to expand recycling programs, a small percentage of single-use plastic bags are recycled. The rest of these bags end up in our landfills; as litter, clogging storm-drain systems; or make their way to our waterways and ocean.
    b. It is estimated that 60–80% of all marine debris, and 90% of floating debris is plastic. Plastic lasts for hundreds of years in our environment and may never biodegrade in the ocean. As a result, it poses a persistent threat to wildlife, killing millions of marine animals like sea turtles and sea birds every year.
3. **It's Time**. Portland has banned single-use plastic checkout bags, and cities across the state are moving forward with their own initiatives. Now is the time for Corvallis to demonstrate similar leadership in support of a sustainable future for all people and our natural environment.

| Name | Signature | Business | Address |
|---|---|---|---|
| Sharon Oefelein | Sharon Oefelein | Gracewinds Music | 137 SW 3rd |
| | | AQUA FLATTAIL BREW BQ | |
| | | F | |
| Sadami Sakamoto | Sadami Sakamoto | 151 NW Monroe St Corvallis OR 97330 | |
| Tibbs Furniture | [illegible] | | 334 SW 2nd St Corvallis OR 97333 |
| [illegible] | [illegible] | | 119 SW 3rd Corvallis OR 97330 |
| Broker [illegible] | | | |

January, 2012

Mayor Julie Manning and Corvallis City Council
501 SW Madison Ave. PO Box 1083
Corvallis, OR 97339-1083

H2

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| Name | Signature | Business | Address |
|---|---|---|---|
| Aaron A Walton | Aaron Walton | Troubadour Music Center | 521 SW 2nd st. Manager |
| W. Kent Bryce, Owner | | Troubadour Music Center | 521 SW 2nd ST. |
| Stoker W. M Stoker | | [illegible] World | 310 SW 2ND St Owner |
| Cathy Holdorf | Cathy Holdorf | SIBLING REVELRY | 145 NW 2nd Corvallis |
| [illegible] (MANAGER) | | Evergreen | 136 SW 3RD ST |
| LUISA ARREOLA | LUISA ARREOLA X | FOOTWISE | 301 SW MADISON AVE |

January, 2012

Mayor Julie Manning and Corvallis City Council
501 SW Madison Ave. PO Box 1083
Corvallis, OR 97339-1083

H3

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    b. It is estimated that 60–80% of all marine debris, and 90% of floating debris is plastic. Plastic lasts for hundreds of years in our environment and may never biodegrade in the ocean. As a result, it poses a persistent threat to wildlife, killing millions of marine animals like sea turtles and sea birds every year.
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| Name | Signature | Business | Address |
|---|---|---|---|
| Abigail Disclaner | | The Pottery Places | 300 SW 2nd Ave |
| Reed M. | | River Jewelry | 203 SW 2nd |
| Sean Olufson | | Olufson Designs | 215 SW 2nd St. |
| | | Laughing Plants Cat | 3086 NW Third |
| Larry Desaulniers | | Park Sports | 207 NW 2nd St |
| | | | 138 SW 2ND ST |
| | | COSMIC CHAMELEON | |

January, 2012

Mayor Julie Manning and Corvallis City Council
501 SW Madison Ave. PO Box 1083
Corvallis, OR 97339-1083

H4

RE: Corvallis Single-Use Plastic Bag Ordinance

Dear Mayor and City Council:

We the undersigned business owners and small businesses in Corvallis, Oregon value the natural beauty of our state and want our environment and coasts to stay pristine. We want to express our support of a Single-Use Checkout Plastic Bag Ban here in Corvallis for the following reasons:

1. **Cost Incentive.** Retailers spend hundreds of millions of dollars annually to provide single-use bags to customers. For example, some supermarkets spend up to $1,500 to $6,000 a month just to provide single-use bags to their customers at check-out. Many major grocery stores realize this significant cost burden and offer discount incentives to customers who bring their own bags.
    a. Stores typically pay 2 to 5 cents per plastic bag and 5 to 9 cents per paper bag. This can add up.. Therefore a minimal cost incentive of 5-cents per paper bag is reasonable. It is an incentive for people who forget their canvas bag, and to partially compensate retailers.
2. **Environment.** As businesses, we are also concerned with the environmental and economic impacts of plastic bag pollution in inland and coastal communities throughout the country. Americans use an estimated 102 billion single-use plastic bags every year.
    a. The decision to recycle our way out of this problem is a false option. Despite efforts to expand recycling programs, a small percentage of single-use plastic bags are recycled. The rest of these bags end up in our landfills; as litter, clogging storm-drain systems; or make their way to our waterways and ocean.
    b. It is estimated that 60–80% of all marine debris, and 90% of floating debris is plastic. Plastic lasts for hundreds of years in our environment and may never biodegrade in the ocean. As a result, it poses a persistent threat to wildlife, killing millions of marine animals like sea turtles and sea birds every year.
3. **It's Time.** Portland has banned single-use plastic checkout bags, and cities across the state are moving forward with their own initiatives. Now is the time for Corvallis to demonstrate similar leadership in support of a sustainable future for all people and our natural environment.

| Name | Signature | Business | Address |
|---|---|---|---|
| | | Robinwells | 240 Adams - Downtown |
| Mardi Bilsland | Mardi Bilsland | The Clothes Tree | 304 SW Madison |
| gregory E. Little | | Squirrel's | 100 SW 2nd Downtown |
| Jen Brown | | Corvallis Environmental Center | 214 SW Monroe Downtown |
| Joel Rea | | Corvallis Brew Supply | 119 SW 4th St 97333 |
| Kathy | | Coleman Jewelers | 255 SW Madison Corvallis |

January, 2012

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501 SW Madison Ave. PO Box 1083
Corvallis, OR 97339-1083

HS

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| Name | Signature | Business | Address |
|---|---|---|---|
| Ruby Moon | Ruby Moon | Golden Crane | 114 S.W. 3rd St C |
| Ken Baldwin | [illegible] | CenterSpace Software | 230 SW 3rd St, Suite 311 |
| James Reismiller | [illegible] | Abundant Solar | 7267 NW Grandview D Corvallis, OR 97330 |
| Jerry Larson | [illegible] | WINEOPOLIS | 151 NW Monroe 97330 |
| Aaron Douglas | | Harry & Hunter's | 151 N.W. Monroe St 105 97330 |
| Dennis Collett | | Oregon Coffee and Tea | 215 NW Monroe Ave 97330 |

January 2012

Mayor Julie Manning and Corvallis City Council
501 SW Madison Ave. PO Box 1083
Corvallis, OR 97339-1083

46

RE: Corvallis Ordinance: "Encourage Reusable Bags and Ban Single-Use Plastic Carryout Bags"

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Single-use plastic bags represent one of the greatest environmental catastrophes of our generation. Around 100 billion petroleum-based plastic checkout bags are used each year in the United States, requiring an estimated 12 million barrels of oil each year. Sadly, less than 5% of these bags are recycled each year and cities, counties, and non-profit organizations must pay millions of dollars each year to clean up plastic litter.

Further, it is estimated that 60–80% of all debris in the ocean is plastic. Plastics take hundreds of years to break down at sea and most types never truly biodegrade. As a result, marine animals often get entangled in the debris or mistake it for food.

Many other cities, such as Portland and Seattle, and countries throughout the world have taken similar action to eliminate plastic checkout bags and promote the use of reusable bags. It is now time for Oregon to demonstrate similar leadership in support of a sustainable future for all people and our natural environment.

Sincerely,

Name (CEO or owner): Kita Tom

Business: The Fingerboard Extension

Address: 120 NW 2nd, Corvallis

January 2012

Mayor Julie Manning and Corvallis City Council
501 SW Madison Ave. PO Box 1083
Corvallis, OR 97339-1083

H7

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Sincerely,

Name (CEO or owner): Travis Pindell

Business: Great Harvest Bread Co.

Address: 134 SW 1st St, Corvallis, OR 97333

January 2012

Mayor Julie Manning and Corvallis City Council
501 SW Madison Ave. PO Box 1083
Corvallis, OR 97339-1083

H8

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Sincerely,

Name (CEO or owner): MIKE ANDERSON

Business: ANDERSON JEWELERS

Address: 457 SW MADISON AVE.
CORVALLIS, OR 97333

5

January, 2012

Mayor Julie Manning and Corvallis City Council
501 SW Madison Ave. PO Box 1083
Corvallis, OR 97339-1083

H9

RE: Corvallis Single-Use Plastic Bag Ordinance

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| Name | Signature | Business | Address |
|---|---|---|---|
| WILLIAM E SHUMWAY | | PEARSON FRAME STUDIO & GALLERY | 341 SW 2nd St CORVALLIS OR 97333 |
| | | | 361 SW 2nd Corvallis |
| | | Sada sushi & IZAKAYA | 151 NW Monroe Ave Corvallis OR 97330 |
| | | Avalon Wine | 201 SW 2nd St. Corvallis, OR 97330 |
| | | Art in the Valley | 209 SW 2nd Street |
| | | MONA LISA'S FRAMING | 133 S.W. 2nd St |

January, 2012

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501 SW Madison Ave. PO Box 1083
Corvallis, OR 97339-1083

H10

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| Name | Signature | Business | Address |
|---|---|---|---|
| Reba Wantlin | | Spice & Tea Chest Inc. | 215 SW 3rd St. Corv. 97333 |
| Tim Spencer | | Bike n' Hike | 401 SW 3rd Corv 97333 |
| Mr Teresa Cochran | | Blue Monkey GF Bakery | 363 SW Jefferson 97333 |
| Tom Tyrell | | Mr. D's Market | 300 SW 4th St Corvallis |
| Julianna Thoennes | | Replay Childrens Wear | 250 NW 1st Street |
| Paul Turner | | Parkside Cinema | 215 SW 4th 97333 |

January 2012

Mayor Julie Manning and Corvallis City Council
501 SW Madison Ave. PO Box 1083
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H11

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Sincerely, Susan Wechsler

Name (CEO or owner): Susan Wechsler, Shop Manager

Business: Cat's Meow Thrift Shop

Address: 411 SW 3rd St, Corvallis

I would want to see an exception made for re-use of existing plastic bags. Our non-profit uses 100% donated already-used plastic bags.
It is better to re-use these than put them in the landfill.

January 2012

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H12

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Sincerely,

Name (CEO or owner): Brant Pollard Pres

Business: McMac, Inc DBA Big River Restaurant 101 Bar & Drink

Address: 101 NW Jackson Ave Big River Breeds Country

January 2012

H13

Mayor Julie Manning and Corvallis City Council
501 SW Madison Ave. PO Box 1083
Corvallis, OR 97339-1083

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Sincerely,

Name (CEO or owner): THANH HOANG

Business: BAGUETTE

Address: 121 SW 3RD

Do not support automatic 5-cent fee for paper bags.

Will not charge 5¢ for larger paper bags.

January 2012

H14

Mayor Julie Manning and Corvallis City Council
501 SW Madison Ave. PO Box 1083
Corvallis, OR 97339-1083

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Sincerely,

Name (CEO or owner):
Pamela HoodSzivek
Business:
Corvallis Children's Therapy
Address:
456 SW Monroe #102
Corvallis OR 97333

Attachment I

I1

# Plastic bags and the influence of bag bans or taxes

HILEX

Bans and taxes on 100% recyclable, America-made plastic bags are misguided—they weigh down the economy, increase costs and inconvenience consumers.

It's time for a common-sense plastic bag policy that's good for the economy, the environment and working families. Recycling is the best solution for the environment, supports the U.S. economy, and is safer and more convenient for consumers.

## RECYCLING

*100% recyclable plastic bags are better for the environment than the alternatives.*

**A better solution to bag bans or taxes is recycling**

- In 2010, nearly 900 million pounds of post-consumer plastic bags, sacks and wraps were recycled. Recycled bags can be manufactured into playgrounds, decking and new bags.
- Hilex Poly's Bag-2-Bag program promotes plastic bag recycling by working with grocery stores and retailers to make recycling easier.
    - Hilex Poly has worked with retailers to establish more than 30,000 plastic bag recycling points across the United States over the past four years.
    - In 2011, Hilex Poly will recycle between 35 to 38 million pounds of post-consumer plastic bags, sacks and wraps.
- Consumers can bring their 100% recyclable plastic bags and wraps to participating stores and drop them into plastic bag recycling bins. From there, the bags and wraps are picked up for recycling.
- According to the EPA, the recycling rate of polyethylene bags, sacks and wraps in 2010 was 14.7%, a 23.8% increase from the rate in 2009. Recycling of polyethylene bags, sacks and wraps has now grown in 9 out of the last 10 years.[i]

**Plastic bags have significant environmental benefits over alternatives**

- Plastic bags are more resource efficient, reduce landfill waste and generate fewer greenhouse gas emissions than paper bags. Plastic bags:
    - Take up a significantly less space in a landfill: 2,000 plastic bags weigh 30 lbs; 2,000 paper bags weigh 280 lbs[ii]
    - Generate 80% less waste than paper bags[iii]
    - Make up a small fraction (less than 0.5 percent) of the U.S. municipal solid waste stream [iv]
- For every seven trucks needed to deliver paper bags, only one truck is needed for the same number of plastic bags.[v]
- According to a 2011 study by the U.K. government[vi]
    - A standard paper bag must be reused 3 times "to ensure that they have lower global warming potential than" a single use of a plastic bag
    - It would take 7.5 years of using the same cloth bag (assuming one grocery trip per week) before it's a better option for the environment than a plastic bag reused three times
- Plastic grocery bags require 40% less energy to manufacture than paper bags.[vii]
- The production of plastic bags consumes less than 4% of the water needed to make paper bags.[viii]

- A bag ban won't reduce plastics in landfills or Puget Sound; NOAA has stated that it is unable to find studies to support many of the statements that assert plastic bags cause harm to marine wildlife and that many quotes about plastic marine debris are false, unproven or exaggerated.[ix]

**JOBS**

*Proposals to ban or tax plastic bags amount to an attack on green American manufacturers and threaten the livelihood of tens of thousands of working families.*

**A tax on grocery bags hurts America's working class and kills jobs**

- More than 10,000 American families across the nation depend on plastic bag and film recycling for jobs, both in the private and public sectors.
- At a time of record unemployment, American plastic bag manufacturers continued to create jobs with benefits and invest in green technologies that revolutionized the plastic recycling industry.
- Any tax or ban would endanger this quickly growing green industry and impact our nation's global competitiveness.
- Washington, D.C. implemented a five cent tax to negative consequences:
    - Washington, D.C. is set to see an overall wage decrease of $18 per worker and an elimination of 101 jobs as a result of its tax and lost revenue.[x]
    - The tax will reduce disposable income for Washington D.C. residents by $5.64 million in 2011.[xi]

**HEALTH**

*Recyclable plastic bags don't pose the potential health risks associated with reusable bags.*

**Bag bans or taxes would drive consumers to reusable bags, which have been found to contain lead[xii] and bacteria**

- Hundreds of millions of reusable bags are imported from China[xiii] and other countries each year. While many reusable bags are safe, many have also been found to contain dangerous levels of lead.[xiv]
- The lead, usually found on the inside of reusable bags, can rub off onto food, permitting families to ingest the harmful substance.[xv]
- Lead can cause irreversible damage to the nervous systems and major organs. It inhibits the body's ability to regulate vitamin D, form red blood cells properly, and can cause seizures, coma and death. Children can suffer from developmental delay, lower IQ, hyperactivity, learning disabilities, behavioral problems, impaired hearing and stunted growth.[xvi]
- As a result of these findings, many, including Sen. Charles Schumer (D-NY) are calling for a federal investigation into reusable bags.[xvii]
- A study by the University of Arizona found that half of all reusable bags contained food-borne bacteria, like salmonella. Twelve percent contained E. coli, indicating the presence of fecal matter and other pathogens. [xviii]
- Harmful bacteria like E. coli, salmonella and fecal coliform thrive in reusable bags unless they are cleaned properly after each use with hot, 140-degree temperature soapy water.[xix]
- A Canadian study found bacteria build-up on reusable bags was 300 percent higher than what is considered safe.[xx]

- Storing these bags in a hot trunk - which many people do so they don't forget them at home – causes the bacteria to grow 10 times faster.[xxi]

**Reusable bags also contain environmental drawbacks**

- In addition to not being recyclable (as plastic bags are), a recent study by the U.K. government found that a standard reusable cotton grocery bag must be reused 131 times "to ensure that they have lower global warming potential than" a single use of a plastic bag.xxii

**ECONOMY**

*Misguided bans on plastic bags would weigh down the economy, increase costs and inconvenience consumers.*

**American families are already struggling to pay for food**

- According to the USDA, in 2009, 50.2 million Americans, including 33 million adults and 17.2 million children, did not know where their next meal would come from.[xxiii]
- Food prices are skyrocketing[xxiv], making now the worst time to be raising grocery bills with an extra tax.
- A growing number of Americans rely on government assistance for food – some 42,389,619 Americans received food stamps in 2010, up 17 percent from the year before.[xxv]
- The National Meals on Wheels program reported that hunger among seniors increased by one million between 2001-2007, with six million facing the threat of hunger [xxvi]
- Each day, 31 million school children rely on the National Free Lunch Program for reduced or free school lunches.[xxvii]

**Taxes haven't worked in other places, and don't reduce litter**

- Studies show that taxes and bans don't keep plastic litter out of the landfill. Without plastic grocery bags, people just purchase replacement bags—often made of thicker, heavier plastic—and then send those bags to the landfill, too.[xxviii]
- A study by the Northwest Economic Policy Seminar concluded that a bag tax proposed in Seattle would do little to reduce landfill deposits.[xxix]
- A tax would make no difference in litter reduction since plastic bags only make up a tiny fraction (less than 0.5 percent) of the U.S. municipal solid waste stream.[xxx]
- Despite South Australia's ban on plastic bags, which has been in place since 2009, a 2011 litter report found the percentage of plastic bags climbed from 4 percent in 2010 to 12 percent in 2011. The report also found that the ban drove consumers to use and discard reusable, heavier-gauge bags designed for reuse. [xxxi]

**Plastic bags are the most convenient option at checkout**

- Plastic bags were invented by Swedish engineer Sten Gustaf Thulin in the 1960s.[xxxii]
- Their original purpose was to provide single, strong, high load carrying capacity for users.
- Plastic grocery bags can be made to hold up to 25 pounds of groceries.[xxxiii]
- In the 1980s, grocers began replacing paper bags with plastic ones—this helped to remedy problems associated with paper, including deforestation, higher energy consumption and greenhouse gas emissions.

[i] http://www.epa.gov/osw/nonhaz/municipal/pubs/msw_2010_data_tables.pdf and http://www.epa.gov/osw/nonhaz/municipal/pubs/msw2009rpt.pdf

[ii] ABC News: Paper or Plastic? Just the Facts. 1/7/2006. http://abcnews.go.com/Technology/story?id=97476&page=1

[iii] ABC News: Paper or Plastic? Just the Facts. 1/7/2006. http://abcnews.go.com/Technology/story?id=97476&page=1

[iv] U.S. Environmental Protection Agency. *Municipal Waste in the United States: 2005 Facts and Figures*. See: http://www.epa.gov/garbage/pubs/mswchar05.pdf.

[v] "RAN Encourages Plastic Bag Recycling; " Nevada News – April 2008; Retail Association of Nevada; http://www.rannv.org/documents/8/April%202008.pdf

[vi] U.K. Environmental Agency. "Life Cycle Assessment of Supermarket Carrier Bags." February 2011

[vii] "Questions about Your Community Shopping Bags: Paper or Plastic." U.S. Environmental Protection Agency.

[viii] Boustead Consulting & Associates: "Life Cycle Assessment for Three Types of Grocery Bags—Recyclable Plastic; Compostable, Biodegradable Plastic; and Recycled, Recyclable Paper," 2007.

[ix] http://marinedebris.noaa.gov/info/plastic.html and http://marinedebris.noaa.gov/info/faqs.html#5

[x] *The Impact of Bill 18-150 on the Economy of Washington, D.C.;* The Beacon Hill Institute at Suffolk University; January 2011.

[xi] *The Impact of Bill 18-150 on the Economy of Washington, D.C.;* The Beacon Hill Institute at Suffolk University; January 2011.

[xii] "Excessive Amounts of Lead Found in Reusable Grocery Bags Supplied by Major Retailers, New Testing Shows;" The Center for Consumer Freedom; January 24, 2011

[xiii] Tariff and trade data from the U.S. Department of Commerce and the U.S. International Trade Commission.

[xiv] "Reusable grocery bags, made in China, found to contain lead, fueling calls for FDA investigation;" Lore Croghan; *New York Daily News*; November 15, 2010

[xv] Assessment of the Potential for Cross Contamination of Food Products by Reusable Shopping Bags; University of Arizona School of Public Health; June 9, 2010.

[xvi] "Health Effects of Lead Exposure;" Oregon Department of Human Services

[xvii] 4."Schumer: Recent Reports Show Popular Reusable Grocery Bags Contain Dangerous Levels of Lead; Calls for Federal Agencies to Ban Grocery Bags with Lead;" United States Senate Press Release and Letter to HHS; November 18, 2010.

[xviii] "Assessment of the Potential for Cross Contamination of Food Products by Reusable Shopping Bags;" Charles Gerba; University of Arizona; June 9, 2010

[xix] A Microbiological Study of Reusable Bags and 'First or single-use' Plastic Bags; Environment and Plastics Industry Council; May 20, 2009.

[xx] A Microbiological Study of Reusable Bags and 'First or single-use' Plastic Bags; Environment and Plastics Industry Council; May 20, 2009.

[xxi] "Assessment of the Potential for Cross Contamination of Food Products by Reusable Shopping Bags;" Charles Gerba; University of Arizona; June 9, 2010

[xxii] U.K. Environmental Agency. "Life Cycle Assessment of Supermarket Carrier Bags." February 2011

[xxiii] US Department of Agriculture, November 2009 and Feeding America

[xxiv] http://www.ketknbc.com/news/un-says-food-prices-skyrocketing

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[xxvi] Meals on Wheels Association of America

[xxvii] USDA National School Lunch Program, Program Fact Sheet.

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[xxix] "Analysis of the Seattle Bag Tax and Foam Ban Proposal;" Ronald R. Rucker, Peter H. Nickerson and Melissa P. Haugen; Northwest Economic Policy Seminar; July 25, 2008

[xxx] *Municipal Solid Waste in the United States: 2009 Facts and Figures;* U.S. Environmental Protection Agency; p. 53

[xxxi] Adelaide Now: Clean Up Australia report shows plastic bag ban not curbing dumping. 2/8/2012

[xxxii] "Polyethylene 'T-Shirt' Carrier Bag;" European Plastics News; September 26, 2008

[xxxiii] Rhino Bag;" Hilex Poly; 2010

# Plastic bags and the influence of bag bans or taxes

HILEX

I2

***The plastic bag manufacturing and recycling industry supports American jobs by creating a resource-efficient, 100 percent recyclable product.***

## The plastic bag manufacturing and recycling industry supports tens of thousands of jobs in the U.S. alone.

- **Bag bans and taxes endanger this growing industry and kill jobs.** At a time of record unemployment, the American plastic bag industry creates jobs with benefits and invests in new recycling technologies.
- **Anti-bag legislation jeopardizes the economic growth of communities.** As communities increasingly try to attract new business, those that implement bag bans or taxes may be viewed as "unfriendly" to manufacturers and risk losing new jobs to neighboring towns.
- **Banning or taxing bags will stifle future innovations in recycling.** If bag bans and taxes are adopted, there will be little incentive to further improve manufacturing and recycling processes that could help the U.S. use vital resources efficiently.

## Plastic bags are an affordable, sustainable and healthy choice for consumers, communities and businesses.

- **Consumers are burdened by bag bans and taxes when they can least afford it.** American families are already struggling to pay for groceries, and shouldn't have to choose between bag purchases and food for their table.
- **Small businesses trying to make ends meet can't afford more "costs."** Other bag options cost more than plastic and take-up valuable retail space. Both consequences cut into a business's bottom line when there's little room for added costs.
- **Litter does not go away when bag bans and taxes are implemented.** Plastic bags are not the sole cause of the litter problem and, according to the EPA, only make up a tiny fraction (less than 0.5 percent) of the U.S. municipal solid waste stream. As an example, San Francisco's own litter audit found plastic bag litter increased in the year following its ban.
- **The public's health is put at risk with bag bans and taxes.** In lieu of plastic bags, consumers are encouraged to use reusable bags, which have been found to contain lead and bacteria. A study by the University of Arizona found that half of all reusable bags contained food-borne bacteria, including salmonella. Twelve percent contained E. coli, indicating the presence of fecal matter and other pathogens.
- **The environment is put at greater risk with bag bans and taxes.** Plastic bags are more resource efficient, reduce landfill waste and generate fewer greenhouse gas emissions than paper or reusables.
  For every seven trucks needed to deliver paper bags, only one truck is needed for the same number of plastic bags. According to the U.S. Trade Commission, more than 500 million non-recyclable reusable bags are imported each year, which can be visualized as 4,000 container loads crossing the ocean. If not used to the extent that makes them an environmentally-friendly option, reusables introduce more waste into the environment.

## Plastic bags are recyclable and reusable, making them the best checkout option.

- **The plastic bag recycling rate is consistently increasing.** Nearly 900 million pounds of post-consumer plastic bags, sacks and wraps (14.7 percent) were recycled in 2010. According to the EPA, that represented a 23.8 percent increase from the rate in 2009. Recycling of polyethylene bags, sacks and wraps has increased in nine out of the last 10 years.
- **Plastic bag recycling drop-off points are available in all 50 states.** Consumers can drop off plastic bags for recycling at convenient locations. Many larger retailers place plastic bag collection bins at the front of their stores for customers.
- **There's no such thing as a "single-use" plastic bag.** Nine out of 10 Americans reuse their plastic bags for household purposes such as from storage to waste disposal to packing material.
- **Recycled plastic bags can be made into new products.** Bags can be recycled into materials used to build playground equipment, decking and new plastic bags, reducing the need for new plastic to be produced.

Oregon Plastic Bag Bill – Senate Bill SB 536

**Part I – Mark Daniels Testimony** I3

Good afternoon, my name is Mark Daniels. I am Vice President of Sustainability and Environmental Policy for Hilex Poly, a manufacturer of plastic bags made from recycled materials and home to the world's largest closed loop plastic bag recycling facility. With me is Rodger Vingelen, a Portland resident and Hilex Western Sales Manager.

We would like to first tell you why we are here, then share with you information about the plastics industry and its sustainability initiatives, and finally set the record straight on plastic shopping bags. From what plastic shopping bags are made of - to the size of their carbon footprint, there is a lot of misinformation out there. To date, we have not effectively separated fact from fiction nor highlighted the industry's sustainability initiatives already well underway. Our goal today is to have a fact-based conversation with you and we ask that you please put aside any preconceived notions about plastic bags or the industry and engage us with an open mind. If we make decisions based on misinformation, thousands of green manufacturing jobs are gone forever and we risk the unintended consequences of a bag ban.

We're here with an open mind and ask that we reason together to make good decisions for Oregon that are based on all the facts.

Hilex Poly has 1250 associates throughout the United States and is part of an industry that directly employs more than 10,000 Americans. There are also thousands of other manufacturing jobs that provide products and services in support of this important United States-based industry. This committee's decision on the proposed Senate Bill 536 will impact the more than 40,000 family members supported by the plastic bag industry.

Hilex is a global leader in recycling technology and major recycler of used plastic bags and wraps. We're home to the world's largest cradle to cradle plastic bag recycling facility. It supports 75 green jobs and in 2011will recycle 25 million pounds of newspaper, bread and garment bags, pallet stretch film, bottles, and tissue and towel overwrap into new plastic bags. We have more than 30,000 recycling bins placed at grocery stores, schools and churches – many of which are here in Oregon – and we collect and recycle these materials. We've undertaken these sustainability initiatives simply because it was the right thing to do and falls directly in line with a producer's responsibility to care for our environment. Hilex, along with the other plastic bag manufacturers continue to invest in new technologies to continue the tremendous growth in this recycling market.

My colleague Roger will talk with you shortly about separating fact from fiction, but I'd like to first talk about the laws of unintended consequences. Senate Bill 536 is an attempt to drive consumer behavior to reusable bags. Most of the 2 billion reusable shopping bags imported in just the last four years are made in China, and recent news stories have pointed out that many of these bags contain high levels of toxic lead. Since consumers have no way to tell which bags contain lead or other toxic materials, everyone is at risk. Furthermore, even bags that don't contain lead are a health hazard. Studies show that 97% of people never wash their reusable bags after each use and more than half of reusable bags are contaminated with E-Coli, salmonella and other harmful bacteria from raw meats and other sources. What a choice: forcing consumers to either pay a tax on paper bags or place themselves in harm's way with the unintended consequences of "reusable" bags. Plastic shopping bags, on the other hand, offer consumers a safe, recyclable, convenient and sanitary checkout option.

Given our industry's positive economic impact as well as leadership and innovations in cradle to cradle recycling, we urge the committee to consider a better option than Senate Bill 536 for Oregon. We can work together to author a bill that will create and protect green jobs, increase recycling and recycled content in plastic bags and use common sense judgment to avoid these laws of unintended consequences.

**Part II – Rodger Vingelen Testimony**

Good afternoon, my name is Rodger Vingelen. As Mark Daniels mentioned, I am a Portland resident, a Hilex Western Sales Manager, and am proud to work for the world's largest closed loop plastic bag recycling facility. Mark talked about the industry's positive impact on the economy and environment. I'd like to talk about the facts so that we can make the right choice for our state.

Often times, our product is referred to as "single use" or "disposable" – I beg to differ. Studies in California, Seattle, and our state of Oregon verify that nearly nine out of ten Americans reuse plastic bags as bin liners, for pet waste containment, or for other uses around the house. This is of enormous economic value to folks in Oregon as they do not need to purchase plastic trash bags for the same utility.

This phenomenon is best exemplified by the implementation of a plastic bag tax in Ireland. Did the number of plastic grocery bags decline? Yes – but what many ban and tax proponents never mention is that the purchases of heavier, larger plastic trash bags increased by more than 400% and the net plastic in the environment actually increased in volume.

In terms of litter, everyone in this room and every Hilex associates detests litter. To put the issue of littered plastic bags into perspective, there are several studies – from Florida, Texas, Washington, San Francisco, and Seattle among others – that document plastic shopping bag litter consistently being a fraction of 1% of all items littered. It is often reported that this litter ends up in the so called "great Pacific Ocean Garbage Patch," killing a 100,000 marine mammals. This myth has been challenged by NOAA – the National Oceanic and Atmospheric Administration. They categorically state: *We were able to find no information to support this statement. An erroneous statement attributing these figures to plastic bags was published in a 2002 report published by the Australian Government; it was corrected in 2006.*

Additionally, Angel White, an assistant professor of oceanography at Oregon State University recently published a study about the Pacific Gyre and according to the study, "The hyperbole about plastic patches saturating the media rankles White, who says such exaggeration can drive a wedge between the public and the scientific community."

The proposed Senate Bill 536 before the committee would ban a convenient, 100% reusable, 100% recyclable, 100% toxin-free plastic bag – made in the United States as a byproduct of clean, abundant natural gas. It would place a minimum of an $18 million tax on the citizens of our great state – and would that money go toward Oregon's environmental initiatives, solving the 10.6% unemployment, helping the homeless, or to improving school programs? No, it will instead go directly into the pockets of grocery and drug store chains – increasing their profits by millions of dollars each year, while we consumers pay the price. It shouldn't surprise us that they support Senate Bill 536.

Our goal today was to have a fact-based conversation with you and based on the facts, we urge the committee to consider a better option for Oregon than Senate Bill 536.

If you would like studies with citations and references, we are happy to provide you with copies. Mark and I, along with the families that depend on our company and the industry sincerely appreciate your consideration to designing a better option for Oregon – one that creates and protects green jobs, increases recycling and recycled content in plastic bags and uses common sense judgment to avoid the laws of unintended consequences.

Thank you,


Mark T. Daniels

VP of Sustainability &
Environmental Policy

Mark.daniels@hilexpoly.com

Cell: 972-921-1338

Rodger Vingelen

Hilex Western Sales Manager
Rodger.vingelen@hilexpoly.com

Office: (503) 626-8447

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I4

Contact: Angel White
awhite@coas.oregonstate.edu
541-737-6397
Oregon State University

# Oceanic 'garbage patch' not nearly as big as portrayed in media

CORVALLIS, Ore. – There is a lot of plastic trash floating in the Pacific Ocean, but claims that the "Great Garbage Patch" between California and Japan is twice the size of Texas are grossly exaggerated, according to an analysis by an Oregon State University scientist.

Further claims that the oceans are filled with more plastic than plankton, and that the patch has been growing tenfold each decade since the 1950s are equally misleading, pointed out Angelicque "Angel" White, an assistant professor of oceanography at Oregon State.

"There is no doubt that the amount of plastic in the world's oceans is troubling, but this kind of exaggeration undermines the credibility of scientists," White said. "We have data that allow us to make reasonable estimates; we don't need the hyperbole. Given the observed concentration of plastic in the North Pacific, it is simply inaccurate to state that plastic outweighs plankton, or that we have observed an exponential increase in plastic."

White has pored over published literature and participated in one of the few expeditions solely aimed at understanding the abundance of plastic debris and the associated impact of plastic on microbial communities. That expedition was part of research funded by the National Science Foundation through C-MORE, the Center for Microbial Oceanography: Research and Education.

The studies have shown is that if you look at the actual area of the plastic itself, rather than the entire North Pacific subtropical gyre, the hypothetically "cohesive" plastic patch is actually less than 1 percent of the geographic size of Texas.

"The amount of plastic out there isn't trivial," White said. "But using the highest concentrations ever reported by scientists produces a patch that is a small fraction of the state of Texas, not twice the size."

Another way to look at it, White said, is to compare the amount of plastic found to the amount of water in which it was found. "If we were to filter the surface area of the ocean equivalent to a football field in waters having the highest concentration (of plastic) ever recorded," she said, "the amount of plastic recovered would not even extend to the 1-inch line."

Recent research by scientists at the Woods Hole Oceanographic Institution found that the amount of plastic, at least in the Atlantic Ocean, hasn't increased since the mid-1980s – despite greater production and consumption of materials made from plastic, she pointed out.

"Are we doing a better job of preventing plastics from getting into the ocean?" White said. "Is more plastic sinking out of the surface waters? Or is it being more efficiently broken down? We just don't know. But the data on hand simply do not suggest that 'plastic patches' have increased in size. This is certainly an unexpected conclusion, but it may in part reflect the high spatial and temporal variability of plastic concentrations in the ocean and the limited number of samples that have been collected."

The hyperbole about plastic patches saturating the media rankles White, who says such exaggeration can drive a wedge between the public and the scientific community. One recent claim that the garbage patch is as deep as the Golden Gate Bridge is tall is completely unfounded, she said.

"Most plastics either sink or float," White pointed out. "Plastic isn't likely to be evenly distributed through the top 100 feet of the water column."

White says there is growing interest in removing plastic from the ocean, but such efforts will be costly, inefficient, and may have unforeseen consequences. It would be difficult, for example, to "corral" and remove plastic particles from ocean waters without inadvertently removing phytoplankton, zooplankton, and small surface-dwelling aquatic creatures.

"These small organisms are the heartbeat of the ocean," she said. "They are the foundation of healthy ocean food chains and immensely more abundant than plastic debris."

The relationship between microbes and plastic is what drew White and her C-MORE colleagues to their analysis in the first place. During a recent expedition, they discovered that photosynthetic microbes were thriving on many plastic particles, in essence confirming that plastic is prime real estate for certain microbes.

White also noted that while plastic may be beneficial to some organisms, it can also be toxic. Specifically, it is well-known that plastic debris can adsorb toxins such as PCB.

"On one hand, these plastics may help remove toxins from the water," she said. "On the other hand, these same toxin-laden particles may be ingested by fish and seabirds. Plastic clearly does not belong in the ocean."

Among other findings, which White believes should be part of the public dialogue on ocean trash:

- Calculations show that the amount of energy it would take to remove plastics from the ocean is roughly 250 times the mass of the plastic itself;
- Plastic also covers the ocean floor, particularly offshore of large population centers. A recent survey from the state of California found that 3 percent of the southern California Bight's ocean floor was covered with plastic – roughly half the amount of ocean floor covered by lost fishing gear in the same location. But little, overall, is known about how much plastic has accumulated at the bottom of the ocean, and how far offshore this debris field extends;
- It is a common misperception that you can see or quantify plastic from space. There are no tropical plastic islands out there and, in fact, most of the plastic isn't even visible from the deck of a boat;
- There are areas of the ocean largely unpolluted by plastic. A recent trawl White conducted in a remote section of water between Easter Island and Chile pulled in no plastic at all.

There are other issues with plastic, White said, including the possibility that floating debris may act as a vector for introducing invasive species into sensitive habitats.

"If there is a takeaway message, it's that we should consider it good news that the 'garbage patch' doesn't seem to be as bad as advertised," White said, "but since it would be prohibitively costly to remove the plastic, we need to focus our efforts on preventing more trash from fouling our oceans in the first place."

###

Attachment J

From: Joan Wessell <joan@downtowncorvallis.org>
Subject: May I hear from you?
Date: January 27, 2012 12:14:20 PM PST
To: undisclosed-recipients:;

1 Attachment, 133 KB

Greetings:
I received the attached correspondence from Linda Lovett, Corvallis Sustainability Supervisor.
I will attend to represent DCA Members and would like to report any input you wish to provide.
Please send me your comments by return email.
Thanks,

*Joan*

**Joan Wessell, EdM, CMSM**
**Executive Director**
Downtown Corvallis Association
PO Box 1536, Corvallis OR 97339
460 SW Madison, Suite 9 Corvallis OR 97333
Voice: (541) 754-6624
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joan@downtowncorvallis.org
www.downtowncorvallis.org

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January 24, 2012

Ms. Joan Wessell
Downtown Corvallis Association
PO Box 1536
Corvallis, Oregon 97339

I feel strongly that there should be no ordinance. This should be a consumer choice and the sustainability people should or could work to educate people on their value system and let the market take care of things. I personally prefer plastic, especially in the rain. I choose paper in good weather if I have no heavy items since the handles don't hold up well on the paper bags. I reuse virtually all of my bags and most bags go into my recycle container when used up or at the store when I use them to take cans and bottles back so they don't leak in my car. I don't see a problem with plastic bags except from the homeless due to general littering. I don't see that behavior changing regardless of what kind of bag is used. These people should get at the root of the problem and that is offensive littering and improper garbage disposal.

---

**From:** Joan Wessell [mailto:joan@downtowncorvallis.org]
**Sent:** Friday, January 27, 2012 12:14 PM
**To:** undisclosed-recipients:
**Subject:** May I hear from you?

Greetings:
I received the attached correspondence from Linda Lovett, Corvallis Sustainability Supervisor.
I will attend to represent DCA Members and would like to report any input you wish to provide.
Please send me your comments by return email.
Thanks,

*Joan*

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**Downtown Corvallis...just what you're looking for!**

Hi, Joan - I always use cloth bags and don't use plastic. This is, however, a personal choice; I looked at the options and made the decision for myself. I didn't make it for anybody else.

Cut to the chase: this is an attempt to legislate morality. It's an effort by a bunch of blue-nosed Puritans to prevent you from doing anything of which they might personally disapprove. Of course, they do a lot of things of which I personally disapprove, and I would bet good American green that they would scream bloody murder if I tried to stop them.

Hi Joan,
I hate plastic bags, but as a business we must offer a choice to customers, especially in a rainy climate. We chose to get biodegradable bags. Though not perfect, we feel this is our best option. These are not compostable, but biodegradable. As I read the ordinance these won't be allowed. I am also concerned that if this ordinance passes we will be stuck with a bunch of bags we already have and we just printed a year's worth! It doesn't make environmental nor economical sense to not use these bags. Moving from paper to plastic just takes one environmental problem and puts it in another area, whether we use recycled or not resources are still used (it takes a huge amount of water to recycle!)

I hope this helps. Thank you,

I think the bags should be eliminated as the standard. The issue of people using them over and over again for other uses (one I have read about) could be resolved by having an organization design and furnish truly reusable bags to people who requested them on a one time basis – maybe everyone in Corvallis gets a card with a coupon for one bag. I have a ripstop nylon bag in a little pouch that I carry in my purse all of the time – no weight or space – and use it for purchases – it holds a lot! Then additional bags could be for sale at the outlets.

Cathy Kerr, Spiral Design

I feel strongly that there should be no ordinance. This should be a consumer choice and the sustainability people should or could work to educate people on their value system and let the market take care of things. I personally prefer plastic, especially in the rain. I choose paper in good weather if I have no heavy items since the handles don't hold up well on the paper bags. I reuse virtually all of my bags and most bags go into my recycle container when used up or at the store when I use them to take cans and bottles back so they don't leak in my car. I don't see a problem with plastic bags except from the homeless due to general littering. I don't see that behavior changing regardless of what kind of bag is used. These people should get at the root of the problem and that is offensive littering and improper garbage disposal.

I am as concerned about the environment as the next person but choose not to make rules to tell other people how to live.

Peter Ball, Corvallis Insurance

As the new Shop Manager for Cat's Meow, I want to say that I am 100% in favor of a ban on single-use plastic bags. That said, there should be an exception for the re-use of existing plastic bags. This is consistent with the Reuse of "Reduce REUSE Recycle". At Cat's Meow we do not purchase ANY bags, but rely on donations of bags (paper & plastic) that have already been used.
Thanks for giving me an opportunity to weigh in on this topic.
Susan Wechsler, Shop Manager
Cat's Meow

I doubt that a small bag fee (5-10 cents) will impact commuter shopping.
I can tell you that I am watching the activity and plan to boycott stores that oppose the ban.

I have been bringing my own bags when shopping for years.
My friends and I voice our frustration that our purchased goods are in a plastic bag before we can stop it, for example at K-mart. We do not like it that we are not asked first.

Thank you for asking.
Jackie
Jackie Shaw
Get Organized!

Hi Joan,

In my business we do not use bags or plastic bags. We try to recycle everything else we get as far as cardboard and bubble wrap. But, every time I go shopping at the grocery store or any other retail shops I always ask for paper bags or I've invested in the carry bags, which aren't expensive from some of the stores. I'm not sure if this is the feedback you are looking for but I definitely do not support plastic bags and would love to see this change to help make the environment better.

Thank you,

Stacy Holder
Budget Blinds
Sholder@budgetblinds.com

Joan,

It's time to move as a society towards a sustainable future. Single use plastic bags are a luxury we can not afford. They are a convenient but have undesirable consequences in their manufacture and in their eventual disposal. It is in this hidden cost that the equation tips over into the unsustainable. Please convey my approval to ban single-use bags.

Peter Wendel

Hi Joan,
We don't use plastic bags at Footwise - I'm not sure my input would come from a base of experience or knowledge. Paper is a bit more expensive but works well for us - it's a choice I made years ago and am sticking with.

By asking our customers if they need a bag, most say no and more are bringing their own.

This may be too late for your meeting - sorry that I didn't respond sooner.
Dee

We only use recycled paper, so it is not my store's issue.
Thanks for attending though!
(Personally, I am not certain of the environmental savings between paper manufacture and plastic, but as far as disposal of the bags, paper is environmentally more friendly.)
Cathy, Sibling Revelry

Hi Joan:
My 2 cents worth: Donna Bella Lingerie provides customers with a paper bag for their purchases, and for my own personal shopping, I prefer paper.

Hi Joan,
My business doesn't use bags, so I can only reply as a consumer. And really, as an ignorant consumer, because I am unaware of the particular costs and harms of plastic bags versus paper bags versus reusable bags.

What I can tell you is that single-use plastic bags are very convenient for me. I save them, re-use them, and ultimately recycle them. They're light and easy. I do have some reusable bags, which I try to carry around, but often when I need them someone has taken them out of my car for another purpose. They also seem to disappear. I started with 10 canvas bags from the co-op and now seem to have only one.

I can also tell you that I dislike feeling morally judged for my bag choice, and that when I read about a community that has banned single-use plastic bags, I feel that they have "gone too far" along the spectrum of political correctness. And, I don't like it when I have to pay an extra charge for a bag, either.

Given my druthers, I'd prefer to be educated into doing the right thing (whatever that is), instead of legislated into it.

I Hope this is not too cranky!

Vertebrata does not use plastic bags in office. Personally, when shopping we all use re-usable bags or no bag for shopping. Because of our mission, we would like to see as much "eco-friendliness" as can be inherent to people's shopping experience. Whatever we can do as a town to promote this, Vertebrata stands behind. Compostable bags, reusable, or other eco-friendly alternatives get our vote. Plastic bags are terrible for the environment and it is felt that we should lead the way in saying no to the traditional setup.

Be Better,
William J. O'Donnell, DC, DAAMLP
Chiropractic Physician

**URBAN SERVICES COMMITTEE**
**MINUTES**
**February 23, 2012**

Present
Richard Hervey, Acting Chair
Roen Hogg

Absent
Hal Brauner (excused)

Visitors
Robert Wilson

Staff
Jim Patterson, City Manager
Karen Emery, Parks and Recreation Director
Greg Gescher, City Engineer
Kevin Young, Planning Division Manager
Jason Yaich, Associate Planner
Josh Tacchini, Engineer
Emely Day, City Manager's Office

## SUMMARY OF DISCUSSION

| Agenda Item | Information Only | Held for Further Review | Recommendations |
|---|---|---|---|
| I. McFadden Industrial Annexation Explanatory Statement and Display Ad | | | Approve the Explanatory Statement and display advertisement, as amended |
| II. Systems Development Charge Annual Review | | | Approve the proposed systems development charge rates, **by means of a resolution to be read by the City Attorney** |
| III. Other Business | | | |

## CONTENT OF DISCUSSION

Councilor Hervey called the meeting to order at 5:00 pm.

I. McFadden Industrial Annexation Explanatory Statement and Display Ad (Attachment)

Planning Division Manager Young explained that the Council needs to determine language for the McFadden Industrial Annexation Explanatory Statement for the Voters Pamphlet and the associated display advertisement for the *Corvallis Gazette-Times* (*G-T*). The Annexation measure will be included on the May 15, 2012, ballot. The Land Development Code requires that the City prepare an Explanatory Statement and a display advertisement. The Oregon Secretary of State's Office prohibits the City from providing any information that could be construed as election campaigning; so the advertisement must be published prior to March 15, when the measure will be submitted to the Benton County Elections Office (BCEO).

City Manager Patterson added that the City must remain neutral regarding the Annexation election process; therefore, staff determined that the proposed timeline for advertising the Annexation measure would be the best procedure.

Associate Planner Yaich explained that, when the Council approves the display advertisement, staff will work with *G-T* staff to publish the advertisement. Staff will then remove from the City's Web site all information regarding the Annexation. This action must be completed before the March 15 deadline for submitting the Annexation measure to the BCEO. He added that Assistant to City Manager/City Recorder Louie forwarded the proposed Explanatory Statement and display advertisement to the Secretary of State's Office, whose staff raised no objections to the language.

In response to Councilor Hogg's inquiry, Mr. Young clarified that staff seeks preliminary feedback regarding the proposed Explanatory Statement and display advertisement language; staff can make changes before presenting the proposed language to the Council for approval.

Councilor Hervey quoted from the Explanatory Statement (second paragraph, third sentence);

> *"Planned Development approval, which requires public notice and a public hearing, would be required prior to any future development of industrial uses on the site."*

He said the sentence implies that some non-industrial development could occur on the site without a Planned Development public process, and he asked what those developments might be.

Mr. Yaich explained that the language was intended to identify the proposed base zoning designation (General Industrial [GI]) and the property owner's intent to propose a Planned Development overlay. He did not know whether uses other than industrial might occur on the site; however, this language could be clarified. Mr. Young confirmed that no uses could occur on the site without a Planned Development public process.

Councilor Hervey quoted from the display advertisement:

> *"Future Development and Land Use: . . . Because of the proposed Planned Development overlay, any future development on the site requires a public hearing and approval by the Corvallis Planning Commission."*

He suggested that this language be used in the Explanatory Statement to avoid voters' concerns of potential non-industrial development on the site.

Mr. Young and Mr. Yaich concurred with Councilor Hervey's suggestion.

The Committee indicated approval of the Explanatory Statement and display advertisement, with the suggested amendment.

II. Systems Development Charge Annual Review (Attachment)

City Engineer Gescher explained that the City annually reviews its systems development charge (SDC) rates to adjust them for inflation and to incorporate changes to SDC-eligible project costs. The City utilizes the *Engineering News Record Construction Cost Index* (*ENR CCI*) for SDC rate inflationary adjustments. The national *ENR* publication maintains a CCI for 20 large cities in the nation; Corvallis uses the *ENR CCI - Seattle* for SDC inflationary adjustments. The *ENR CCI - Seattle* increased 4.1 percent from last year. This inflationary rate is applied to the estimated costs of extra-capacity projects slated for construction. When projects are completed, the estimated costs are changed to the actual costs. Two SDC-eligible projects were completed during the past year:

- Corvallis Municipal Airport Industrial Park SW Hout Street improvements and installation of a water line; and
- SW Country Club Drive improvements west of SW 35th Street by widening and striping for bicycle lanes.

The project cost estimates were updated to reflect actual costs. No new SDC-eligible projects are proposed.

Mr. Gescher explained that one-third of Parks SDC-eligible projects involve land acquisition, and two-thirds involve construction. Two-thirds of Parks SDC-eligible project cost estimates are adjusted by the *ENR CCI - Seattle;* one-third of the cost estimates are adjusted by the Benton County Real Market Value (RMV) of unimproved residential land. The Benton County RMV decreased 3.0 percent from last year. Therefore, two-thirds of Parks SDC-eligible project cost estimates – and the Parks SDC rate – were increased by 4.1 percent, and one-third was decreased by 3.0 percent.

The proposed SDC rate adjustments would maintain Corvallis' current ranking in the comparator city listing.

Mr. Gescher said staff recommended SDC rates outlined in the proposed resolution, effective April 1.

In response to Councilor Hogg's inquiries, Mr. Gescher explained that SDC rates are based upon specific project lists. Projects eligible for SDC funding are based upon approved master plans. Public Works Department's projects are based upon anticipated needs to serve a projected population of 80,000 residents. The City's infrastructure, particularly water and sewer treatment plant facilities, are in good condition. Staff is not considering major infrastructure investments in the near future, which keeps SDC rates lower.

Parks and Recreation Director Emery explained that the parks SDC fee is based upon an adopted calculation methodology that will be reviewed during an SDC update in Fiscal Year 2012-2013. Parks SDC fees are restricted to accommodating future capacity, so current parks and playgrounds are usually not eligible for SDC funding. New parks, facilities and trails are eligible for SDC funding but must be specified in the City's Parks and Recreation Facilities Plan. Staff is updating the Plan this year to identify needs for the City's current

population, and the Plan will be the basis of next year's SDC program review. She added that SDC funds can be used for an existing park if there was a significant change in the neighborhood, creating an increased capacity need. Sunset Park was eligible for SDC funding for a new playground because of nearby residential developments after the Park was developed.

Councilor Hervey noted that the Capital Improvement Program project list will be reviewed in conjunction with this year's budget process and next year's SDC program review.

In response to Councilor Hervey's injury, Mr. Gescher said the actual costs of the completed transportation projects were approximately 20 percent more than the estimates. Costs for the water projects were significantly less than the estimates. Approximately five years ago, staff reviewed estimated and actual project costs; overall, costs were within 20 percent of estimates, which the City's consultant deemed appropriate. Overall, the Public Works Department-related SDC project actual costs were within one-percent of the estimated costs. The adjustments made during this year's review are consistent with that study.

Based upon a motion moved and seconded by Councilors Hogg and Hervey, respectively, the Committee unanimously recommends that Council approve the proposed systems development charge rates, **by means of a resolution to be read by the City Attorney.**

III. Other Business

A. The March 8, 2012, Urban Services Committee meeting was canceled due to lack of agenda items ready for discussion.

B. The next regular Urban Services Committee meeting is scheduled for March 22, 2012, at 5:00 pm, in the Madison Avenue Meeting Room.

Councilor Hervey adjourned the meeting at 5:17 pm.

Respectfully submitted,

Richard Hervey, Acting Chair

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

# MEMORANDUM

**DATE:** January 17, 2012

**TO:** Urban Services Committee

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

**SUBJECT:** Voters' Pamphlet Explanatory Statement and Display Ad for the McFadden Industrial Annexation (ANN11-00001)

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Attached please find the Voters' Pamphlet explanatory statement, and display advertisement for the McFadden Industrial Annexation.

The explanatory statement will appear in the voters' pamphlet for the May 15, 2012, election. The explanatory statement must not exceed 500 words in length. The attached explanatory statement is 399 words in length. The article will be discussed at the March 5, 2012, City Council meeting.

The Land Development Code requires that annexation display ads be published in a newspaper of general circulation at least 10 days prior to an election, it is recommended that this ad be published on Monday, March 12, 2012.

Review and Concur:

Jim Patterson, City Manager

EXPLANATORY STATEMENT FOR BENTON COUNTY VOTER' PAMPHLET
MCFADDEN INDUSTRIAL ANNEXATION
Ballot Measure 02-____

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The 88-acre area proposed for annexation is located west of Highway 20 and the Willamette River, east of Highway 99W, south NE Circle Boulevard and north of downtown Corvallis. The area includes 2.57 acres of adjacent Highway 20 right-of-way and 85.43 acres of private land that contains two single family homes and a farm. The Comprehensive Plan Map designation for the property is General Industrial. If annexed, the property would be zoned PD(GI) (General Industrial with Planned Development and Willamette River Greenway Overlays). The proposed zoning is consistent with the Comprehensive Plan Map designation.

Annexation requests are required to include a drawing to illustrate how the site could be developed. The applicant's drawing depicts the development of several buildings that could contain industrial uses permitted in the General Industrial zone. Planned Development approval, which requires public notice and a public hearing, would be required prior to any future development of industrial uses on the site. Any development on the property would have to be consistent with Land Development Code requirements regarding uses, setbacks, and other review criteria, unless modified through the Planned Development process.

DRAFT

This project was analyzed for compatibility impacts and public service impacts, including potential traffic and utility impacts. Analysis found consistency with the City's compatibility criteria and the City's adopted Master Plans for items such as transportation, parks, trails, sewer, water, and storm drainage.

This land was identified for eventual annexation and development in 1980 when the urban growth boundary was adopted. This was reaffirmed with the acknowledgment of the City's 1998 Comprehensive Plan update. Water, sewer, and storm drainage services are available near the site, and are adequately sized to serve potential development on the site. Some additional public facility and service improvements would need to be constructed with future development of this site to satisfy Land Development Code Chapter 4.0 criteria. City ordinances specify that developers will be responsible for on-site and off-site costs associated with street and utility improvements needed for land development projects.

The City Council found the annexation request to be consistent with the policies of the Comprehensive Plan, Corvallis Land Development Code, and other City and State policies and standards. Citizens are encouraged to become informed about the annexation request. Full copies of the project's staff reports and Planning Commission and City Council hearing minutes are available at the Corvallis-Benton County Public Library (645 Monroe Avenue).

INFORMATION SUBMITTED BY THE CITY OF CORVALLIS

# MCFADDEN INDUSTRIAL ANNEXATION

| APPLICANT: | OWNERS: |
|---|---|
| Gazeley & Associates<br>7275 NE Haugen Road<br>Corvallis, OR 97330 | Arthur McFadden<br>401 SW Alder Street<br>Portland, OR 97204 |
| **AREA:** 88 acres (2.57 acres of Highway 20 right-of-way and 85.43 acres of private land). | |
| **LOCATION:** The subject 88-acre property is located at 1350-1520 NE Highway 20, and is generally west of Highway 20 and the Willamette River, east of Highway 99W, south of NE Circle Boulevard, and north of downtown Corvallis. The site is immediately to the west of the Hewlett-Packard campus. The private land portion of the annexation area is identified on Benton County Assessor's Map 11-5-25, as Tax Lot 1308 | |
| **CURRENT USE:** The site is currently used as a farm, and contains two single family residences. | |
| **COMPREHENSIVE PLAN DESIGNATION:** General Industrial | |
| **ZONE UPON ANNEXATION:** PD(GI): General Industrial with Planned Development and Willamette River Greenway overlays | |

DRAFT

**Future Development and Land Use:** If annexed, future development on the McFadden property would occur consistent with the standards of the General Industrial zone. Because of the proposed Planned Development overlay, any future development on the site requires a public hearing and approval by the Corvallis Planning Commission.

**Provision of Facilities and Services:** The following provisions are associated with development of the site. System development charges toward transportation and other public facility improvements will be paid when each new facility is built. On-site water, sewer, street, and drainage system improvements will be the responsibility of the developer. Under current City codes, development of this property must be provided with public services and facilities. The developer will be responsible for his/her share of the development's off-site costs associated with street and utility improvements. Costs for extra-capacity street and utility systems may be eligible to be funded by System Development Charge revenues, which are collected from development City-wide. Also, if adjacent properties are annexed in the future, the respective property owners benefitting from these improvements, may be required to provide reimbursement for their fair share of these improvements upon development and/or intensification of their properties.

**Transportation:** Access to the site would be provided from Highway 20 (NE 2nd Street). In conjunction with development on the site, the applicant would be required to construct transportation improvements to serve the development, consistent with both City of Corvallis and

Oregon Department of Transportation standards. Generally these include paved streets and bike lanes, curbs, gutters, and sidewalks.

**Water:** The proposed development lies within the First-Level water service area. The site can be adequately served by the City's water system, subject to improvements that would be required in conjunction with development.

**Sewer:** Sanitary sewer service is available to the subject site via an existing sewer line located along the north and northwest portions of the site. The site can be adequately served by the City's sanitary sewer system, subject to improvements required in conjunction with development.

**Storm Drainage:** The subject site lies within the Garfield drainage basin. The applicant proposes to serve future development by either discharging stormwater into the Garfield drainage basin along the west side of the property, or to gain access from ODOT and discharge across the highway, directly into the Willamette River. Stormwater quality measures would be required prior to discharge. The site can be adequately served by the City's storm drainage system, subject to improvements required in conjunction with development.

**Solid Waste, Power, Gas, Communications:** Franchise services are available near the site and are capable of accommodating anticipated development of the McFadden property.

DRAFT

**Safety Services:** Fire protection needs for industrial development on the site can be provided through the addition of fire hydrants installed at the developer's expense. Public Safety Services are currently provided by the County Sheriff and the Corvallis Fire Department. Annexation approval will bring these lands under the jurisdiction of the Corvallis Police Department. Both fire protection and police protection can be adequately provided to the site.

# IMPACTS OF ANNEXING THE MCFADDEN PROPERTY

Annexation will permit future urbanization of the site. This land was identified for annexation and development in 1980, when the Urban Growth Boundary was adopted, and was reaffirmed in 2000, with State acknowledgment of the City's Comprehensive Plan update. The proposed General Industrial zone development standards have been used to evaluate impacts of development.

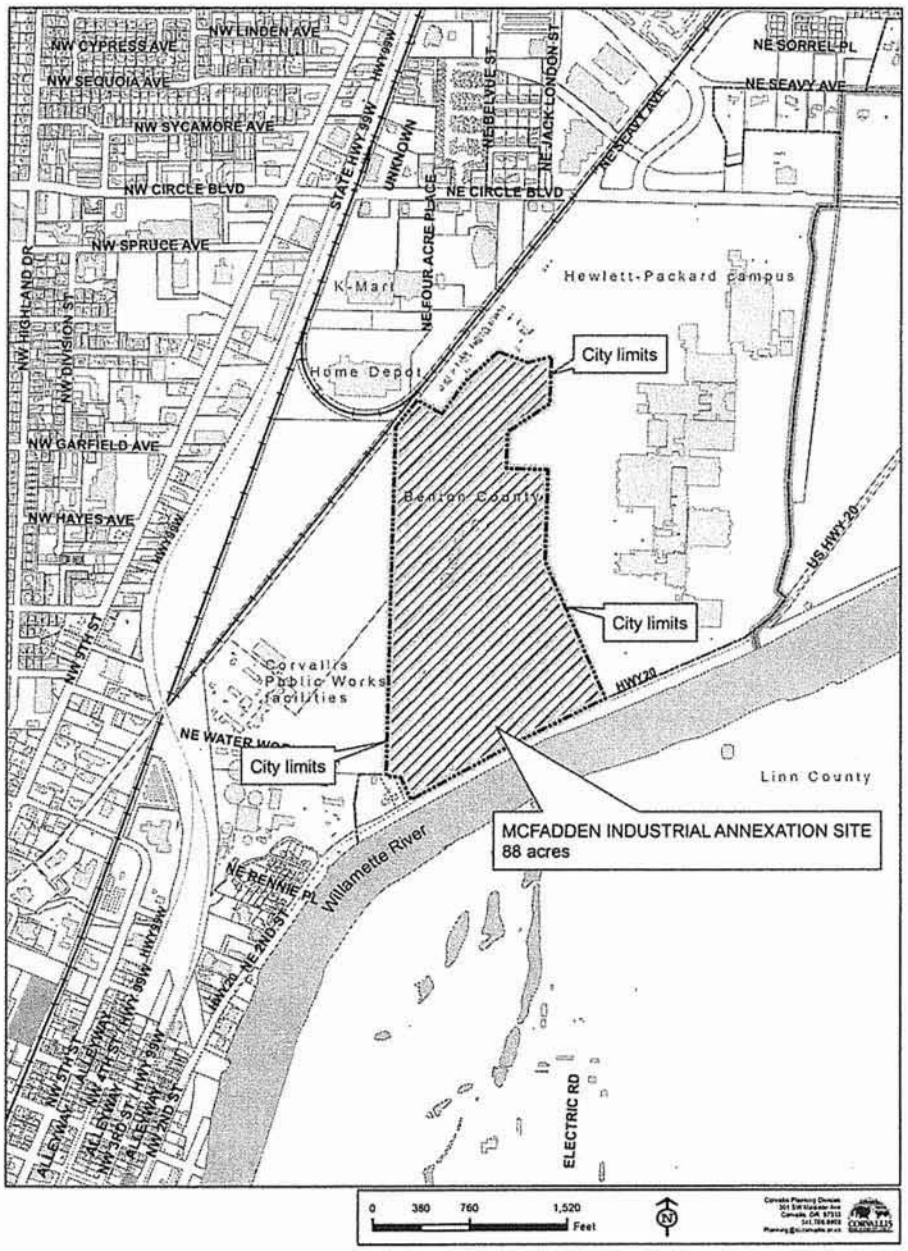
This analysis found that the most significant positive impacts of annexation include incorporation of additional land within the City limits, which will provide diversity in the type, location, and size of industrial land, ensuring choices in the market and ensuring an adequate five-year supply of industrial lands. The most significant negative impacts of annexation were related to industrial uses permitted in the General Industrial zone and their potential impacts on adjacent residential uses, and additional traffic generated by the industrial users.

**Summary:**

Access to the site would be provided from Highway 20 (NE 2nd Street). Prior to development of industrial uses on the McFadden property, additional land use approval would be necessary, which requires public notice and Planning Commission approval. Improvements to transportation, water, sanitary sewer, and storm drainage systems will be required of the developer. Safety and emergency services would be provided by the City.

The City Council has found that the annexation is consistent with the policies of the Comprehensive Plan, applicable Land Development Code criteria, and other City and State policies and standards.

Vicinity Map - McFadden Industrial Annexation



# MEMORANDUM

**TO:** Urban Services Committee (USC)

**FROM:** Mary Steckel, Interim Public Works Director
Karen Emery, Parks and Recreation Director

**DATE:** February 3, 2012

**SUBJECT:** Annual System Development Charge (SDC) Adjustment

**Issue**

The Corvallis Municipal Code requires an annual review of SDC rates with adjustments becoming effective April 1st of each year.

**Background**

Municipal Code Section 2.08 directs the City to review and revise SDC's annually, adjusting for: inflation, modifications to facility master plans, and modifications to eligible project lists. Current Oregon Revised Statutes do not require a public hearing unless requested by an interested party. Although no such request has been made, staff has scheduled the USC review as a public hearing to avoid delays that a last minute request might cause. Notification of the February 23, 2012, USC public hearing was sent to identified interested parties.

SDC fees are collected from new development to pay for capital projects that have been, or will be, built to serve growth. All SDC fees, with the exception of Park SDCs, are comprised of two components: a reimbursement fee and an improvement fee. Based on the City Council adopted methodology, Park SDCs are collected only on an improvement fee basis.

Orientation material developed by FCS Group, the City's consultant during the 2001 SDC program review, is attached for your information and reference.

Water, Sewer, Street, Drainage SDCs

The improvement fee is based on projects to be constructed that provide extra capacity to serve growth. Municipal Code Section 2.08.030.5 requires this fee to be adjusted annually for inflation using the *Engineering News-Record* (ENR) Construction Cost Index (CCI) for Seattle. Improvement fee monies collected can be used to construct capital projects that provide extra capacity. The reimbursement fee is based on projects already constructed that provide extra capacity to serve growth. It is not adjusted for inflation and can be used to construct any capital improvement. Both improvement and reimbursement fees must be spent on projects consistent with the funding source (i.e. Sewer, Water, Drainage, or Street SDCs).

Once an identified project on the improvement fee list is constructed, the estimated costs are removed from that list and actual project costs are added to the reimbursement fee list. This occurs in conjunction with the annual inflationary adjustment to SDCs.

Park SDC

The Parks and Recreation SDC methodology was updated in 2006. The process used to update the City's Parks and Recreation SDCs establishes the required connection between the demands of growth and the proportionate need of each type of park facility for use by current <u>and</u> future residents. The Parks and Recreation SDCs are based on the park, trail, and natural area acquisition and development needs such as sports complexes, as identified in the adopted 2000 Park & Recreation Facilities Plan. The Parks and Recreation Facilities Plan will be updated in 2012 as part of the Parks and Recreation Master Plan.

Based on State statute, SDC rates are calculated using a series of sequential formulas which, when completed, yield the total SDC rates for each new dwelling unit in the City. The formulas identify:

a) the park improvements cost per capita population
b) the improvements cost per dwelling unit
c) the SDC debt service credit per dwelling unit - This is applied to credit new development for its share of debt service that will be funded by current residents for the costs of future park improvements.
d) the total Park SDC per dwelling unit
e) the discounted SDC per dwelling unit – Based on statute, the City may discount the SDC rate to collect less than 100% of growth costs. The adopted Park SDC was discounted at a 60% charge rate. Said another way, the Park SDC rates that are collected fund a percentage of the new growth costs needed to provide for the park improvement needs.

In addition, based on City Council direction, the annual adjustment index is applied in two parts. This two-part process will recognize the park related project components of both development elements (the change in ENR CCI for Seattle at 67% ) and acquisition elements (the change in Benton County Real Market Value at 33%).

**Discussion**

Water, Sewer, Drainage, Street SDCs

Current SDC fees are based on a January 2011 Seattle ENR CCI of 8703.51. At the time this report was developed, the January 2012 index was not yet available and the December 2011 index of 9059.55 has been used for calculating the fee revision. This represents an index adjustment of approximately +4.1%. This adjustment is applied only to the improvement fee list of each SDC.

The following projects have been constructed and moved from the improvement fee list to the reimbursement fee list:

- Airport Industrial Park Improvements (Transportation and Water SDCs)
- Country Club Drive Improvements (Transportation SDC)

There are no new additions to the SDC project lists.

Park SDCs

The Parks and Recreation SDC two-part index is calculated based on the Seattle ENR CCI and the Benton County Real Market Value. The Seattle ENR CCI is applied to 67% of the Park SDC unit costs and Benton County Real Market Value increase or decrease is applied to 33% of the Park SDC unit costs. This is based on the parks and recreation project list where 67% of the total costs are construction related and 33% of the total costs are acquisition related. As previously stated, the December 2011 Seattle ENR CCI is 9059.55, representing an index adjustment of approximately +4.1%. The Benton County Real Market Value experienced a decrease of 3% over the past year.

Table 1 details the proposed SDC fee adjustment based on the criteria described herein. The impact of the fee changes on a typical single family residence and comparison with other cities is shown in Table 2.

Proposed SDC rates will become effective April 1, 2012, with City Council approval of the attached resolution.

**Recommendation**

Staff recommends the USC forward the attached resolution to the City Council for approval.

***Review & Concur:***

Jim Brewer, City Attorney

Ken Gibb, Community Dev. Director

Nancy Brewer, Finance Director

James A. Patterson, City Manager

Attachments
X:\Divisions\Engineering\Capital Planning&Projects\Projects\SDC\SDC 11-12\12 Adjustment USC Staff Rpt.wpd

## System Development Charge Rates

| Unit Description | Current SDC ($/Unit) | Proposed SDC ($/Unit) |
|---|---|---|
| **WATER** | | |
| Equivalent Fixture Units | | |
| 1st Level | $ 66.68 | $ 68.40 |
| 2nd Level | $ 142.52 | $ 147.11 |
| 3rd Level | $ 255.86 | $ 264.27 |
| **SEWER** | $ 199.82 | $ 207.35 |
| Equivalent Fixture Units | | |
| **STREET** | $ 238.67 | $ 247.20 |
| Daily Trip Ends | | |
| **DRAINAGE** | $ 0.076 | $ 0.080 |
| Impervious Sq Ft | | |
| **PARKS** | | |
| Single Family Dwelling Unit | $ 4,993.31 | $ 5,081.04 |
| Multi Family Dwelling Unit | $ 3,701.36 | $ 3,766.39 |

**Table 1 – Current / Proposed SDC Comparison**

# MULTI-CITY SDC COMPARISON

## SINGLE FAMILY RESIDENCE

| City | Parks | Sewer | Water | Transportation | Stormwater | Total |
|---|---|---|---|---|---|---|
| Monmouth | $1,484 | $2,753 | $1,413 | $394 | $210 | $6,254 |
| Albany[1] | $1,500 | $2,402 | $2,050 | $1,734 | No SDC | $7,686 |
| Grants Pass | $1,123 | $2,455 | $2,462 | $1,435 | $422 | $7,897 |
| Lebanon | $2,065 | $3,436 | $2,040 | $1,117 | $187 | $8,845 |
| Woodburn | $1,752 | $2,977 | $2,085 | $3,532 | $303 | $10,649 |
| Eugene | $3,757 | $2,099 | $2,613 | $1,792 | $557 | $10,818 |
| **Corvallis (Current)** | **$4,993** | **$3,197** | **$1,067** | **$2,284** | **$210** | **$11,751** |
| **Corvallis (Proposed)** | **$5,081** | **$3,318** | **$1,094** | **$2,366** | **$221** | **$12,079** |
| Veneta | $3,509 | $4,754 | $1,937 | $1,858 | $155 | $12,213 |
| Columbia City | $1,495 | $1,623 | $4,292 | $4,575 | $250 | $12,235 |
| Garibaldi | $1,139 | $2,277 | $2,576 | $3,579 | $2,823 | $12,394 |
| Salem[2] | $3,646 | $7,231 | | $1,954 | $481 | $13,312 |
| Newberg | $2,017 | $5,522 | $5,689 | $2,833 | $303 | $16,364 |
| Gresham | $3,837 | $5,056 | $4,153 | $2,795 | $824 | $16,665 |
| Portland | $8,101 | $4,335 | $1,732 | $2,746 | $783 | $17,697 |
| Silverton | $4,156 | $4,505 | $4,130 | $4,145 | $1,462 | $18,398 |
| Philomath | $789 | $6,601 | $7,182 | $4,027 | $1,247 | $19,846 |
| Beaverton | $5,299 | $4,500 | $3,180 | $6,665 | $910 | $20,554 |
| Hillsboro | $3,961 | $4,500 | $5,593 | $6,665 | $500 | $21,219 |
| Wilsonville | $4,602 | $4,153 | $7,002 | $5,874 | $492 | $22,123 |
| Lake Oswego | $11,089 | $2,344 | $5,289 | $4,195 | $129 | $23,046 |
| West Linn | $9,023 | $4,977 | $8,823 | $8,339 | $1,030 | $32,192 |

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**Table 2 – Multi-City SDC Comparison**

Notes
1. With the exception of Albany, only communities with parks, sewer, water, transportation, and stormwater SDCs are listed for comparison. The City of Albany is provided as an often-requested comparitor.
2. Salem combined their water and sewer SDCs this year.

RESOLUTION 2012- _____

Minutes of the March 5, 2012, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, the methodology for establishing systems development charges is established in Municipal Code Chapter 2.08, as amended;

WHEREAS, Municipal Code Chapter 2.08, as amended, requires the system development charge rates be established by resolution of the City Council;

WHEREAS, Municipal Code Chapter 2.08, as amended, directs City Council to review system development charge rates annually and revise capital project costs used to set rates to reflect changes in the *Engineering News - Record* (ENR) Seattle Construction Cost Index (CCI), Benton County Real Market Value of unimproved property, modifications to master facility plans, and modifications to the list of eligible projects as approved by City Council;

WHEREAS, the Seattle ENR CCI has increased from 8703.51 (Jan 2011), to 9059.55 (Dec 2011) since the previous review of improvement fee rates;

WHEREAS, the Benton County Real Market Value of unimproved residential land has decreased by 3% over the past year;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that the system development charge rates are determined as follows:

(1) System Development Charge Determination

| **System Development Charge Rates** | | | | |
|---|---|---|---|---|
| | Unit Description | Improvement Fee ($/Unit) | Reimbursement Fee ($/Unit) | **Total SDC ($/Unit)** |
| WATER: | Fixture Units | | | |
| | 1st Level | $44.95 | $23.45 | $68.40 |
| | 2nd Level | $118.21 | $28.90 | $147.11 |
| | 3rd Level | $215.51 | $48.76 | $264.27 |
| SEWER: | Fixture Units | $191.79 | $15.56 | $207.35 |
| STREET: | Trip Ends | $210.79 | $36.41 | $247.20 |
| DRAINAGE: | Sq. Ft. - Impervious Surface | $0.066 | $0.014 | $0.080 |
| PARKS: | Single Family Dwelling | $5,081.04 | NA | $5,081.04 |
| | Multi-Family Dwelling | $3,766.39 | NA | $3,766.39 |

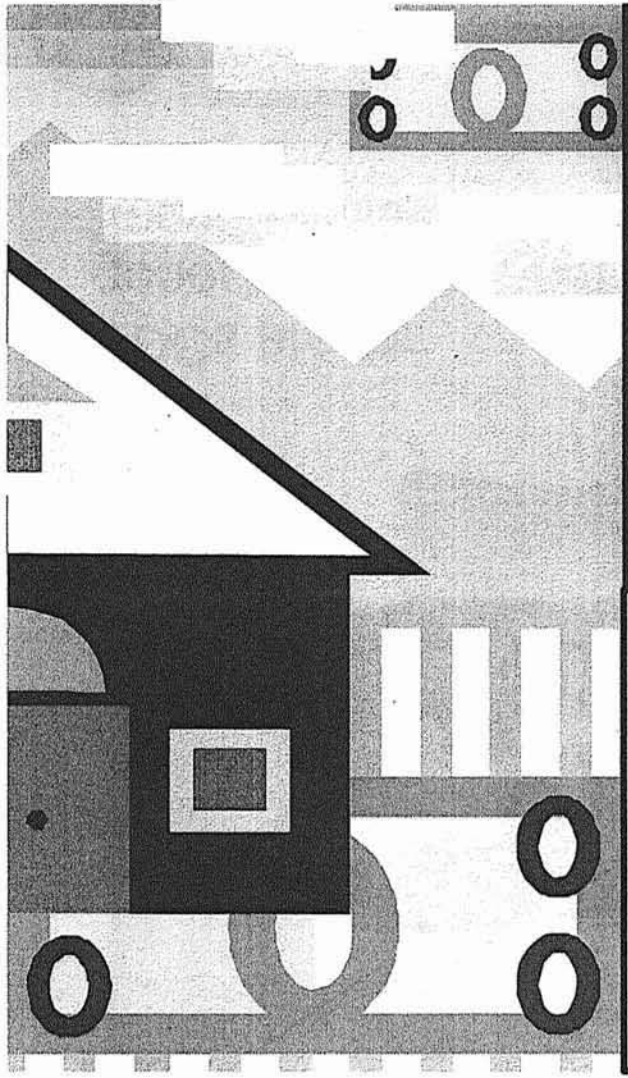
BE IT FURTHER RESOLVED that the portion of Resolution 2011-04, previously establishing system development charge rates for extra-capacity facilities is, by this resolution, rescinded;

BE IT FURTHER RESOLVED that the City Manager is hereby directed to apply these rates as required by Municipal Code Chapter 2.08, as amended, for system development charges, effective April 1, 2012.

_____

Councilor

Upon motion made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.



# System Development Charges: The Basics

Presented by

John Ghilarducci

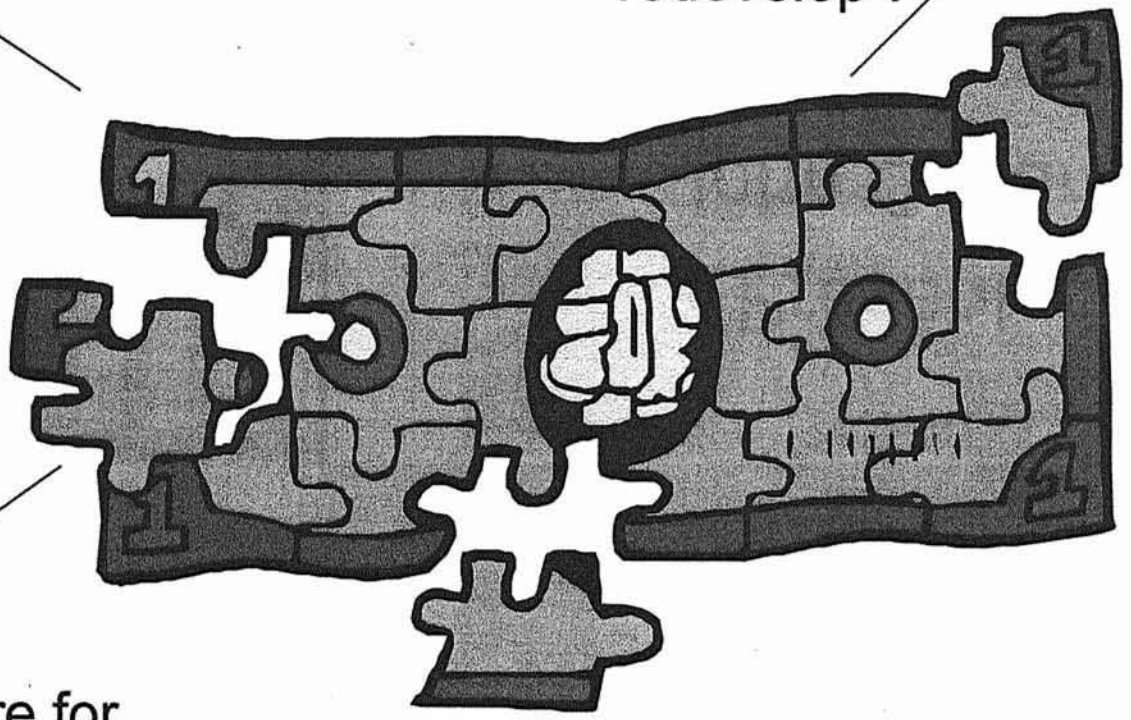
CORVALLIS
ENHANCING COMMUNITY LIVABILITY

FCS GROUP
Solutions-Oriented Consulting
8201 164th Ave. NE. Suite 300. Redmond. WA 98052 (425) 867-1802

# Key Characteristics of SDCs

SDCs are one-time charges, not ongoing rates.

Properties which are already developed do not pay SDCs unless they "redevelop".



SDCs are for capital only, in both their calculation and in their use.

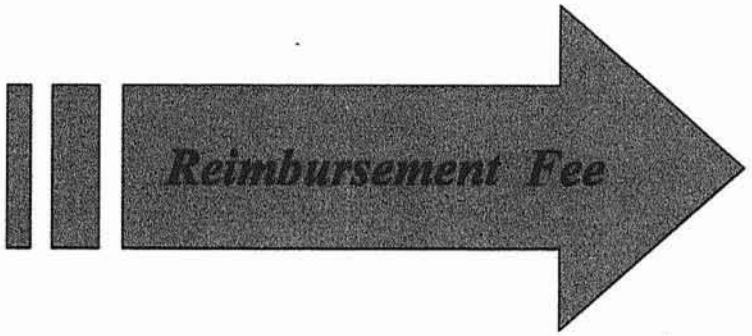
SDCs are for general facilities, not "local" facilities.

SDCs include both future and existing cost components.

# Legal Framework for SDCs

**ORS 223.297 - 314**, known as *the SDC Act*, provides "a uniform framework for the imposition of system development charges by governmental units" and establishes "that the charges may be used only for capital improvements."

# SDC Components




**Fair share of existing capacity**

***Improvement Fee***

**Fair share of future planned capacity**

**Fair share of existing & future capacity**

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# Reimbursement Fee Methodology

**223.304 Determination of amount of system development charges; methodology; credit allowed against charge; limitation of action contesting methodology for imposing charge; notification request.**

(1)(a) **Reimbursement fees** must be established or modified by ordinance or resolution setting forth a methodology that is, when applicable, based on:

(A) Ratemaking principles employed to finance publicly owned capital improvements;

(B) Prior contributions by existing users;

(C) Gifts or grants from federal or state government or private persons;

(D) The value of unused capacity available to future system users or the cost of the existing facilities; and

(E) Other relevant factors identified by the local government imposing the fee.

(b) The methodology for establishing or modifying a reimbursement fee must:

(A) Promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.

(B) Be available for public inspection.

- ✓ *Reimbursement fee methodology*
- ✓ *Cost to serve*
- ✓ *Unused capacity only*

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# Improvement Fee Methodology

(2) **Improvement fees** must:

(a) Be established or modified by ordinance or resolution setting forth a methodology that is available for public inspection and demonstrates consideration of:

(A) The projected cost of the capital improvements identified in the plan and list adopted pursuant to ORS 223.309 that are needed to increase the capacity of the systems to which the fee is related; and

(B) The need for increased capacity in the system to which the fee is related that will be required to serve the demands placed on the system by future users.

(b) Be calculated to obtain the cost of capital improvements for the projected need for available system capacity for future users.

(3) A local government may establish and impose a system development charge that is a combination of a reimbursement fee and an improvement fee, if the methodology demonstrates that the charge is not based on providing the same system capacity.

- ✓ *Improvement fee methodology*
- ✓ *"Demonstrates" is new language*
- ✓ *Growth-related capacity only*
- ✓ *No double charging*

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# SDC Credits

Credits against the improvement fee must be provided for the construction of a capital improvement, which is:

- ✔ required as a condition of development,
- ✔ identified in an adopted capital facilities plan, and
- ✔ is either off-site or, if on-site, is required to provide more capacity than needed by the development in question.

# Credit Requirements

(4) The ordinance or resolution that establishes or modifies an improvement fee shall also provide for a **credit** against such fee for the construction of a qualified public improvement. A "qualified public improvement" means a capital improvement that is required as a condition of development approval, identified in the plan and list adopted pursuant to ORS 223.309 and either:

✓ *Credits*

(a) Not located on or contiguous to property that is the subject of development approval; or

(b) Located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.

(5)(a) The credit provided for in subsection (4) of this section is only for the improvement fee charged for the type of improvement being constructed, and credit for qualified public improvements under subsection (4)(b) of this section may be granted only for the cost of that portion of such improvement that exceeds the local government's minimum standard facility size or capacity needed to serve the particular development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under subsection (4)(b) of this section.

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# Credit Requirements, *continued*

(b) A local government may deny the credit provided for in subsection (4) of this section if the local government demonstrates:

(A) That the application does not meet the requirements of subsection (4) of this section; or

(B) By reference to the list adopted pursuant to ORS 223.309, that the improvement for which credit is sought was not included in the plan and list adopted pursuant to ORS 223.309.

(c) When the construction of a qualified public improvement gives rise to a credit amount greater than the improvement fee that would otherwise be levied against the project receiving development approval, the excess credit may be applied against improvement fees that accrue in subsequent phases of the original development project. **This subsection does not prohibit a local government from providing a greater credit, or from establishing a system providing for the transferability of credits, or from providing a credit for a capital improvement not identified in the plan and list adopted pursuant to ORS 223.309, or from providing a share of the cost of such improvement by other means, if a local government so chooses.**

(d) Credits must be used in the time specified in the ordinance but not later than 10 years from the date the credit is given.

✓ *Many local governments far exceed minimum requirements*

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# Uses of SDC Receipts

*Reimbursement Fee* → **Any related capital facilities**

***Improvement Fee*** — **Capacity-increasing facilities only**

*System Development Charge* → **Depends on fee; track proceeds separately**

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# The SDC Calculation

**Reimbursement Fee**

Eligible value of unused capacity in existing facilities

÷

Growth in system capacity

+

**Improvement Fee**

Eligible cost of planned capacity increasing facilities

÷

Growth in system capacity

=

**System Development Charge**

$

per unit of capacity

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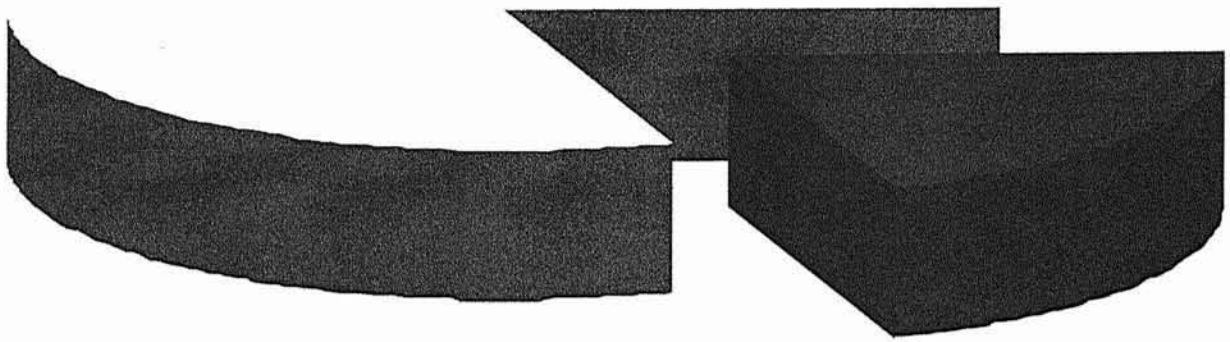
# Reimbursement Fee Cost Basis

## Sample Existing Facilities Cost

*reimbursement fee eligible*

*Serving Existing Customers*



*Unused Capacity*

# Example: Reimbursement Fee Cost Basis

| Utility Plant-in-Service (6/30/99) (1) | Original Cost | Noncapacity Related | Capacity Related | Unused Capacity | Used Capacity |
|---|---|---|---|---|---|
| Land | $879,140 | $0 | $879,140 | $0 | $879,140 |
| Newly Completed Projects (2) | | | | $0 | |
| Construction work in progress | | | | | |
| 402: Circle Boulevard Multi-Use Path | $670,000 | $0 | $670,000 | $251,300 | $418,700 |
| 403: Riverfront Multi-Use Path | $1,502,000 | $800,000 | $702,000 | $263,250 | $438,750 |
| 24c: NW Harrison Corridor Improvements | $1,625,000 | $0 | $1,625,000 | $1,625,000 | $0 |
| 31: Kings Boulevard | $1,285,000 | $0 | $1,285,000 | $1,285,000 | $0 |
| 362: Circle / Highway 99 | $1,070,000 | $270,000 | $800,000 | $300,000 | $500,000 |
| less: Net Debt Principal Outstanding (3) | $0 | $0 | $0 | $0 | $0 |
| less: Grant Contributions (4) | $0 | $0 | $0 | $0 | $0 |
| Allocable Plant-in-Service | $7,031,140 | $1,070,000 | $5,961,140 | $3,724,550 | $2,236,590 |

NOTES:

(1) Source: 6/30/99 CAFR
(2) From Table 4 CIP inputs. Careful not to duplicate CWIP.
(3) Rate portion only; net of cash and investments
(4) Non-SDC contributed capital.

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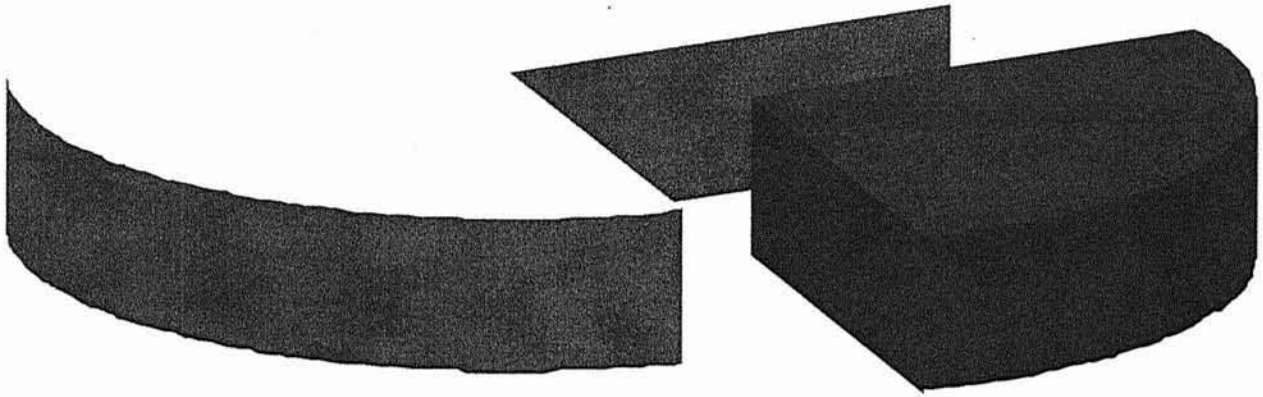
ENHANCED COMMUNITY LIVABILITY

# Improvement Fee Cost Basis

## Sample Planned Capital Costs

*improvement fee eligible*

*To Serve Existing Customers*



*Capacity Increasing*

CORVALLIS

# Example: Improvement Fee Cost Basis

| # | Project Title | Description | Updated Cost (3) | SDC-Eligible Cost | $ Amount Completed | Improvement Fee Basis |
|---|---|---|---|---|---|---|
| 4 | 9th Street | | $ 324,800 | $ 103,100 | $ - | $103,100 |
| 9 | 29th Street Extension | | 884,600 | 323,700 | - | 323,700 |
| 10a | 35th Street | | 216,500 | 143,300 | - | 143,300 |
| 11 | 35th Street | | 2,096,000 | 1,497,000 | - | 1,497,000 |
| 13 | 53rd Street | | 3,104,300 | 2,042,400 | - | 2,042,400 |
| 14 | 53rd Street | | 1,262,900 | 712,400 | - | 712,400 |
| 17 | Country Club Drive | | 1,938,200 | 907,300 | - | 907,300 |
| 18 | Crescent Valley Drive | | 787,700 | 261,900 | - | 261,900 |
| 19 | Crescent Valley Drive | | 1,162,900 | 375,300 | - | 375,300 |
| 20 | Crescent Valley Drive | | 886,600 | 291,800 | - | 291,800 |
| 21a | Crystal Lake Drive | | 956,700 | 632,000 | - | 632,000 |
| 21b | Crystal Lake Drive | | 1,846,500 | 1,385,600 | - | 1,385,600 |
| 24a | Harrison Boulevard | | 1,012,400 | 663,900 | - | 663,900 |
| 24b | Harrison Boulevard | | 504,100 | 202,100 | - | 202,100 |
| 25 | Highland Drive | | 1,214,500 | 367,000 | - | 367,000 |
| 32a | Kings Boulevard | | 2,411,500 | 835,100 | - | 835,100 |
| 33 | Lester Avenue | | 3,104,300 | 144,300 | - | 144,300 |
| 34 | Lester Avenue | | 1,012,400 | 622,700 | - | 622,700 |
| 37a | Brooklane Drive | | 4,116,700 | 427,900 | - | 427,900 |
| 37b | Brooklane Drive | | 261,900 | 61,900 | - | 61,900 |
| 39a | Ponderosa Avenue | | 563,900 | 204,100 | - | 204,100 |
| 40 | Reservoir Road | | 4,378,600 | 249,500 | - | 249,500 |
| 41 | Satinwood Street | | 937,200 | 307,200 | - | 307,200 |
| 42 | Walnut Boulevard | | 2,908,800 | 1,338,200 | - | 1,338,200 |
| 43 | West Hills Road | | 2,288,800 | 988,700 | - | 988,700 |
| 44 | Western Boulevard | | 488,700 | 152,600 | - | 152,600 |
| 45a | Walnut Boulevard | | 461,900 | 394,900 | - | 394,900 |
| 45b | Walnut Boulevard | | 415,500 | 390,700 | - | 390,700 |
| 45c | Walnut Boulevard | | 287,600 | 220,600 | - | 220,600 |
| 49 | Crescent Valley Area Improvements #6 (CVAI-6) | | 251,600 | 88,700 | - | 88,700 |
| 51 | Kiger Island Drive | | 4,480,600 | 1,890,800 | - | 1,890,800 |
| 52 | Airport Road | | 1,169,100 | 414,500 | - | 414,500 |
| 53 | Industrial Way | | 2,651,700 | 847,500 | - | 847,500 |
| 56 | 45th Street | | 598,000 | 203,100 | - | 203,100 |
| 57 | 66th Street | | 877,400 | 265,000 | - | 265,000 |
| 58 | Crystal Lake | | 2,734,200 | 859,800 | - | 859,800 |
| 320 | 14th Street | | 88,700 | 33,300 | - | 33,300 |
| 329 | Alexander Avenue | | 550,500 | 206,500 | - | 206,500 |
| 330 | Goodnight Avenue | | 300,000 | 112,500 | - | 112,500 |
| 331 | Madison Avenue | | 75,300 | 28,200 | | 28,200 |

# Example: Improvement Fee Cost Basis

| # | Project Title | Description | Updated Cost (3) | SDC-Eligible Cost | $ Amount Completed | Improvement Fee Basis |
|---|---|---|---|---|---|---|
| 405 | Transit Bus Stop Facilities | | 160,800 | 60,300 | - | 60,300 |
| 405A | Bus Purchases | | 1,804,200 | 360,800 | - | 360,800 |
| 412 | Bicycle Parking Improvements | | 85,600 | 32,100 | - | 32,100 |
| 416 | Multi-Use Path | | 184,500 | 69,200 | - | 69,200 |
| 439 | Path | | 959,800 | 359,900 | - | 359,900 |
| 441 | Witham Hill | | 124,700 | 46,800 | - | 46,800 |
| 546a | WCAS-1 (West Corvallis Access Strategy Project #1) | | 737,100 | 246,400 | - | 246,400 |
| 546b | WCAS-1 (West Corvallis Access Strategy Project #2) | | 1,893,900 | 601,100 | - | 601,100 |
| 546c | WCAS-1 (West Corvallis Access Strategy Project #3) | | 861,900 | 283,500 | - | 283,500 |
| 546d | WCAS-1 (West Corvallis Access Strategy Project #4) | | 1,238,200 | 398,000 | - | 398,000 |
| 552 | Circle Boulevard | | 523,700 | 315,500 | - | 315,500 |
| 553 | Conifer Boulevard | | 424,800 | 157,700 | - | 157,700 |
| 554a | New Collector - 1 | | 1,664,000 | 525,800 | - | 525,800 |
| 554b | Reservoir Road Extension | | 1,513,500 | 480,400 | - | 480,400 |
| 554c | New Collector - 3 | | 585,600 | 201,000 | - | 201,000 |
| 554d | New Collector - 4 | | 536,100 | 185,600 | - | 185,600 |
| 555 | 49th Street | | 433,000 | 273,200 | - | 273,200 |
| 655 | US 20/ORE 34 | | 11,286,100 | 2,257,200 | - | 2,257,200 |
| 656 | Ramps | | 2,783,600 | 556,700 | - | 556,700 |
| 657 | Improve Bypass Interchange | | 5,154,900 | 1,031,000 | - | 1,031,000 |
| 658 | Northern Leg Bypass | | 13,402,700 | 2,680,500 | - | 2,680,500 |
| 659 | Highway 99W | | 9,794,300 | 1,958,900 | - | 1,958,900 |
| 661 | Highway 34 | | 2,319,700 | 463,900 | - | 463,900 |
| 705 | CVAI-5 (Crescent Valley Area Improvements Project #5) | | 1,388,700 | 442,300 | - | 442,300 |
| 706 | New Collector | | 686,600 | 230,900 | - | 230,900 |
| 707 | New Collector | | 686,600 | 230,900 | - | 230,900 |
| 708 | Northern Leg Bypass | | 13,402,700 | 2,680,500 | - | 2,680,500 |
| 709 | Southern Leg Bypass | | 15,464,700 | 3,092,900 | - | 3,092,900 |
| | Traffic Signals | | 7,255,100 | 7,255,100 | - | 7,255,100 |
| Total | | | $152,970,700 | $48,675,200 | $0 | $48,675,200 |
| plus: SDC Credits Outstanding | | | | | | |
| less: Current Improvement Fee Fund Balance (2) | | | | | | $1,346,657 |
| Total Future Capital Projects for SDC Calculation | | | | | | $47,328,543 |

NOTES:

(1) Source: City staff.
(2) Source: City staff.
(3) Updated by City staff using Engineering News Record Seattle CCI.

# Example: Fee Calculations

| | | | | |
|---|---|---|---|---|
| **Reimbursement Fee** | | | | |
| Cost of Net Unused Capacity | | $ | 3,724,550 | |
| Growth to End of Planning Period | | | 269,589 | Daily Trips |
| Reimbursement Fee | | $ | 13.82 | per Daily Trip |
| **Improvement Fee** | | | | |
| Capacity Expanding CIP | | $ | 47,328,543 | |
| Growth to End of Planning Period | | | 269,589 | Daily Trips |
| Improvement Fee | | $ | 175.56 | per Daily Trip |
| **Total System Development Charge** | | | | |
| Reimbursement Fee | | $ | 13.82 | per Daily Trip |
| Improvement Fee | | $ | 175.56 | per Daily Trip |
| SDC Subtotal | | $ | 189.38 | per Daily Trip |
| plus: Administrative Cost Recovery | 1.64% | | $3.11 | per Daily Trip |
| **Total SDC** | | | **$192.49** | per Daily Trip |

CORVALLIS
FINANCIAL COMMUNITY STABILITY

# Example: SDC Application

| Customer Type | Estimated Daily Trips (1) | SDC | Basis |
|---|---|---|---|
| **1 SFR** | 9.55 per DU | $1,838 | per DU |
| **2 Apartments** | 6.47 per DU | $1,245 | per DU |
| **3 General Office Bldg.** | | | |
| 10,000 sq. ft. | 24.6 per 1,000 sq. ft. | $4,735 | per 1,000 sq. ft. |
| 25,000 sq. ft. | 19.72 per 1,000 sq. ft. | $3,796 | per 1,000 sq. ft. |
| 50,000 sq. ft. | 16.58 per 1,000 sq. ft. | $3,191 | per 1,000 sq. ft. |
| 100,000 sq. ft. | 14.03 per 1,000 sq. ft. | $2,701 | per 1,000 sq. ft. |
| 200,000 sq. ft. | 11.85 per 1,000 sq. ft. | $2,281 | per 1,000 sq. ft. |
| 300,000 sq. ft. | 10.77 per 1,000 sq. ft. | $2,073 | per 1,000 sq. ft. |
| > 300,000 sq. ft. | 10 per 1,000 sq. ft. | $1,925 | per 1,000 sq. ft. |
| **4 Specialty Retail** | 40.67 per 1,000 sq. ft. | $7,829 | per 1,000 sq. ft. |
| **5 Supermarket** | 2.01 per 1,000 sq. ft. | $387 | per 1,000 sq. ft. |
| **6 Light Industry** | 6.97 per 1,000 sq. ft. | $1,342 | per 1,000 sq. ft. |
| **7 Heavy Industry** | 1.5 per 1,000 sq. ft. | $289 | per 1,000 sq. ft. |

(1) Source: Trip Generation, 6th Edition, Institute of Traffic Engineers

# Common SDC Misconceptions

- SDCs can be spent on growth-related capital only
- SDCs will solve all our capital funding problems

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

# MEMORANDUM

**DATE:** February 24, 2012

**TO:** Mayor and City Council

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

**SUBJECT:** Voters' Pamphlet Explanatory Statement and Display Ad for the McFadden Industrial Annexation (ANN11-00001)

---

Attached please find the Voters' Pamphlet explanatory statement, and display advertisement for the McFadden Industrial Annexation. On February 23, 2012, the Urban Services Committee reviewed the original draft of these documents, and recommended that a change be made in the language for the Voter's Pamphlet explanatory statement. The change is reflected in the attachments to this memorandum, and noted in strikethrough and bold text. The Urban Services Committee did not recommend any changes to the display advertisement.

The explanatory statement will appear in the voters' pamphlet for the May 15, 2012, election. The explanatory statement must not exceed 500 words in length. The attached explanatory statement is 430 words in length. The article will be discussed at the March 5, 2012, City Council meeting.

The Land Development Code requires that annexation display ads be published in a newspaper of general circulation at least 10 days prior to an election. However, due to concerns regarding what may be perceived as "campaigning" by public employees, it is recommended that this ad be published on Monday, March 12, 2012. Once the ballot measure is filed (anticipated to be March 13, 2012), Planning Division staff will cease providing public information regarding the measure, either in person, or through access to on-line or printed application materials. However, the complete record of the application will be made available for public review at the library.

Review and Concur:

Jim Patterson, City Manager

EXPLANATORY STATEMENT FOR BENTON COUNTY VOTER' PAMPHLET
MCFADDEN INDUSTRIAL ANNEXATION
Ballot Measure 02-____

---

The 88-acre area proposed for annexation is located west of Highway 20 and the Willamette River, east of Highway 99W, south NE Circle Boulevard and north of downtown Corvallis. The area includes 2.57 acres of adjacent Highway 20 right-of-way and 85.43 acres of private land that contains two single family homes and a farm. The Comprehensive Plan Map designation for the property is General Industrial. If annexed, the property would be zoned PD(GI) (General Industrial with Planned Development and Willamette River Greenway Overlays). The proposed zoning is consistent with the Comprehensive Plan Map designation.

Annexation requests are required to include a drawing to illustrate how the site could be developed. The applicant's drawing depicts the development of several buildings that could contain industrial uses permitted in the General Industrial zone. **Because of the proposed Planned Development overlay, any future development on the site requires a public hearing and approval by the Corvallis Planning Commission**. ~~Planned Development approval, which requires public notice and a public hearing, would be required prior to any future development of industrial uses on the site.~~ Any development on the property would have to be consistent with Land Development Code requirements regarding uses, setbacks, and other review criteria, unless modified through the Planned Development process.

DRAFT

This project was analyzed for compatibility impacts and public service impacts, including potential traffic and utility impacts. Analysis found consistency with the City's compatibility criteria and the City's adopted Master Plans for items such as transportation, parks, trails, sewer, water, and storm drainage.

This land was identified for eventual annexation and development in 1980 when the urban growth boundary was adopted. This was reaffirmed with the acknowledgment of the City's 1998 Comprehensive Plan update. Water, sewer, and storm drainage services are available near the site, and are adequately sized to serve potential development on the site. Some additional public facility and service improvements would need to be constructed with future development of this site to satisfy Land Development Code Chapter 4.0 criteria. City ordinances specify that developers will be responsible for on-site and off-site costs associated with street and utility improvements needed for land development projects.

The City Council found the annexation request to be consistent with the policies of the Comprehensive Plan, Corvallis Land Development Code, and other City and State policies and standards. Citizens are encouraged to become informed about the annexation request. Full copies of the project's staff reports and Planning Commission and City Council hearing minutes are available at the Corvallis-Benton County Public Library (645 Monroe Avenue).

INFORMATION SUBMITTED BY THE CITY OF CORVALLIS

# MCFADDEN INDUSTRIAL ANNEXATION

| APPLICANT: | OWNERS: |
|---|---|
| Gazeley & Associates<br>7275 NE Haugen Road<br>Corvallis, OR 97330 | Arthur McFadden<br>401 SW Alder Street<br>Portland, OR 97204 |
| **AREA:** 88 acres (2.57 acres of Highway 20 right-of-way and 85.43 acres of private land). | |
| **LOCATION:** The subject 88-acre property is located at 1350-1520 NE Highway 20, and is generally west of Highway 20 and the Willamette River, east of Highway 99W, south of NE Circle Boulevard, and north of downtown Corvallis. The site is immediately to the west of the Hewlett-Packard campus. The private land portion of the annexation area is identified on Benton County Assessor's Map 11-5-25, as Tax Lot 1308 | |
| **CURRENT USE:** The site is currently used as a farm, and contains two single family residences. | |
| **COMPREHENSIVE PLAN DESIGNATION:** General Industrial | |
| **ZONE UPON ANNEXATION:** PD(GI): General Industrial with Planned Development and Willamette River Greenway overlays | |

DRAFT

**Future Development and Land Use:** If annexed, future development on the McFadden property would occur consistent with the standards of the General Industrial zone. Because of the proposed Planned Development overlay, any future development on the site requires a public hearing and approval by the Corvallis Planning Commission.

**Provision of Facilities and Services:** The following provisions are associated with development of the site. System development charges toward transportation and other public facility improvements will be paid when each new facility is built. On-site water, sewer, street, and drainage system improvements will be the responsibility of the developer. Under current City codes, development of this property must be provided with public services and facilities. The developer will be responsible for his/her share of the development's off-site costs associated with street and utility improvements. Costs for extra-capacity street and utility systems may be eligible to be funded by System Development Charge revenues, which are collected from development City-wide. Also, if adjacent properties are annexed in the future, the respective property owners benefitting from these improvements, may be required to provide reimbursement for their fair share of these improvements upon development and/or intensification of their properties.

**Transportation:** Access to the site would be provided from Highway 20 (NE 2nd Street). In conjunction with development on the site, the applicant would be required to construct transportation improvements to serve the development, consistent with both City of Corvallis and

Oregon Department of Transportation standards. Generally these include paved streets and bike lanes, curbs, gutters, and sidewalks.

**Water:** The proposed development lies within the First-Level water service area. The site can be adequately served by the City's water system, subject to improvements that would be required in conjunction with development.

**Sewer:** Sanitary sewer service is available to the subject site via an existing sewer line located along the north and northwest portions of the site. The site can be adequately served by the City's sanitary sewer system, subject to improvements required in conjunction with development.

**Storm Drainage:** The subject site lies within the Garfield drainage basin. The applicant proposes to serve future development by either discharging stormwater into the Garfield drainage basin along the west side of the property, or to gain access from ODOT and discharge across the highway, directly into the Willamette River. Stormwater quality measures would be required prior to discharge. The site can be adequately served by the City's storm drainage system, subject to improvements required in conjunction with development.

**Solid Waste, Power, Gas, Communications:** Franchise services are available near the site and are capable of accommodating anticipated development of the McFadden property.

DRAFT

**Safety Services:** Fire protection needs for industrial development on the site can be provided through the addition of fire hydrants installed at the developer's expense. Public Safety Services are currently provided by the County Sheriff and the Corvallis Fire Department. Annexation approval will bring these lands under the jurisdiction of the Corvallis Police Department. Both fire protection and police protection can be adequately provided to the site.

# IMPACTS OF ANNEXING THE MCFADDEN PROPERTY

Annexation will permit future urbanization of the site. This land was identified for annexation and development in 1980, when the Urban Growth Boundary was adopted, and was reaffirmed in 2000, with State acknowledgment of the City's Comprehensive Plan update. The proposed General Industrial zone development standards have been used to evaluate impacts of development.

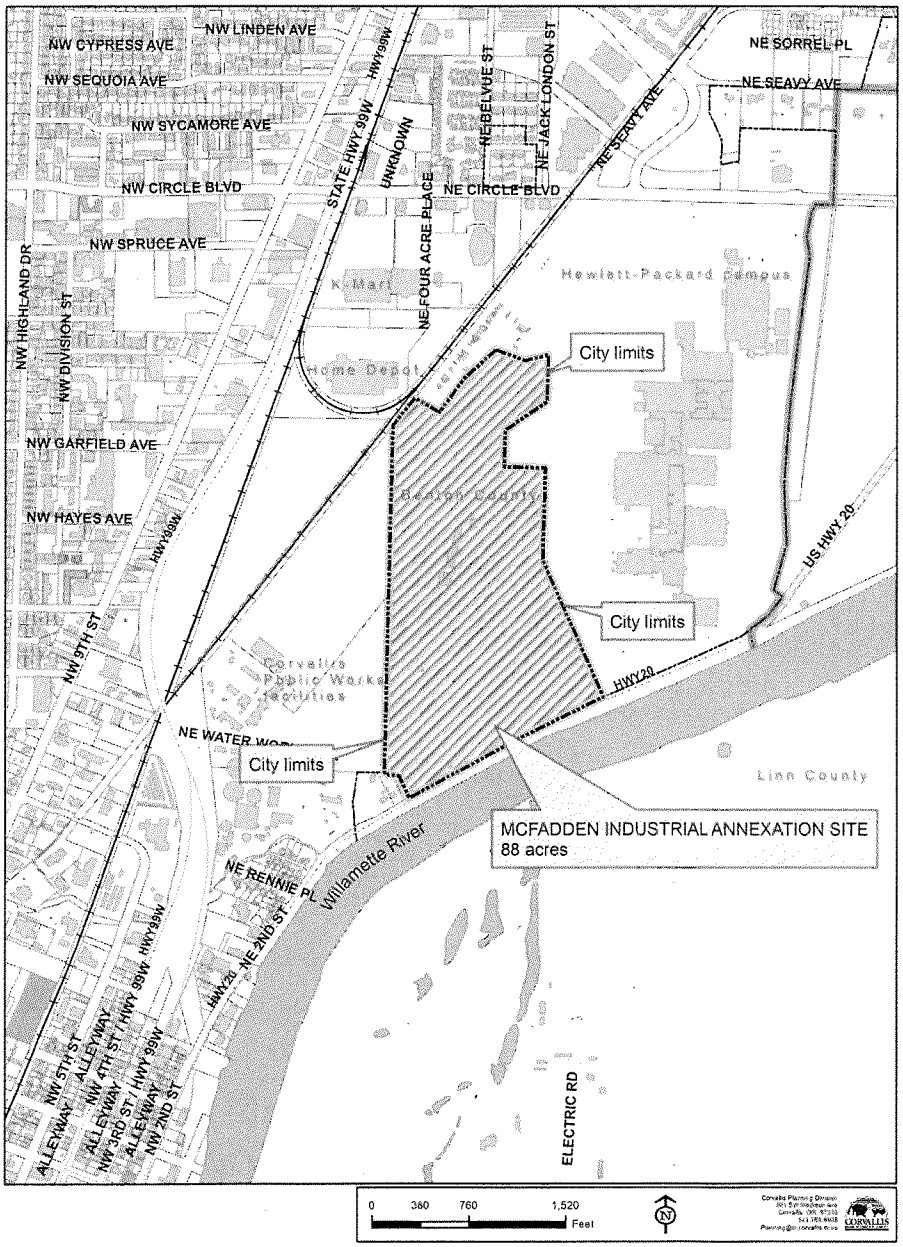
This analysis found that the most significant positive impacts of annexation include incorporation of additional land within the City limits, which will provide diversity in the type, location, and size of industrial land, ensuring choices in the market and ensuring an adequate five-year supply of industrial lands. The most significant negative impacts of annexation were related to industrial uses permitted in the General Industrial zone and their potential impacts on adjacent residential uses, and additional traffic generated by the industrial users.

**Summary:**

Access to the site would be provided from Highway 20 (NE 2nd Street). Prior to development of industrial uses on the McFadden property, additional land use approval would be necessary, which requires public notice and Planning Commission approval. Improvements to transportation, water, sanitary sewer, and storm drainage systems will be required of the developer. Safety and emergency services would be provided by the City.

The City Council has found that the annexation is consistent with the policies of the Comprehensive Plan, applicable Land Development Code criteria, and other City and State policies and standards.

Vicinity Map - McFadden Industrial Annexation



**MEMORANDUM**

**TO:** Mayor and City Council

**FROM:** Mary Steckel, Interim Public Works Director

**DATE:** February 16, 2012

**SUBJECT:** Local Agency Certification Agreement

## ISSUE

City Council approval is required to authorize the City Manager to sign Local Agency Certification Agreement No. 27077 with the Oregon Department of Transportation (ODOT).

## BACKGROUND

ODOT has developed a program to provide a process for local agencies to become "certified" in various areas of federal-aid project delivery. Certification allows local agencies to retain more approval authority and control at the local level when developing federally-funded transportation projects. On April 6, 2009, City Council authorized the City Manager to execute a conditional Certification Agreement No. 25611 for federal aid project delivery with ODOT. Full certification was contingent upon the City completing 10 test projects.

## DISCUSSION

The City has successfully completed all 10 test projects and on April 18, 2011, became the first local agency in Oregon to be fully certified by ODOT to perform design, contract bid and award, construction and contract administration for federal-aid transportation projects. The attached certification agreement replaces the previously executed conditional agreement and recognizes the City's status as fully certified. The conditions contained in both agreements are substantially the same.

## ACTION REQUESTED

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to execute Local Agency Certification Program Agreement No. 27077, and any future amendments to that agreement.

**Review and Concur:**

2/23/12
Nancy Brewer, Finance Director Date

2-23-2012
James A. Patterson, City Manager Date

2/22/12
Jim Brewer, City Attorney Date

Attachment

X:\Divisions\Engineering\Capital Planning&Projects\Projects\Federal Economic Stimulus\Certification\Full Certification Memo Resolution.wpd

**RESOLUTION 2012-_____**

Minutes of the March 5, 2012, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, By the authority granted in ORS 190.110 and ORS 283.110, local governments may enter into agreements with the State Agencies for the performance of any and all functions and activities that a party to the agreement, it officers or agents, have authority to perform; and

WHEREAS, the agreement acceptance requires approval by the City Council;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES to accept the Local Agency Certification Program Agreement No. 27077 with the Oregon Department of Transportation and authorizes the City Manager to execute the agreement and any future supplementals or amendments relating to the agreement.

_____
Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

Misc. Contracts and Agreements
No. 27077

Oregon Department of Transportation
LOCAL AGENCY CERTIFICATION PROGRAM AGREEMENT

THIS AGREEMENT is made and entered into by and between THE STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State;" and the City of Corvallis, acting by and through its designated officials, hereinafter referred to as "City," both herein referred to individually or collectively as "Party" or "Parties."

**RECITALS**

1. By the authority granted in Oregon Revised Statutes (ORS) 190.110 and 283.110, state agencies may enter into agreements with units of local government or other state agencies for the performance of any or all functions and activities that a party to the agreement, its officers or agents, have the authority to perform.

2. Under the authority of Title 23 United States Code (USC), the Federal Highway Administration (FHWA) is accountable for all programs under the Federal-Aid Highway Program; and State is responsible for project-level activities associated with Title 23 USC, Section 106. State, pursuant to the 2010 Oregon Department of Transportation Federal-Aid Highway Program Stewardship and Oversight Plan (Stewardship Plan), is responsible for all reviews and approvals associated with the design, construction, award, and final inspection of federal-aid projects off the National Highway System (NHS) excluding the exceptions noted in said Plan. State, pursuant to Title 23 Code of Federal Regulations (CFR) Part 1.11, Title 23 CFR Part 635.105, and the Stewardship Plan, may further delegate certain federal-aid project authorities to well-qualified and suitably equipped local public agencies. State retains responsibility under federal law and regulations for all delegated activities.

3. The Local Agency Certification Program (Certification Program) allows State to certify a local agency's procedures and delegates authority to the Certified local agency to administer federal-aid projects that are not on the NHS.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

**TERMS OF AGREEMENT**

As used in this Agreement, abbreviations shall mean as follows:

| | |
|---|---|
| AASHTO | American Association of State Highway and Transportation Officials |
| ADA | Americans with Disabilities Act |
| AKA | Also Known As |
| BOLI | Oregon State Bureau of Labor and Industries |
| CFR | Code of Federal Regulations |
| DBE | Disadvantaged Business Enterprise |
| EEO | Equal Employment Opportunity |
| FAPG | Federal-Aid Policy Guide |
| FHWA | Federal Highway Administration |

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| NHS | National Highway System |
| OAR | Oregon Administrative Rules |
| ODOT | Oregon Department of Transportation |
| OJT | On-the-Job Training |
| OMB | Office of Management and Budget |
| ORS | Oregon Revised Statutes |
| PS&E | Plans, Specifications and Estimates (includes schedule) |
| PTESC | Professional, Technical and Expert Services Contracts (This term, for the purpose of this Agreement, shall be synonymous with State's term "personal services contracts") |
| USC | United States Code |
| USDOT | United States Department of Transportation |

**Certification**

1. City has become fully Certifed in: consultant selection; design; advertising; bid and award; and construction contract administration. As a result, this Agreement grants authority to City, for those test projects identified under paragraph three (3) of this Section, to select consultants; design; advertise; bid and award; make contractor payments; provide construction contract administration; and ensure a construction quality assurance and quality control program for City's federal-aid non-NHS projects. State shall retain responsibility for all environmental review, permitting, agreements or approvals that are necessary as a result of the federal action. State shall administer on behalf of City, State's Civil Rights Plan including the Disadvantaged Business Enterprise (DBE) program, Equal Employment Opportunity (EEO) program, and On-The-Job Training (OJT)/APPRENTICESHIP program. Professional, Technical and Expert Services Contracts (PTESC) shall conform to FHWA requirements and all requirements outlined under the subtitle "Professional, Technical and Expert Services Contracts" shown below in this Agreement. The language in this Agreement is written to cover all areas in which City could seek certification. If City is not seeking Certification status in all areas, then some language may not apply. City shall not perform design work beyond their area(s) of expertise, as identified through the Certification Program process.

2. City understands and agrees that only City's Public Works Engineering Division has met all Certification criteria and that full Certification status is conditioned upon City's successful completion of test projects and written approval from State. City also understands and agrees that while federal-aid projects may originate from one or more of City's other divisions or departments only City's Public Works Engineering Division and City's Certification Program Liaison shall provide quality control, oversight and have final approval authority for all such federal-aid projects and ensure that rules, regulations, and processes outlined in this Agreement are followed. City understands that consultant selection, design, advertising, bid and award; and construction contract administration for City's federal-aid non-NHS projects shall be conducted only by City's Public Works Engineering Division.

3. City understands and agrees that it must successfully perform two (2) to four (4) test projects, which may be select project phases, and until successful, City shall retain Conditional Certification status. State will conduct performance measurement and quality

assurance reviews during all phases of the test projects. At the conclusion of the second test project and each subsequent test project, an assessment will be made by City and State to determine whether City should proceed to full Certification status or continue with another test project. Upon successful completion of the test projects and written approval by State, City shall be fully Certified to administer future federal-aid projects that are not on the NHS in accordance with this Agreement.

4. State retains its responsibility to FHWA for the administration of all federal-aid projects. If requested by City, or if deemed necessary by State in order to meet its obligations to FHWA, State will act for City in other matters pertaining to projects. Prior to taking such action, State will confer with City concerning actions necessary to meet federal obligations.

5. State and City shall each assign a liaison to coordinate activities under this Agreement and assure that the interests of both Parties are considered during all phases of any projects. State's Regional Local Agency Liaison shall provide program advice and support as needed throughout all projects.

6. City understands and agrees that final approval for full Certification status is conducted through State's Active Transportation Section Certification Program Manager in conjunction with State's Region Manager and may be rescinded at any time upon City's written request or if, in the opinions of State's Active Transportation Section Certification Program Manager and State's Region Manager, it is necessary to do so. The rescission may be applied to all or part of the programs or projects approved under the Certification Program.

7. State shall conduct random oversight reviews on City's Certification Program and projects through State's Local Government Section at least once every two (2) years after City has been awarded full Certification status. State may, at any time, initiate a formal audit using professional auditing standards of a federal-aid project.

8. The terms of this Agreement shall begin on the date all required signatures are obtained and shall terminate twenty (20) years following the date all required signatures are obtained, unless extended by an executed amendment. This Agreement may also be terminated upon City's or State's written request pursuant to the "Termination" Section of this Agreement.

9. This Agreement shall supersede and replace Agreement No. 25611, and its subsequent amendment, in their entirety. Supplemental Project Agreements under Agreement No. 25611 shall remain in full force and effect. It is agreed that all existing Supplemental Project Agreements entered into under the authority granted in Local Agency Certification Program Agreement No. 25611 shall continue under the authority of Agreement No. 27077, and shall be effectively amended with this Agreement to replace any references to Agreement No. 25611 with a reference to Agreement No. 27077. Invoices for construction, preliminary engineering and right of way work incurred prior to the replacement of Agreement No. 25611 can be invoiced by City and paid for by State under Agreement No. 27077 and the existing Supplemental Project Agreements.

**Certified Agency Performing Work For Non-Certified Agency**

1. City may perform work on behalf of a non-Certified agency in the areas in which City is Certified if City has obtained written approval from State. To obtain approval, City must submit a written request to State's Regional Local Agency Liaison with a copy to the State's Active Transportation Section Certification Program Manager. State's Regional Local Agency Liaison and State's Active Transportation Section Certification Program Manager will review the request and advise City in writing if the request is approved or denied.

2. If State approves City's request, the non-Certified agency and City must enter into a separate agreement which identifies the responsibilities between the two parties. City must submit a copy of the agreement to the State's Regional Local Agency Liaison and State's Active Transportation Section Certification Program Manager. The non-Certified agency must already have a signed federal-aid funding agreement with State on such a project. State and City will then enter into a Supplemental Project Agreement covering the non-Certified agency's project. City shall be responsible for the entire project, costs and non-participating costs. Long-term maintenance of a non-Certified agency project will be the responsibility of the non-Certified agency unless otherwise indicated in the Supplemental Project Agreement.

**Program Administration**

Projects must be consistent with the Regional Transportation Plan and appear in the Metropolitan Planning Organization's Transportation Improvement Program and the State Transportation Improvement Program if the projects receive federal funding through Title 23 Code of Federal Regulations (CFR).

**Project Funding Request**

1. City shall submit a separate agreement to State for each project, hereinafter referred to as "Supplemental Project Agreement." The Supplemental Project Agreement will be signed by both City and State before any federal-aid project work begins. At least one (1) of City's approval authorities, as identified in the "Signature Authorities" Section of this Agreement, is required to sign the Supplemental Project Agreements. The Supplemental Project Agreements will, at a minimum, cover specific project details including project name, City's project manager's title or designee, description of work, schedule, and funding sources. The Supplemental Project Agreements shall include services to be provided by State, City, or others.

2. State shall submit a separate written project funding request to FHWA requesting approval of federal-aid participation for each project phase including a) Program Development (Planning), b) Preliminary Engineering (National Environmental Policy Act – NEPA, Permitting and Project Design), c) Right of Way Acquisition, d) Utilities, e) Construction Advertising, Bid and Award, and f) Construction. Any work performed prior to FHWA's approval of each funding request will be considered nonparticipating and paid for at City expense. City shall not proceed on any activity in which federal-aid participation is desired until such written approval for each corresponding phase is obtained by State.

State shall notify City in writing when authorization to proceed has been received from FHWA. All work and records of such work shall be in conformance with FHWA rules and regulations. The federal funding for projects covered by individual Supplemental Project Agreements is contingent upon approval by FHWA.

3. City shall, on any project that uses federal funds in project development, submit final PS&E documents, construction schedule, environmental requirements and right of way certification to State's Regional Local Agency Liaison at least five (5) weeks prior to bid opening. State shall review such submittals and then submit a request to FHWA for approval of federal-aid participation for the construction phase when federal-aid participation is desired in this phase.

**Finance**

1. Federal funds shall be applied toward individual project costs at the current federal-aid matching ratio, unless otherwise agreed to and allowed by law. City shall be responsible for the entire match amount for the federal funds and any portion of the individual projects, which are not covered by federal funding, unless otherwise agreed to and specified in the Supplemental Project Agreements. City must obtain written approval from State to use in-kind contributions rather than cash to satisfy all or part of the matching funds requirement. State considers City a subrecipient of the federal funds it receives as reimbursement under the Supplemental Project Agreements. The Catalog of Federal Domestic Assistance (CFDA) number and title for these projects is 20.205, Highway Planning and Construction, unless otherwise indicated in the individual Supplemental Project Agreements.

2. City shall pay one hundred (100) percent of the cost of any item in which FHWA will not participate. If City has not repaid any non-participating costs, future allocations of federal funds, or allocations of State Highway Trust Funds to City may be withheld to pay the non-participating costs. If State approves City processes, procedures, or contract administration outside the *Local Agency Guidelines Manual* that result in items being declared non-participating by FHWA, such items deemed non-participating will be negotiated between City and State.

3. City agrees that costs incurred by State and City for services performed in connection with any phase on any individual federal-aid project shall be charged to the project, unless otherwise mutually agreed upon by the Parties. State will send an estimate of anticipated project service costs to City at thirty (30) percent plans review. Costs will be negotiated and reflected in the Supplemental Project Agreements. State shall simultaneously invoice FHWA and City for State's project costs, and City agrees to reimburse State for the federal-aid matching state share and any non-participating costs as determined in accordance with paragraph two (2), above upon receipt of invoice. Failure of City to make such payments to State may result in withholding of City's proportional allocation of State Highway Trust Funds until such costs are paid.

4. If City makes a written request for the cancellation of a federal-aid project, City shall bear one hundred (100) percent of all costs as of the date of cancellation. If State was the sole cause of the cancellation, State shall bear one hundred (100) percent of all costs incurred.

If it is determined that the cancellation was caused by third parties or circumstances beyond the control of State or City, City shall bear all costs, whether incurred by State or City, either directly or through contract services, and State shall bear any State administrative costs incurred.

5. City shall follow the requirements stated in the Single Audit Act. Local governments receiving five hundred thousand dollars ($500,000) or more in federal funds must follow the requirements stated in the Single Audit Act. The Single Audit Act of 1984, PL 98-502 as amended by PL 104-156, described in OMB Circular A-133, requires local governments to obtain an audit that includes internal controls and compliance with federal laws and regulations of all federal-aid programs in which City participates. The cost of this audit can be partially prorated to the federal program.

6. City shall present invoices for one hundred (100) percent of actual costs incurred by City on behalf of each project directly to State's Regional Local Agency Liaison for review, approval and reimbursement to City. Such invoices shall a) have an invoice number, b) reference a vendor number, c) include a "remit to" name and address, d) reference this Certification Program Agreement Number 27077, e) include State's Expenditure Account number f) reference State's Supplemental Project Agreement number, g) identify the project by the project name in the Supplemental Project Agreement, and h) itemize and explain all expenses for which reimbursement is claimed. Invoices for services including, but not limited to, preliminary engineering and construction engineering shall be presented for periods of not less than one-month duration, based on actual expenses to date. (See paragraph seven (7) of Construction Activities and Administration of this Agreement for the construction contractor invoice period.) All invoices received from City must be approved by State's Regional Local Agency Liaison prior to payment. City's actual costs eligible for federal-aid or State participation shall be those allowable under the provisions of the Federal-Aid Policy Guide (FAPG), Title 23 CFR Parts 1.11, 140 and 710. Final invoices shall be submitted to State for processing within three (3) months from the end of each funding phase as follows: a) award date of a construction contract for preliminary engineering b) last payment for right of way acquisition and c) contract completion for construction. Partial invoices (progress payment) shall be submitted to State within three (3) months from the date that costs are incurred. Final invoices submitted after the three (3) months shall not be eligible for reimbursement. If City has an approved or certified indirect cost rate proposal which applies to federal-aid projects, as defined in Title 2 CFR Part 225, that rate must be clearly outlined in any invoices, either as a line item or submitted in the invoice transmittal cover letter.

7. City shall, upon State's written request for reimbursement, in accordance with Title 23, CFR Part 630.112(c) 1 and 2, as directed by FHWA, reimburse State for federal-aid funds distributed to City if any of the following events occur:

   a. Right of way acquisition is not undertaken utilizing federal-aid funds or actual construction is not started by the close of the twentieth federal fiscal year following the federal fiscal year in which the federal-aid funds were authorized for right of way acquisition. City may submit a written request to State's Regional Local Agency Liaison for a time extension beyond the twenty (20) year limit with no

repayment of federal funds and State will forward the request to FHWA. FHWA may approve this request if it is considered reasonable.

b. Right of way acquisition or actual construction of the facility for which preliminary engineering is undertaken is not started by the close of the tenth federal fiscal year following the federal fiscal year in which the federal-aid funds were authorized. City may submit a written request to State's Regional Local Agency Liaison for a time extension beyond the ten (10) year limit with no repayment of federal funds and State will forward the request to FHWA. FHWA may approve this request if it is considered reasonable.

8. City shall maintain all project documentation in keeping with State and FHWA standards and specifications for all individual projects. This shall include, but is not limited to, daily work records, quantity documentation, material invoices, quality documentation, certificates of origin, process control records, test results, and inspection records to ensure that projects are completed in conformance with approved plans and specifications.

9. State shall submit all claims received from City for federal-aid participation to FHWA in the normal manner and compile accurate cost accounting records. State shall pay City all reimbursable costs on each project. State may request from City a statement of costs to date at any time by submitting a written request. When the actual total cost of each project has been computed, City shall furnish State with an itemized statement of final costs. City shall pay one hundred (100) percent of the final total actual project costs. The actual cost of services provided by State will be covered in the Supplemental Project Agreements.

10. City agrees to refund to State all federal funds paid to City, if FHWA requests such funds from State, because City has not followed a process, rule or procedure outlined in City's Procedures, this Agreement or Supplemental Project Agreements. Refund from City shall be within thirty (30) days upon State's written notification. If City does not repay State within thirty (30) days, State shall withhold City's proportionate share of State Highway Trust Fund distribution until repayment has been made in full.

11. City shall, upon completion of each individual federal-aid project that constructs or improves any facility that would not be eligible for State Highway Trust Fund moneys subject to Oregon Constitution, Article IX, section 3a, complete and file with the appropriate County Clerk, a Memorandum of Agreement and Acknowledgment of Federal Assistance. The Memorandum of Agreement and Acknowledgement of Federal Assistance is marked as Exhibit A, attached hereto and by this reference made a part of this Agreement. In such circumstances, the individual Supplemental Project Agreement will include this Exhibit.

**Standards**

1. In accordance with City's standard contract specifications and design standards manual, City shall include in the title sheet of the plans the following: federal-aid project number, location sketch, title of project, project limits, and a provision for approving official(s)

signature(s) and date(s) and scale(s). A plan sheet index and list of applicable Oregon Standard Drawings will be included on the first sheet following the title sheet. City agrees that PS&E and construction plans shall, at a minimum, be in conformance with the current, State-approved edition of the following unless otherwise requested by City and approved by State, which are incorporated hereto by reference, and made a part of this Agreement:

a. City's *Public Improvement Design Standards Manual;*
b. City's Standard Construction Specifications;
c. Construction Specifications Institute technical specifications and General Conditions of the Contract for Construction B;
d. All AASHTO policies and guidelines;
e. *Oregon Standard Specifications for Construction (APWA Oregon Chapter)* and City's Amendments as approved by State;
f. *Manual on Uniform Traffic Control Devices* and Oregon Supplements;
g. *Transportation Research Board's Highway Capacity Manual;*
h. Local Agency Certification Procedures found in the *Local Agency Guidelines Manual;*
i. Title 23 and Title 49, USC, Highways and Regulations;
j. *FHWA Contract Administration Core Curriculum Participants Manual* & *Reference Guide;*
k. *ODOT Right of Way Manual;*
l. *Oregon Bicycle and Pedestrian Plan;* and
m. *ODOT Bridge Section Load Rating Procedures. Use Tier 2 (LRFR) for* bridges designed using Load Resistance Factor Design. .

2. City must obtain State's written concurrence for any changes to the Part 100's, General Conditions, of the Standard Specifications for Construction before being added to the construction contract.

3. City agrees that design standards for all projects on the Oregon State Highway System shall be in compliance with standards specified in State's current edition of the *Highway Design Manual* and related references, which are incorporated hereto by reference and made a part of this Agreement. City agrees construction plans shall be in conformance with the standard practices of State for plans prepared by its own staff.

4. City shall verify that the installation of traffic control devices meets the warrants prescribed in the *Manual on Uniform Traffic Control Devices* and Oregon Supplements. City further understands and agrees that any installation of traffic control devices on or adjacent to State facilities requires the approval of the State Traffic Engineer or State's Region Traffic Engineer as described in the *ODOT Traffic Signal Policy and Guidelines* and the *ODOT Traffic Manual.*

5. The standard unit of measurement for all aspects of the project shall be English Units. All project documents and products shall be in English. This includes, but is not limited to, right of way, environmental documents, plans and specifications, and utilities.

6. a. City shall, on all National Scenic Byways and All-American Road projects, include the America's Byways TM logo in publications, videos, and on other materials produced with

National Scenic Byway Program funds. Where possible and in addition to the logo, City shall include the following statement: "Funded in part by FHWA."

b. City shall make photos, brochures, plans, designs, and videos funded with the National Scenic Byways Program funds available to the National Scenic Byways Program for use in presentations, publications, and posting on the websites.

c. The value of the required match on Scenic Byway and All-American road projects may come from donations or contributions. City shall be responsible for documenting the value of donations or contributions. City shall obtain approval from State's Transportation Program Office for any donations or contributions before the project begins. The services provided by City and match donations or contributions shall be described in an attachment to the Supplemental Project Agreement.

7. a. City shall obtain approval from State's Active Transportation Section Certification Program Manager prior to commencing any in-house bridge design.

   b. City shall, for On-System Bridge projects, be responsible for funding the road approach work on individual Supplemental Project Agreements. City shall submit a letter identifying the funding source for this work six (6) weeks prior to advertisement for bid opening of individual On-System Bridge projects.

   c. City must provide written notification to State's Bridge Inventory Coordinator when a bridge project is complete so the initial inspection can be scheduled.

8. City must submit the following information for any bridge project to State's Senior Local Bridge Standards Engineer:

   a. As-Built Drawings (signed, final copy on mylar, "D" sized (24 x36) (containing final construction notes).
   b. A copy of the construction or contract drawings. These can be half size (11x17) and can be on paper.
   c. A copy of the foundation report.
   d. Pile Records. (If applicable).
   e. Hydraulic Reports. (scour analysis report included in this report)
   f. Load Ratings Report. (City shall notify the State's Senior Local Bridge Standards Engineer if there is a contract in place to load rate the bridge. If there is not a contract in place, City shall hire a consultant to obtain the load rating. City shall provide a stamped report to the State's Senior Local Bridge Standards Engineer when it is complete.)

**Professional, Technical and Expert Services Contracts**

1. City shall conduct consultant selection processes to obtain Architectural and Engineering (A&E) and Non-A&E personal services consultants in accordance with all applicable state and federal laws, regulations and policies in the solicitation and award process of any Supplemental Project Agreements containing federal funds. City shall follow City's

documented processes for consultant selection, which have been reviewed and approved by State and FHWA.

2. Upon written request, State may make Region's consultant services contracts available for preliminary engineering and/or construction engineering services for City's federal-aid projects. If City chooses to use said services, City agrees to manage the work done by the consultant and make funds available to State for payment of those services.

3. City or others may perform preliminary and construction engineering. In the event that City elects not to use City's Certified consultant selection process to engage the services of a professional, technical and expert services consultant to perform any work covered by this Agreement, City may request State's two-tiered consultant selection process, as allowed by OAR 137-048-0260, or work with another Certified local agency to solicit consultants to perform architectural, engineering, land surveying and related services (A&E Services) as needed for federal-aid transportation projects. Use of any one of these processes is required to ensure federal reimbursement. State, or another Certified agency through which the City chooses to obtain consultant services, will award and execute the contracts. State's personal services contracting process and resulting contract document will follow Title 23 CFR Part 172, Title 49 CFR Part 18, ORS 279A.055, 279C.110, 279C.125, Oregon Administrative Rule 137-048-0130 OAR 137-048-0220(4) and State Personal Services Contracting Procedures as approved by the FHWA. If City obtains consultant services from another Certified agency, that Certified agency will follow the processes approved by State for obtaining consultant services. Such personal services contract(s) shall contain a description of the work to be performed, a project schedule, and the method of payment. No reimbursement shall be made using federal-aid funds for any costs incurred by City or contractors, including any consultant, prior to receiving written authorization to proceed from State or Certified agency that City engages to perform services. Any amendments to such contract(s) also require State's approval or the approval of Certified agency that City engages to perform services.

**Preliminary Engineering**

1. State shall, at project expense, review, process and approve or submit for approval to the federal regulators all environmental statements. State shall, if State prepares these documents, offer City the opportunity to review and approve the documents prior to advertising for bids.

2. City or its consultant shall, as a federal-aid participating preliminary engineering function, a) conduct the necessary field surveys, b) conduct environmental studies, c) conduct traffic investigations, d) conduct foundation explorations and hydraulic studies, e) either acquire or assist State with acquisition of necessary right of way and/or easements in accordance with the Right of Way section of this Agreement, f) perform all preliminary engineering and design work required to produce final plans, preliminary/final specifications and cost estimates, g) conduct all public involvement processes and h) identify and obtain all required permits necessary for the construction of the project. Said permits shall include, but are not limited to, access, utility, environmental, construction, and approach permits. All pre-construction permits will be obtained prior to advertisement for construction. All design exceptions from AASHTO design standards

shall be reviewed by State for concurrence prior to advertisement of final plans and specifications.

**Right of way**

1. City and its consultant, if any, agree that right of way activities shall be in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ORS Chapter 35, FAPG, CFR and the *ODOT Right of Way Manual*, and Title 23 CFR Part 710 and Title 49 CFR Part 24. State, at project expense, shall review all right of way activities engaged in by City to assure compliance with all laws and regulations.

2. State is responsible for proper acquisition of the necessary right of way and easements for construction and maintenance of projects. City may perform acquisition of the necessary right of way and easements for construction and maintenance of projects provided City or its consultant are qualified to do such work, as required by the *ODOT Right of Way Manual*, and City has obtained prior approval from State's Region Right of Way office to do such work.

3. Regardless of who acquires or performs any of the right of way activities, a right of way services agreement shall be created by State's Region Right of Way office setting forth the responsibilities and activities to be accomplished by each Party. On any project that has the potential of needing additional right of way, to assure compliance in the event that additional right of way is unexpectedly needed, a right of way services agreement will be required. State, at project expense, shall be responsible for requesting the obligation of project funding from FHWA. State, at project expense, shall be responsible for coordinating certification of the right of way, and providing oversight and monitoring. Funding authorization requests for federal right of way funds must be sent through State's Regional Local Agency Liaison, who will forward the request to State's Region Right of Way office on all projects. City must receive written authorization to proceed from State's Right of Way Section prior to beginning right of way activities. All projects must have right of way certification coordinated through State's Region Right of Way office to declare compliance and project readiness for construction (even for projects where no federal funds were used for right of way, but federal funds were used elsewhere on a project). City shall contact State's Regional Local Agency Liaison, who will contact State's Region Right of Way office for additional information or clarification on behalf of City.

4. City agrees that if any real property purchased with federal-aid participation is no longer needed for the originally authorized purpose, the disposition of such property shall be subject to applicable rules and regulations, which are in effect at the time of disposition. Reimbursement to State and FHWA of the required proportionate shares of the fair market value may be required.

5. City ensures that all project right of way monumentation will be conducted in conformance with ORS 209.155.

**Title VI**

1. City agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, Title 49 CFR Part 21, and Executive Order 11246, relative to the employment practices under any contract awarded in conjunction with this Agreement. If City fails to comply with federal or state Civil Rights requirements of this Agreement, sanctions may be imposed by FHWA or State as appropriate, including, but not limited to:

   a. Withholding of payments to City under this Agreement until City causes compliance, or

   b. Cancellation, termination, or suspension of this Agreement, in whole or in part.

2. City shall consider Title VI issues from the beginning of project development, through the entire project process, including project closure. City understands and agrees to comply with the Title VI requirements listed in the *Local Agency Guidelines Manual*, attached hereto by reference and made a part of this Agreement. In order to meet the requirements of the Title VI of the Civil Rights Act of 1964, City shall develop one of the following items, which must be approved by State's Office of Civil Rights:

   a. A Title VI Program Plan (applicable to cities over 200,000 in population); or

   b. A Title VI Program Plan or a Nondiscrimination Agreement (applicable to cities under 200,000 in population).

3. Complaint Procedures: City shall comply with Title VI by deferring all Civil Rights discrimination complaints to State's Office of Civil Rights and City must include the following language in any of its contracts under the certification program:

   *"Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the Department or its subrecipients, consultants, and contractors on the basis of age, disability, race, color, national origin, sex, or income status may bring forth a complaint of discrimination under Title VI and related statutes to the Oregon Department of Transportation, Office of Civil Rights, 355 Capitol Street NE, Salem, Oregon, 97301; (503)986-3169."*

**Construction – Bid, Award & Contract Administration**

**Civil Rights**

**Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity Program (EEO), and On-the-Job Training (OJT)/APPRENTICESHIP**

1. City, its contractors and subcontractors shall comply with the "United States Department of Transportation (USDOT) Approved Disadvantaged Business Enterprise (DBE) Commitment Requirements" and the "USDOT Approved Disadvantaged Business Enterprise (DBE) Supplemental Required Contract Provisions," incorporated hereto by reference and made a part of this Agreement. City shall send electronic copies of all completed Committed DBE Breakdown and Certification forms described in the "USDOT Approved DBE Commitment Requirements" to State's Small Business and DBE Program

Manager, with a copy to State's Regional Local Agency Liaison, for review and approval. City shall not award any contract(s) under this Agreement prior to receiving written approval of said forms from the State's Small Business and DBE Program Manager. City agrees to ensure that the above provisions (including references therein) shall be incorporated into all contracts and subcontracts (regardless of tier) describing the work to be performed by DBEs on projects financed in whole or in part with federal funds. Failure by City to carry out these requirements on any project is a material breach of contract, which may result in the termination of the contract or such other remedy as State deems appropriate. Federal regulations Title 49 CFR Part 26, as approved by USDOT, are also incorporated by reference and shall be made a part of any contract specifications and this Agreement.

2. City, its contractors and subcontractors shall not discriminate on the basis of race, color, national origin, or sex, in the award, administration, and performance of any federal-aid contract in the administration of DBE requirements under Title 49 CFR Part 26.

3. City, its contractors and subcontractors shall comply with the EEO and the OJT/APPRENTICESHIP requirements, as referenced in the *Local Agency Guidelines Manual*, incorporated hereto by reference and made a part of this Agreement. City agrees to ensure that the EEO and OJT/APPRENTICESHIP requirements, listed in the *Local Agency Guidelines Manual,* shall be a part of all solicitations for bids on all federal-aid construction contracts or subcontracts of ten thousand dollars ($10,000) or more. Title 23, USC, Section 140 Equal Employment Opportunity, as in effect on May 1, 1982, is incorporated hereto by reference and shall be made a part of any contract specifications and this Agreement. OJT/APPRENTICESHIP requirements shall also be part of all solicitations for bids on all federal-aid construction contracts or subcontracts when OJT/APPRENTICESHIP is assigned and is in implementation of Title 23 USC Section 140(a). Federal regulations Title 23 CFR Part 230, as approved by USDOT, are also incorporated hereto by reference and shall be made a part of any contract specifications and this Agreement.

4. City, its contractors and subcontractors shall not discriminate on the basis of age, disability, race, color, national origin, sex, income status or religion in the award, administration, and performance of any federal-aid contract in the administration of EEO and OJT/APPRENTICESHIP requirements under Title 23 CFR Part 230.

5. City shall include in all construction bid books, relative to receiving federal-aid, the following paragraph.

   *"The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of Title 49 CFR Part 26 in the award and administration of federal-aid contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as City deems appropriate."*

6. State shall make available to City, by electronic medium, all current and pertinent DBE, EEO and OJT/APPRENTICESHIP forms. City will include the forms in City's bid books, as

defined in City's manual and procedures as appropriate. State's Office of Civil Rights will be available to provide EEO, OJT/APPRENTICESHIP and DBE training during the test projects.

7. State shall review and determine goals or requirements for DBE and OJT/APPRENTICESHIP for each project as appropriate. To initiate this review, City shall submit to State's Regional Local Agency Liaison, approximately thirteen (13) weeks before bid opening, the plans, specifications ninety (90) percent complete, engineer's estimate, cost and completion data as well as the DBE/OJT/APPRENTICESHIP Civil Rights Sheet (also known as (aka) "yellow sheet") by electronic means, fax, or hard copy. State's Regional Local Agency Liaison shall submit the documents to State's Small Business/DBE Program Manager in the Office of Civil Rights. If City disagrees with State's assigned goals or requirements for DBE and OJT/APPRENTICESHIP, City and State shall discuss, however, State will have final determination.

8. City understands that the DBE provisions and bid document inserts are required even if the DBE goal is set to zero. Federal regulations encourage contractors to involve DBE firms even if the DBE goal is zero. All prime bidders shall submit the Subcontractor Solicitation and Utilization Report (SSUR) (State form 734-2721) to City within ten (10) days of bid opening. City shall forward the SSUR by electronic means or fax, to State's Small Business/DBE Program Manager in the Office of Civil Rights regardless of whether the DBE goal is zero or not.

9. City shall fax or send a list of the prime bidders with bid amounts for all bidders to State's Small Business/DBE Program Manager in the Office of Civil Rights. In addition, City shall forward appropriate Civil Rights form, "DBE Commitment Certification and Utilization Form", 734-2785, and information within twenty-four (24) hours of bid opening. State's Small Business Program Manager will evaluate the bids for DBE compliance and notify the City of the results. City shall not notify bidders of contract award until they have received the evaluation from State. After award, and prior to contract execution, City shall forward copies of all forms received by City from contractor(s) to State's Regional Local Agency Liaison within ten (10) days. After the contract is executed, City shall forward all forms received from contractor(s) to State's Regional Local Agency Liaison with ten (10) days. State's Regional Local Agency Liaison will forward all copies immediately to State's Small Business Program Manager.

10. City shall comply with the goals or requirements for DBE, and OJT/APPRENTICESHIP established by State for each federal-aid project.

11. If City's lowest bidder has not met the DBE goal on a project, State's Office of Civil Rights shall determine if good-faith efforts were made and make a recommendation to City regarding award as it applies to meeting the DBE goal assigned for that particular project. If State's Office of Civil Rights determines that City's apparent low bidder has not made good faith efforts, State's Office of Civil Rights will provide a paragraph to be included in a letter to the contractor from City that the bidder is non-responsive. The paragraph will include the reason for the determination that the bid is non-responsive and provide the bidder an opportunity for administrative reconsideration. City shall use the information provided by State's Office of Civil Rights verbatim and make no changes to the wordage

when submitting to the contractor. If the bidder requests administrative reconsideration, City shall notify State's Office of Civil Rights and State's Office of Civil Rights shall conduct the administrative reconsideration. State's Office of Civil Rights shall provide the results of the administrative reconsideration to City. City shall use the information provided by State's Office of Civil Rights verbatim and make no changes to the wordage when submitting to the contractor. City shall defend the administrative reconsideration committee decision with State and Department of Justice providing assistance.

12. If a protest is filed involving a DBE goal, State's Office of Civil Rights shall provide a written response to the protest and forward to City for finalizing and signature. City shall use verbatim the wordage provided by State's Office of Civil Rights in connection with the DBE goal issue. If City disagrees with the response, City may discuss with State's Office of Civil Rights, however, State's Office of Civil Rights has the final determination.

13. State shall provide support, compliance monitoring and on-site reviews (as required) for the DBE, EEO, and OJT/APPRENTICESHIP programs. State shall deliver to City the Standard Precon package for each project. State shall act on behalf of City regarding all Civil Rights contract administration activities and shall report any discrepancies or issues to City, not the Contractor. City shall forward the "Committed DBE Breakdown and Certification Form" to State's Office of Civil Rights for verification that the DBE goal continues to be met. City maintains responsibility to uphold the DBE, EEO, and OJT/APPRENTICESHIP programs with the contractor.

**Construction Activities and Administration**

1. City understands and agrees that certification is only for the low bid contracting process. If City wishes to use an alternate method of bidding other than low bid, City shall contact State's Regional Local Agency Liaison to obtain State's and/or FHWA written approval.

2. City may use Additive Alternate Bidding (aka Bid Alternates). City's first Additive Alternate Bidding project using the Certification Program will be considered a test project and City will need to inform State's Regional Local Agency Liaison at ninety (90) percent PS&E.

3. City agrees that contract administration, quality control, quality assurance, material sampling and testing will be accomplished in accordance with City's current standards for federal-aid projects, or City may use State's current Construction Manual. Said manuals are incorporated hereto by reference, and made a part of this Agreement.

4. After receipt of ninety (90) percent PS&E, State shall determine whether state Bureau of Labor & Industries (BOLI) wage rates apply or if BOLI and federal Davis-Bacon (federal) wage rates must be compared and the higher of the two (2) rates paid per classification and inform City within ten (10) working days. City shall monitor labor compliance and prevailing wage rate compliance.

5. City shall include in the bid book the requirement of a bid guaranty in an amount not to exceed ten (10) percent of the bid amount; a performance bond in an amount equal to the full contract price; and a payment bond in the amount equal to the full contract price. Each bid guaranty, performance bond and each payment bond must be executed solely

by a surety company or companies holding a certificate of authority to transact surety business in Oregon. City will ensure that State is included as either a dual obligee or a named additional obligee under the performance bond. Proof of said bonding will be provided to State's Regional Local Agency Liaison by the acquiring Party.

6. If City awards a construction contract, City shall follow City's materials quality program. City shall process and pay all contractor progress estimates, make final contractor payment, check final quantities and costs, and oversee and provide inspection services during the construction phase of each project.

7. State will reimburse City for construction contractor payments within ten (10) working days of receipt of payment request from City. Once State's Regional Local Agency Liaison has received invoice from City, State's Regional Local Agency Liaison shall forward the invoice to State's Financial Services Office for payment. Receipt of payment requests shall include the items listed in paragraph six (6) of the "Finance" Section of this Agreement.

8. City shall prepare contract and bidding documents, advertise for bid proposals, and award all contracts, and conduct all contract administration. Upon City's award of the construction contract, City, or its consultant, shall be responsible to perform all construction engineering, field testing of materials, technical inspection and project manager services for administration of the contract and making contractor payments.

9. City shall send State, within one (1) year following contract completion for construction, a final copy of "As Constructed" plans if a roadway project is on or affects the state highway system and for all bridge projects both on and off the state highway system where State has responsibility for inspection of such bridges.

**Contract Claims and Contractor Change Orders**

1. City shall follow City's procedures for contractor claims and Contract Change Orders as described in City's standards for federal-aid projects. City's contract specifications are required to include a process for dispute and claim resolution. Those specifications must require a claims review by State of any unresolved claims prior to the contractor being allowed to pursue litigation. State will conduct claims reviews and will make independent determinations on contractor's entitlement and award of damages.

2. City cannot exceed any project authorization without following State's process, and obtaining approval for an increase in project authorization.

3. FHWA retains approval authority over:

   a. Waiver for Buy American provisions;
   b. Any sensitive or controversial change, or any change for which FHWA review and approval is specifically requested; and
   c. Work not already approved by FHWA if approval is questionable.

4. State retains approval authority over the following Contract Change Orders, including:

a. Changes which affect environmental mitigation classification or commitments;
b. Right of way access control on or impacting State's facilities;
c. Changes in the scope of work or extension of the contract limits shown in the project documents approved by State and FHWA;
d. Any contract change altering the DBE goals or requirements;
e. Any impact or changes to traffic mobility including width, height, weight, length, access to the route or additional travel delay on or impacting State's facilities; and
f. Any change(s) resulting in less than AASHTO Design Standards for projects on the NHS.

**Railroads**

City shall follow State established policy and procedures when impacts occur on railroad property. The policy and procedures are available through the State's Regional Local Agency Liaison, who will contact State's Railroad Liaison on behalf of City. Only those costs allowable under Title 23 CFR Part 140 Subpart I, and Title 23 Part 646 Subpart B shall be included in the total project costs; all other costs associated with railroad work will be at the sole expense of City, or others. City may request State, in writing and at project expense, to provide railroad coordination and negotiations. However, State is under no obligation to agree to perform said duties.

**Utilities**

City shall follow State established statutes, policies and procedures when impacts occur to privately or publicly-owned utilities. Policy, procedures and forms are available through the State Utility Liaison or State's Regional Local Agency Liaison. City shall provide copies of all signed utility notifications, agreements and Utility Certification to the State Utility Liaison. Only those utility relocations, which are eligible for reimbursement under the FAPG, Title 23 CFR Part 645 Subpart A and B, shall be included in the total project costs; all other utility relocations shall be at the sole expense of City, or others. City may send a written request to State, at project expense, to arrange for utility relocations/adjustments lying within City jurisdiction. This request must be submitted no later than twenty-one (21) weeks prior to bid let date. However, State is under no obligation to agree to perform said duties. (City shall not perform any utility work on state highway right of way without first receiving written authorization from State.)

**Maintenance Responsibilities**

City shall, upon completion of each project, maintain, operate and provide power as needed to the projects at its own cost and expense for the useful life of each project. The useful life of each project shall be identified as eight (8) years for pavement overlay projects and twenty years (20) for all other projects, unless otherwise indicated in the individual Supplemental Project Agreements. In the event a project will include or affect a state highway, this provision does not address maintenance of that state highway.

**Projects on or Impacting State Highway**

1. City shall contact the appropriate State District Office prior to commencement of work to determine if any permits are needed to occupy State right of way. City agrees to comply with all provisions of any State-issued permits to occupy or perform operations upon a state highway and to also obtain road approach permits from the State District Office if they are needed, according to OAR 734, Division 51. City agrees to comply with all provisions of required permits, and shall require its developers, contractors, subcontractors, or consultants performing such work to comply with such provisions.

2. Pursuant to OAR 734-020-0430, City shall obtain the approval of the State Traffic Engineer prior to the design and construction of any traffic signal to be installed on a state highway.

3. City and State shall enter into a separate traffic signal agreement to cover obligations for any traffic signal being installed on a state highway.

4. City, or its contractor's, electrical inspectors shall possess a current State Certified Traffic Signal Inspector certificate, in order to inspect electrical installations on state highways. The State District Permitting Office shall verify compliance with this requirement prior to construction. The permit fee should also cover the State electrician's supplemental inspection.

5. State shall, at project expense, perform the signal equipment environmental testing. State Signal Technicians shall, at project expense, perform the signal field testing, and turn-on.

6. Traffic signal timing shall be the responsibility of State, unless there is an agreement that specifically allows City to perform that function. State shall retain the right of review of the traffic signal timing for signals on state highways, or those which State maintains, and shall reserve the right to request adjustments when needed. In cases where City modifies timing to add railroad or emergency vehicle preemption, bus priority, or other changes that affect vehicle or pedestrian clearances, or operation of the state highway, such modifications shall be reported to State's Region Traffic Engineer. State's Region Traffic Engineer will notify City whenever timing changes that affect the operation of local street connections to the state highway are scheduled. All modifications shall follow guidelines set forth in the current *Manual on Uniform Traffic Control Devices*, and the current *ODOT Traffic Signal Policy and Guidelines.*

7. City shall, upon completion of individual projects and at its own expense, maintain the pavement surrounding the vehicle detector loops installed in City roads and streets in such a manner as to provide adequate protection for said detector loops. Failure to do so may result in State requiring City to repair or replace the damaged loops at City expense. Future City roadwork activities involving the detector loops may also result in the same State requirements. City shall also adequately maintain the pavement markings and signing installed in accordance with the approved signal plan sheets for the signal installation or current *Manual on Uniform Traffic Control Devices* standards.

8. State shall, upon completion of individual projects and at its own expense, maintain the pavement surrounding the vehicle detector loops installed in the state highway in such a manner as to provide adequate protection for said detector loops. State shall also adequately maintain the pavement markings and signing installed on the state highway in accordance with current State standards.

9. City shall include the following stipulations in the Special Provisions for construction contract work for any project where City is contracting work on a state highway:

   a. Contractor shall name State as a third party beneficiary of the resulting contract.

   b. Contractor shall indemnify, defend and hold harmless City, State and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of contractor or its officers, employees, subcontractors, or agents under the resulting contract.

   c. Commercial General Liability. Contractor shall obtain, at contractor's expense, and keep in effect during the term of the resulting contract, Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to State and City. This insurance shall include personal and advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits.) Coverage shall be written on an occurrence basis. If written in conjunction with Automobile Liability the combined single limit per occurrence shall not be less than one million dollars ($1,000,000) for each job site or location. Each annual aggregate limit shall not be less than two million dollars ($2,000,000.)

   d. Automobile Liability. Contractor shall obtain, at contractor's expense, and keep in effect during the term of the resulting contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits.) Combined single limit per occurrence shall not be less than one million dollars ($1,000,000.)

   e. Additional Insured. The liability insurance coverage, except Professional Liability, Errors and Omissions, or Workers' Compensation, if included, required for performance of the resulting contract shall include State and City and its divisions, officers and employees as Additional Insured but only with respect to the contractor's activities to be performed under the resulting contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

   f. Notice of Cancellation or Change. There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from the Contractor or its insurer(s) to State and City. Any failure to comply with the reporting provisions of this clause shall constitute a material breach of the resulting contract and shall be grounds for immediate termination of the resulting contract and this Agreement.

g. City shall require its contractor(s) and/or subcontractor(s) as appropriate to acquire construction and performance bonding covering State's interests where project construction affects State property. State will be included as either a dual obligee or a named additional obligee under the performance bond. Proof of said bonding will be provided to State's Regional Local Agency Liaison by the acquiring Party. If City fails to meet the requirements of this paragraph or the underlying agreement conditions, including all incorporated state and federal laws, rules and regulations and costs are incurred by State because of it, State may withhold City's proportional share of Highway Trust Fund distribution necessary to reimburse State for those costs.

10. Traffic signal, illumination poles and foundations installed on state highways shall conform to State's standards, pursuant to State's Traffic Structures Design Manual and Geotechnical Design Manual.

11. City shall be responsible for any behind the curb improvements including areas located within highway right of way. Such improvements shall be maintained at the same level as are similar facilities owned by State. City may require the adjacent property owners to fund or perform maintenance of the behind the curb improvements. City shall remain responsible for compliance with the terms of this Agreement, and for the performance of such work, even when maintenance is performed by City contractors or property owners, or if right of way behind the curb is partly or entirely on state right of way.

12. City shall maintain the landscaping and irrigation to be installed for all improvements behind the curbs or roadway. Maintenance along and on the state highway shall include replacement of dead or dying plants and trees, removal of litter, removal of weeds or weed control and tree trimming to maintain a seventeen (17) foot clear zone in the travel lane, leaf removal and irrigation for healthy sustainability of said landscaping.

13. City shall be responsible for one hundred (100) percent of water and power costs associated with the landscape and irrigation installed as part of improvements behind the curbs or roadway. City shall ensure that the water and power companies send water and power bills directly to City.

14. State grants City or others designated by City and permitted by State District Permitting Office, permission to access State right of way for the purpose of maintaining project-related landscaping and sidewalks. In lieu of State district permits, State hereby grants City or others designated by City the right to enter and occupy State right of way for the purpose of routine maintenance of all project related landscaping and sidewalk improvements. City shall contact State's Regional Liaison to determine if a permit is required from State's District Office for all other activities beyond the listed routine maintenance prior to commencing activities.

15. City grants State or others designated by State the right to enter onto and occupy City right of way for the purpose of inspection, audit, maintenance and operation of State owned and other designated facilities, and performance of any other State duty or obligations.

16. City shall be responsible for the cost of decorative embellishment on any signal or separate illumination poles and shall be responsible for any decorative embellishment maintenance on such poles upon completion of City projects. Any decorative lighting shall be the responsibility of City for both power costs and maintenance. Such illumination shall be served by a separate system from the signal system. Any such additional illumination on the highway must be reviewed by the office of the State Traffic Engineer. State District Office shall coordinate all such reviews. Decorative poles and foundations installed on state highways must conform to State's standards, pursuant to Technical Bulletin TR07-06(B).

17. State may conduct periodic inspections during the life of City certification projects to verify that projects are being properly maintained and continue to serve the purpose for which federal funds were provided.

18. State shall, at its own expense, maintain and operate the portions of the individual projects on state right of way.

**General Provisions**

1. City further agrees to comply with all applicable Civil Rights laws, rules and regulations, including Title V and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and Titles VI and VII of the Civil Rights Act of 1964.

2. City agrees and understands that it will conduct all contracting in compliance with all applicable federal, state, and local laws, regulations, executive orders and ordinances applicable to the work including, but not limited to, the provisions of ORS Chapters 279A, 279B, and 279C, the provisions of ORS 279C.505, 279C.515, 279C.520, 279.530, and 279B.270, Title 2 CFR Part 225; Title 23 CFR Parts 1.11, 140, 710, and 771; Title 49 CFR Parts 18, 24 and 26; and OMB CIRCULAR NO. A-133; Title 23, USC, Federal-Aid Highway Act; Title 41, Chapter 1, USC 51-58, Anti-Kickback Act; Title 42 USC; Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, as amended and provisions of the FAPG, *FHWA Contract Administration Core Curriculum Participants Manual* & Reference Guide, *Local Contract Review Board Contracting Rules,* and Cities applicable contracting rules of procedure adopted, pursuant 279A.060 and 279A.065(5).

3. City acknowledges and agrees that State, the Oregon Secretary of State's Office, USDOT Office of Inspector General, FHWA, any other federal government agency, and their duly authorized representatives shall have access to such fiscal records and other books, project documents, papers, plans and writings of City pertaining to work covered by the Supplemental Project Agreements to perform examinations and audits and make excerpts and transcripts. City is responsible for using its procedures, as approved by State, for project documentation and long term retention of project documentation. In all contracts, City shall expressly require that the contractor and subcontractor(s) maintain the records and keep the records accessible and available at reasonable times and places for a minimum period of six (6) years from the date of final payment under the contract or subcontract or until the conclusion of any audit, controversy or litigation arising out of or related to the contract, whichever date is later, unless a different period is required by law.

See the Secretary of State's Retention Schedule; e.g. OAR Chapter 166, Division 200 for cities and Division 300 for state agencies. This shall include, but is not limited to:

a. daily work records;
b. quantity documentation;
c. material invoices and quality documentation;
d. certificate of materials origin;
e. process control records;
f. project diary;
g. erosion control reports;
h. temporary protection and direction of traffic reports;
i. foreign steel summary;
j. test results; and
k. inspection records to ensure that projects are completed in conformance with approved plans and specifications.

4. City shall retain and keep all files and records for a minimum of six (6) years following the date of final voucher to FHWA. Copies of such records and accounts shall be made available upon request. For real property and equipment, the retention period starts from the date of disposition (Title 49 CFR Part 18 Subpart 42).

**City and State Indemnifications**

CONTRIBUTION

1. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or City with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.

2. With respect to a Third Party Claim for which State is jointly liable with City (or would be if joined in the Third Party Claim ), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by City in such proportion as is appropriate to reflect the relative fault of State on the one hand and of City on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of City on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any

instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.

3. With respect to a Third Party Claim for which City is jointly liable with State (or would be if joined in the Third Party Claim), City shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of City on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of City on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. City's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

ALTERNATIVE DISPUTE RESOLUTION

The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement and Supplemental Project Agreements. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

INDEMNIFICATION

1. City shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of City's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the Parties that State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of State, be indemnified by the contractor and subcontractor from and against any and all Claims.

2. Any such indemnification shall also provide that neither City's contractor and subcontractor nor any attorney engaged by City's contractor and subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at anytime at its election assume its own defense and settlement in the event that it determines that City's contractor is prohibited from defending the State of Oregon, or that City's contractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to

pursue claims it may have against City's contractor if the State of Oregon elects to assume its own defense.

3. City, subject to any limitations imposed by State law and the Oregon Constitution, agrees that on all projects where City is contracting for services pursuant to this Agreement or performing project management for the project to accept all responsibility, defend lawsuits, indemnify and hold State harmless, for all contract related claims and suits, including but not limited to all contract claims brought by any contractor arising out of the contractor's work, City's supervision of any individual project, or City's failure to comply with the terms of this Agreement and Supplemental Project Agreements.

**Insurance**

1. City shall require its contractor(s) to list the State of Oregon, Oregon Transportation Commission and its members, and Department of Transportation, its officers and employees, as additional insured in the insurance certificates required of contractor(s) under any contract. Prior to Notice to Proceed, contractor shall provide insurance certificates to City. For railroad insurance, the maximum dollar amounts of coverage to be reimbursed for federal funds with respect to bodily injury, death and property damage is limited to a combined amount of two million dollars ($2,000,000) per occurrence with an aggregate of six million dollars ($6,000,000) applying separately to each annual period. FHWA must approve any exceptions to the maximum railroad protective insurance limits. City should contact local railroad for insurance requirements. The insurance coverages shall be in effect for the life of the contract.

2. City shall include State as a third party beneficiary in the specifications of City's construction contract on any projects, with express authority to enforce the terms and conditions of the contract.

**Workers' Compensation Coverage**

All employers, including City, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability Insurance with coverage limits of not less than five hundred thousand dollars ($500,000) must be included. City shall ensure that each of its contractors complies with these requirements.

**Termination**

1. This Agreement or Supplemental Project Agreements may be terminated by mutual written consent of both Parties.

2. State may terminate or rescind this Agreement or Supplemental Project Agreements if City fails to comply with the requirements of the above-mentioned agreements, and after receipt of written notice from State, fails to correct such compliance issue within ten (10) days or such longer period as State may authorize.

3. State may terminate this Agreement or Supplemental Project Agreements effective upon delivery of written notice to City, or at such later date as may be established by State, under any of the following conditions:

   a. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make federal fund reimbursements to City as provided under the Certification Program.

   b. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Certification Program is prohibited or State is prohibited from reimbursing City with federal funds.

4. Any termination of this Agreement or Supplemental Project Agreements shall not prejudice any rights or obligations accrued to the Parties prior to termination.

**Lobbying Restrictions** – pursuant to Form FHWA-1273, Required Contract Provisions

1. City certifies by signing the Agreement that:

   a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

   b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit, for each Supplemental Project Agreement, Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.

   c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed one hundred thousand dollars ($100,000), and that all such subrecipients shall certify and disclose accordingly.

   d. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31, USC Section 1352.

e. Any person who fails to file the required certification shall be subject to a civil penalty of not less than ten thousand dollars ($10,000) and not more than one hundred thousand dollars ($100,000) for each such failure.

**Signature Authorities**

1. City agrees that it has the means to provide adequate expertise and has support staff available to perform the functions being subdelegated. The support staff may include consultants or state services. City shall ensure that any contracts entered into with consultants, contractors or subcontractors shall adhere to the same requirements as those required of City under this Agreement.

2. City's approval authorities for any work performed by City under conditional certification, and after final certification has been granted, shall be identified in a letter to be provided to State. The letter must be sent to State's Active Transportation Section Certification Program Manager upon execution of this Agreement. If any of the titles identified by City as having approval authority change, City shall immediately send a new letter to State's Active Transportation Section Certification Program Manager identifying all the Parties by title that have approval authority. State's Active Transportation Section Certification Program Manager will provide a copy of any updates to the State's Regional Local Agency Liaison. City agrees that the signatures on each project prospectus, Supplemental Project Agreement, contract, and all project development phases shall adhere to said approval authority.

3. City certifies and represents that the individuals signing this Agreement have been authorized to enter into and execute this Agreement on behalf of City, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind City.

4. The provisions of this Agreement shall apply to all federal-aid Supplemental Project Agreements City enters into with State. If needed, and agreed to by both State and City, the provisions of this Agreement may be modified by use of special provisions in the Supplemental Project Agreements. In the event of a conflict, the Supplemental Project Agreement shall control over this Agreement.

5. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

6. This Agreement and the attached exhibits constitutes the entire agreement between the Parties on the subject matter hereof. Supplemental Project Agreements will incorporate this Agreement and the exhibit(s) for purposes of those specific projects. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given.

The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**CITY OF CORVALLIS**, acting by and through its designated officials

By _____
Title:

Date _____

**APPROVED AS TO LEGAL SUFFICIENCY**

By _____
City Legal Counsel

Date _____

**City Contact:**
Somkeart Sartnurak, Engineering Supervisor, Public Works
City of Corvallis
1245 NE 3rd Street
Corvallis OR 97339-1083
541-766-6731
somkeart.sartnurak@ci.corvallis.or.us

**State Contact:**
Michael Starnes, Local Agency Liaison
455 Airport Road SE Building B
Salem OR 97301-4989
503-986-6920
michael.s.starnes@odot.state.or.us

**STATE OF OREGON**, acting by and through its Department of Transportation

By _____
Highway Division Administrator

Date _____

**APPROVAL RECOMMENDED**

By_____
Active Transportation Section Manager

Date_____

By _____
Region 2 Manager

Date _____

**APPROVED AS TO LEGAL SUFFICIENCY**

By_____
Assistant Attorney General

Date_____

City/State
Agreement No. 27077

STATE OF OREGON
DEPARTMENT OF TRANSPORTATION

City has become fully Certified in the following functional areas as marked below:

☒Consultant Selection
☒Design
☒Advertise, Bid and Award
☒Construction Contract Administration

City/State
Agreement No.

After recording, return to:

_____

_____

_____

**EXHIBIT A**
**MEMORANDUM OF AGREEMENT AND ACKNOWLEDGEMENT OF FEDERAL ASSISTANCE**
**[State Recording Authority: ORS 93.710 and ORS 205.130(2)]**
Agreement Number:
Project Name:
Key Number:

Supplemental Project Agreement No. between the *(Insert City Name)* and the State of Oregon, Department of Transportation was executed on . Pursuant to paragraph , City Obligations, page of the Supplemental Project Agreement, upon the recording of this document, the *(Insert City Name)* received federal funds for the Project described in the Supplemental Project Agreement. The property and assets under the jurisdiction of the *(Insert City Name)* were improved with the assistance from the United States Government. Such assistance was provided to *(Insert City Name)*, in reimbursement of costs associated with the *(Insert City Name)*, The use and disposition of said property is subject to the terms of the above noted Supplemental Project Agreement, copies of which may be obtained from the Director of ODOT and is also subject to 49 CFR Part 18. A description of the improved property is attached.

*(Insert City Name)*

By: _____ (Notary Stamp)
(Name of person)

Title: _____

State of Oregon: County of _____

Signed or attested before me on _____ by _____
(Date) (name(s) of person(s)

_____My commission expires on _____.

**STATE OF OREGON, DEPARTMENT OF TRANSPORTATION**

By: _____ (Notary Stamp)
Darel Capps

Title: Active Transportation Section Manager

Signed or attested before me on _____ by _____
(Date) (name(s) of person(s)

_____My commission expires on _____.

Oregon Department of Transportation; 555 13th St. NE, Suite 2, SE; Salem, OR 97301.

**MEMORANDUM**

**TO:** **Mayor and City Council**

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

**SUBJECT:** **Downtown Corvallis Association Economic Improvement District**

**Date:** **February 27, 2012**

**Issue:**

Council consideration to support the Downtown Corvallis Association's efforts to renew the Economic Improvement District.

**Discussion:**

Since 1993, the Downtown Corvallis Association has been supported by a voluntary tax assessment on properties within a defined boundary in the downtown area, implemented by an Economic Improvement District, as defined and regulated by ORS 223.112 and Corvallis Municipal Code Chapter 10.07. Per these documents, the City Council must decide whether to support the DCA's request to initiate an Economic Improvement District, subject to minimum participation requirements, and adopt a resolution that establishes the district. A formal request for consideration from the DCA to the Council is included in this packet, along with additional information regarding the DCA its role in the downtown business community. In past years, Council has referred the issue of an Economic Improvement District to the Administrative Services Committee prior to final consideration.

**Recommended Action:**

Council is asked to consider the renewal of an Economic Improvement District as a means to fund the Downtown Corvallis Association, and to refer the issue to the Administrative Services Committee for a recommendation.

Review and Concur:

Jim Patterson, City Manager

DOWNTOWN CORVALLIS ASSOCIATION

460 SW Madison, Suite 9
Corvallis OR 97333
PO Box 1536
Corvallis OR 97339
(541) 754-6624
FAX (541) 758-4723
www.downtowncorvallis.org

**Board Members**
**Steve Hutchison**, President
US Bank
**Elizabeth Groner**, Vice Pres.,
Riverside Window & Door
**Susan MacNeil**, Treasurer
Richard Gretz Goldsmith
**Steve Hessel,** co-Treasurer
Downtown Property Owner
**Jennifer Moreland**, Secretary-
Zooeys
**Liban Abdi,**
Holiday Inn Express
**Les Boudreauux,**
Downtown Property Owner
**Angela Cambern,**
Starbucks
**John Coleman,**
Coleman Jewelers
**Cloud Davidson,-**
Cloud 9/Downward Dog
**Randy Joss,**
KEZI9

**Staff**
**Joan Wessell,**
Executive Director
joan@downtowncorvallis.org

**Ex-Officio**
**Sarah Johnson,**
City Planning
**Mark O'Brien,**
City Council
**Jef VanArsdall,**
Corvallis Police Dept.
Corvallis Tourism
Corvallis-Benton Chamber Coalition

**EID Task Force Members**
David Dodson
Steve Hutchison
Erik Blackledge
Bill Humphreys, Jr.
Jennifer Moreland

February 20, 2012

The Honorable Mayor Julie Manning and
Corvallis City Councilors
PO Box 1083
Corvallis OR 97339

Dear Mayor Manning and Councilors:

The Downtown Corvallis Association (DCA) is currently working to renew the Downtown Economic Improvement District (EID). Property owners who voluntarily participate in the District provide stable funding to keep the DCA operating and enable us to continue with projects to keep Downtown Corvallis vital.

We established the first three EIDs as 3-year Districts, however, in consideration of the lengthy process required for the DCA and City Staff to renew the EID, the decision was made to renew all future EIDs for a 5-year period. Since passage of the first EID in 1993, the DCA has not asked that the assessment rate be increased and will continue with that same request for the upcoming EID, keeping at the 1993 assessment rate.

The DCA is grateful for the encouragement and support it receives from the City and the community.

Sincerely,

Steve Hutchison
Board President

David Dodson
EID Task Force Facilitator

"To improve and promote the economic, aesthetic, and cultural vitality of Downtown Corvallis as a regional center"

# The Downtown Corvallis Association

## What is the Downtown Corvallis Association?

The Downtown Corvallis Association (DCA) is a business advocacy organization, working to improve business opportunities and help increase the value of your downtown investment. The DCA is guided by a board of directors composed of eleven local business leaders. Many of organization's accomplishments are due to thousands of volunteer hours from the 400+ DCA Members. DCA's Executive Director, Joan Wessell, has 19+ years of experience working for downtown Corvallis interests and she recently earned downtown main street certification, making her the only certified main street downtown director in Oregon.

## Property Owner & Business Support Provided by the DCA:

- The DCA assisted property owners lease space to over 60 businesses.
- To keep downtown businesses aware of fraud, shoplifting, counterfeit, etc. DCA sends e-alerts & photos, when available.
- To keep downtown property & business owners current, the DCA offers 5-6 business workshops annually.
- The DCA sponsors promotional events year-round to attract thousands to downtown.
- The DCA has granted 75 loans over $385,478 in zero-interest loans for downtown building improvements.
- The DCA conducts and sponsors marketing and customer surveys to help identify recruiting and marketing opportunities.
- To keep downtown business people informed and connected, the DCA sponsors monthly membership meetings and monthly business networking "after hours" events.

## Advocacy with the City:

- The DCA worked with the City to bring over $2,185,633 in downtown capital improvement projects in 2011.
- To advocate for downtown interests, DCA board members and executive director serve on several City commissions.

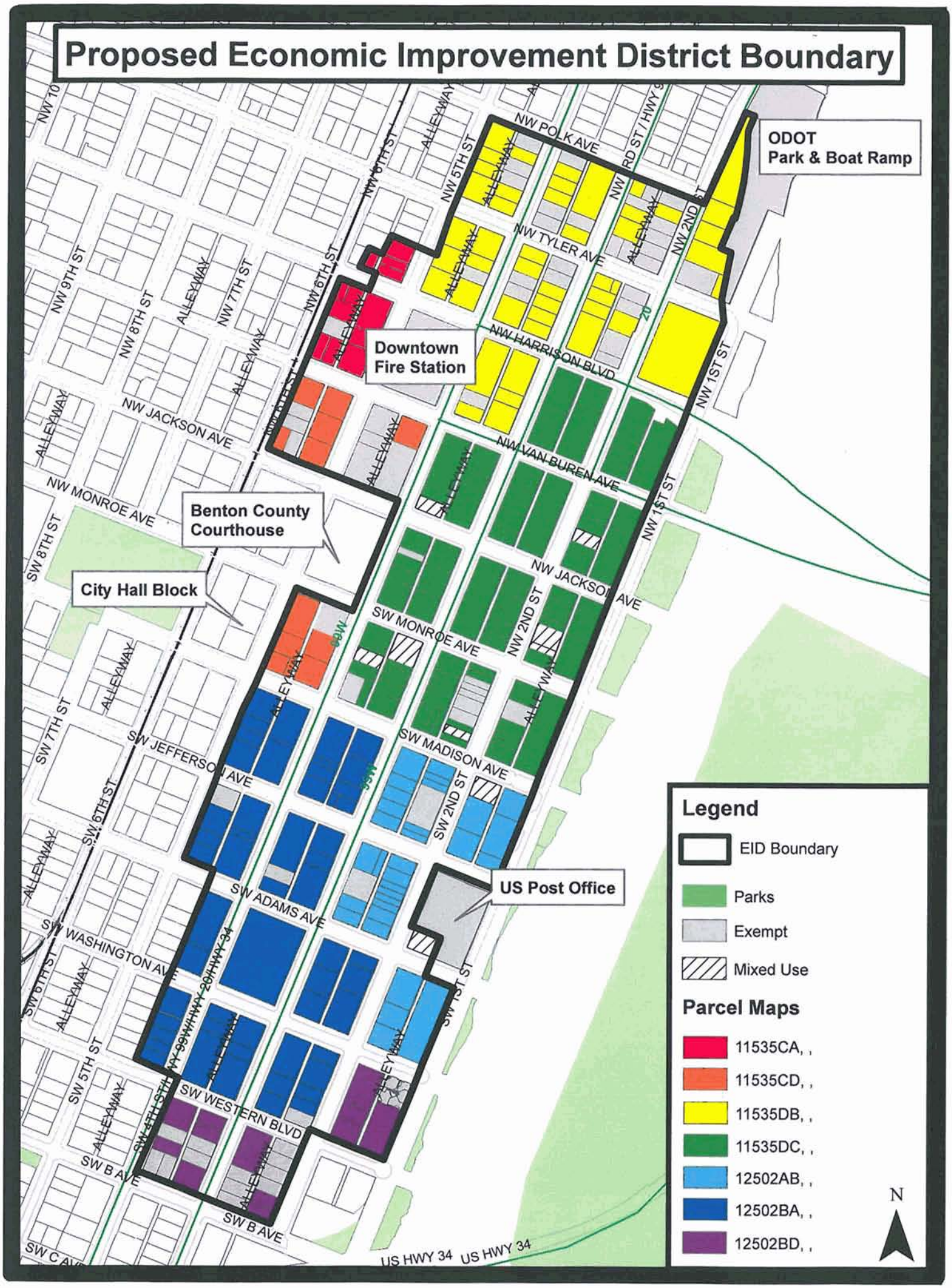
## Management of Downtown Common Area:

- To attract customers to downtown, the DCA provides management services to keep downtown clean, safe, attractive, interesting, and convenient.
- The DCA assists downtown business and property owners with civic beautification efforts and graffiti removal.
- The DCA placed and contributes to care of over 30 custom-designed downtown trash receptacles, participates in and contributes to the downtown flower basket program, and provides holiday decorations and event banners throughout downtown.

## Promotions, Events, and Marketing:

- To attract customers downtown, the DCA sponsors and organizes multiple events throughout the year such as the biannual "rhapsody in the vineyard" wine walk, which has attracted over 34,000 people downtown since its introduction in September 2003.
- The DCA provides marketing and promotional services such as group advertising, festivals, parades, image events, sidewalk sales, and holiday events.
- The DCA co-sponsors activities with OSU to attract students, conference participants, sports fans and others to downtown.
- The DCA markets and promotes downtown Corvallis to customers throughout the community, the Willamette Valley, and the State.
- The DCA sponsors children's events throughout the year, including downtown trick or treat and related activities, and holiday downtown gingerbear.
- For a more detailed listing of the DCA's services and programs, please contact or contact Joan Wessell at: 754-6624 (voice), 740-1326 (cell) or joan@downtowncorvallis.org or visit www.downtowncorvallis.org

# Proposed Economic Improvement District Boundary



**To: Corvallis City Council** **March 4, 2012**
**From: Dan Brown, Ward 4**

**Subject: MOTIONS for HPP 11-00033**

## INTRODUCTORY COMMENTS

First, the Council must determine how much and what kind of historic protection is in the best interest of the the Avery-Helm district and subject property at 612 SW 2nd Street. Unrefuted testimony indicates that, under the purview of the previous owner, "*the building had been boarded up, with transients living and building fires inside it.*" The Council can consider the alternatives. Perhaps, providing a new roof, new siding, a new paint job, and weatherproof doors, is better for this particular building than letting it melt into the ground or demolishing it. Demolition is permitted under **Chapter 2.9**.

Second, the following motions for our *de novo* hearing, based on ***compatibility***, are consistent with the Staff reasoning going into the January 10, 2012 HRC hearing. They do not conflict with the HRC reasoning about ***exemption*** based on ***in-kind repair or replacement.*** In that sense, the motions support both the HRC's and the Staff's decisions.

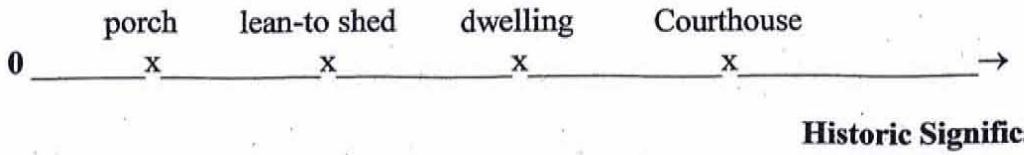
Third, the current application is unusual in that it is after-the-fact, that is, unauthorized alterations have already been made. In about 2009, a complaint from a citizen started a code enforcement action in the City of Corvallis case against the property owner. Thus, reviewing the application under **2.9.100.4.b.1** and **2.9.100.4.b.3** requires that the Council consider the several proposed alterations to what was ***existing*** in 2009 instead of what exists in 2012.

## RECOMMENDATIONS

Section **2.9.100.04.b.1.a** states that the Council ***shall consider historic significance*** in determining the ***compatibility*** of proposed alterations to buildings in historic districts. In this case there are three distinct structures, each with a different history:

- primary building:
- abutting lean-to shed;
- front porch.

The Council can determine, under **LDC 1.6.-28**, that none of these structures has as much historic significance ***in-and-of itself*** as the Benton County Courthouse.




The implication is that the Council can allow the applicant more alteration to this building than might be allowed to the Courthouse. Further, the Council can determine that the lean-to shed and front porch have less historic significance than the primary building.

The primary building was constructed during the Avery-Helms district's period of significance and was determined to contribute to the district. The building does not exemplify many criteria in **LDC 1-6.30-28 *in and of itself***. It was converted 100 years ago from an outbuilding into a "rental" or "apartment" dwelling; therefore, ***historic integrity*** as carriage house, is long gone. Integrity as a "vernacular" ***style*** building is impossible to assess; this vague descriptor is stylistically ambiguous. The integrity of the ***existing*** (in 2009) building was compromised by the installation of plywood siding in the 1970s and by the installation of two large vinyl windows on the first story of the primary facade. Due to the pattern of the simulated mullions, it is obvious from the public right of way that these are not historic windows. The ***existing condition*** (in 2009) of the building was not good, considering the foundation, roof, siding, doors, and window sashes. The previous owner, from whom the applicant bought the property, left it vacant and did not even prevent squatters from living it.

This dwelling was never very ***compatible*** with surrounding street ***LDC 1.6.30-29.i.*** Not withstanding the old soda-bottling plant at one end, the others (602, 620, 630, 640) are all bungalow-style homes and the others are single-story or story-and-a-half -- while the subject building is none of the above. The other buildings are lined up in a row approximately 12 feet from the sidewalk, while the primary building sits back over 60 feet, making the lot in front of it appear vacant.

The lean-to shed, which abuts the primary building, has virtually no ***significance in-and-of itself***, does not contribute architectural character to the primary building, and does not contribute much to the district. The shed is not a real addition to the primary building: it does not share a common foundation; it does not share a floor; it does not share a connecting interior door. This shed was casually constructed with indeterminate ***style.*** The ***condition*** of the existing shed is compromised -- the roof supports are rotten and the corrugated metal roof is rusty. The west facade is dominated by a modern garage door.

According to testimony, porches were added to the building as an after thought. The front porch has virtually no significance or style and does not contribute much to the district. The ***existing*** (in 2009) iteration looks like the ***age*** may not exceed 50 years, and the porch could be removed without affecting the primary building. Although the surrounding bungalows were built with porches as character-defining elements (some have been enclosed), the addition of this particular porch, with a low-pitch roof, did not make the primary building into a bungalow. The porch consists of decking, handrail, steps, etc. which will be discussed below.

There are seven proposed alterations involved in this case which require separate analyses. The Council may be evaluate them under different sections of **Chapter 2.9**.

For the building:

1. replace window and door trim appearance and material;
2. apply new siding over the existing siding;
3. replace doors with doors of different materials;

For the abutting lean-to shed:

4. retain existing window openings;

For the front porch:

5. add/replace steps;
6. replace handrail;
7. replace existing deck boards.

**Alterations to building**

**1.** The Council decision about ***compatibility*** of the proposed window and door trim can be made under **2.9.100.04.b.2.b** based on ***design, material and appearance***. The Council can approve new wood trim which matches the ***appearance*** and ***design*** of the ***existing*** (in 2009) trim and is ***complementary to*** the trim "reveal" or projection on the ***surrounding*** dwellings. There is no requirement in **Chapter 2.9** about the method of construction, i.e. how many layers of trim are allowed or required.

**Motion 1**: Approve replacement of the wood trim as proposed by the applicant.

**2.** The decision about ***compatibility*** of the proposed siding can be made under **2.9.100.04.b.2.b** based on siding ***material, design, and appearance***. The compatibility of material situation is confusing in the 600 part of 2nd Street -- from a "no worse than" point of view. The ***existing*** (in 2009) plywood siding on the building is not historic, and in fact, should be avoided under the code. The surrounding dwellings already include a mix of siding materials which the code says should be avoided under **2.9.100.04.3.b,** including: vertical board and cement stucco. HardiPlank does exist in the Avery-Helm District on non-historic structures, and the proposed HardiPlank is neither plywood or wood, but it is not specifically on the list of materials to be avoided by the code,

In relation to **design**, the Council can approve siding with a "reveal" or overlap which is within the range of overlap on the surrounding buildings. Some are wider, and some are narrower than the HardiPlank as installed.

In relation to **appearance**, regardless of specific material, paint will make many siding materials look pretty much the same. The HardiPlank has more texture than the siding on surrounding buildings, but texture is not ***significantly visible*** from east or north facades **2.9.100.04.b.3.a** which are 50 or 60 feet away ***from public areas, excluding alleys***.

**Motion 2**: Approve cladding the building (and shed) with HardiPlank siding.

Finding of fact: This determination involving **2.9.100.04.b.3.a** is a very narrow one. It does not apply to any case where the textured ***appearance*** of HardiPlank will be ***significantly visible*** on the primary facade from the public right of way. Further, it involves a consideration of the ***historic significance, historic integrity***, and ***condition*** of the building.

Finding of fact: The Council can decide that a change in siding from plywood siding to HardiPlank siding does not meet the requirements of ***In-kind Replacement*** in **LDC 1.6.30-32.** In order to justify ***exemption,*** an alteration must meet a very high standard for ***match***, i.e. exactly the same in terms of ***design, color, texture, materials, dimensions, shape and other visual qualities***.

**3.** The Council decision about proposed replacement of the ***existing*** (in 2009) doors depends on the material proposed by the applicant. The Council can determine that wood is exempt under **2.9.70.b** as ***in-kind replacement*** and could approve metal-clad wood under the clear-and-objective criterion in **2.9.100.03.e.2.** A decision about a metal doors would require the application of **2.9.100.04.b.2.b**, but that is not required in this case.

**Motion 3**: Approve proposed replacement of doors with wood or metal-clad wood.

**Alterations to lean-to shed**

**4.** The proposed alteration to the lean-to shed involves the window openings. The openings and window sashes exist in the shed today, and the Council can decide that the applicant may do routine maintenance on these ***existing*** windows as an ***exempt*** activity under **2.9.70b**. The ***existing*** (in 2009) window trim, which is missing today, should be replaced with milled molding made of wood which will complement the dimensions and "reveal" of the trim on the primary building.

**Motion 4**: Approve maintaining of existing window openings in shed as exemptions.

**Alterations to front porch**

It is difficult to evaluate the front porch because so little is known about its ***design*** history. Since its ***historic significance in-and-of itself*** is doubtful, the Council is not obligated to apply a high standard of protection to the porch.

**5.** The ***existing*** (in 2012) concrete steps appear old, but they do meet modern code standards. Under **2.9.100.03.i** any proposed replacement steps may be constructed to meet present-day building code requirements. The Council can delegate the details about materials, dimensions, and placement to the Director.

**Motion 5**: Approve proposed alteration to front steps and instruct Director to make decisions about design and construction details.

**6.** According to the photograph in the Council packet, an ***existing*** handrail (in 2009) appears on the front porch. The applicant intends to replace it to conform with the photograph. The ***design*** of the handrail in the picture appears to be more utilitarian than dictated by ***style***. The Council can determine that a ***compatible*** handrail may be altered to meet modern building codes **2.9.90.06a**, and decide to delegate the details to the Director.

| |
|---|
| **Motion 6**: Require applicant to replace handrail and instruct Director to ensure handrail fits building codes. |

**7.** According to testimony, the ***existing*** (in 2009) 2" by 6" decking boards on the porch ran perpendicular to the building. The Council can determine the replacement of perpendicular 2" by 6" boards to be ***exempt*** under **2.9.70.b.**

| |
|---|
| **Motion 7**: Determine that perpendicular boards may be replaced on porch as exempt. |

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

# MEMORANDUM

**DATE:** March 1, 2012

**TO:** Mayor and City Council

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

**SUBJECT:** Voters' Pamphlet Explanatory Statement and Display Ad for the McFadden Industrial Annexation (ANN11-00001)
**PROPOSED CHANGE TO DISPLAY ADVERTISEMENT**

On February 23, 2012, the Urban Services Committee reviewed the proposed Explanatory Statement and Display Advertisement for the McFadden Industrial Annexation proposal. The Urban Services Committee recommended changes to the Explanatory Statement, but did not propose any change to the Display Advertisement, which is scheduled to be published in the Corvallis Gazette Times on March 12, 2012. Both items are scheduled to be reviewed and approved by City Council on March 5, 2012.

On March 1, 2012, the applicant for the McFadden Industrial Annexation submitted a written request to modify the language of the Display Ad, after the March 5, 2012, City Council packet had been finalized. The proposed modification occurs on Page 2 of 3 of the Display Ad, in the paragraph entitled "Storm Drainage". The proposal consists of the removal of the word "directly" which occurs in the second sentence of that paragraph.

The modified language would read as follows:

> **Storm Drainage:** The subject site lies within the Garfield drainage basin. The applicant proposes to serve future development by either discharging stormwater into the Garfield drainage basin along the west side of the property, or to gain access from ODOT and discharge across the highway, ~~**directly**~~ into the Willamette River. Stormwater quality measures would be required prior to discharge. The site can be adequately served by the City's storm drainage system, subject to improvements required in conjunction with development.

The applicant requests that the City Council consider the proposed change to the Display Ad, along with the Voters' Pamphlet Explanatory Statement, as modified by the Urban Services Committee. The proposed change has been reviewed by staff and the City Attorney's Office, and there are no concerns about the request.

To: Mayor Julie Manning and Corvallis City Councilors
From: Marys Peak Group – Sierra Club
Date: March 5, 2012
Re: Hilex Poly and the Administrative Services Committee's Process Change.

Dear Mayor Manning and City Councilors,

I represent the Marys Peak Group[1] of the Sierra Club, which submitted a Corvallis Ordinance in November 2011. Since that date the City invited Hilex Poly from Hartsville, S.C., to our public process. Subsequently on February 22nd the Administrative Services Committee suggested a change in the scope to "reducing the **impact** of the use of single-use plastic bags so that improving recycling would be part of the discussion." **We urge you to reject the inclusion of Hilex Poly into the public process and the Committee's suggested change.**

**Including Hilex Poly is a Conflict of interest.**
The Council directed city staff to "gather public input in developing options to reduce the use of single-use plastic bags." The city then sent an invitation to Hilex Poly Co. LLC, of South Carolina one of the largest plastic bag manufacturers in the nation, to join the stakeholder sessions. We need to be clear about what you directed staff to do. You asked them to develop options "to **reduce** plastic bag use." However, it is in the interest of Hilex Poly to **expand** the use of plastic bags and defeat plastic bans, which they've done throughout the nation.[2] The city's request to have them join us is similar to asking the Tobacco Industry to help us determine how to ban smoking. It is simply a conflict of interest.[3]

**Recycling does not meet the Council's request**
In addition, the redirection of the stakeholder meetings to discuss "improving recycling," is a goal that Hilex Poly supports, but should not be a goal for a committee looking into reducing

---

[1] There are 2,126 members in the Marys Peak Group
[2] Hilex Poly has poured money into "Bag the Ban" campaigns across the nation to stop plastic legislation (http://latimesblogs.latimes.com/nationnow/2011/11/hailey-idaho-plastic-bag-ban.html). The Chemistry Council and Hilex Poly spent more than 2 Million dollars defeating California's state-wide bill (http://www.sanluisobispo.com/2010/11/13/1368858/battle-over-bag-bill-draws-big.html).
[3] It's also important to note that Corvallis is the only city in Oregon that has allowed an outside Corporation that manufactures plastic bags, a seat at the table. Per Charlie Plybon, Surfrider Foundation who has worked on Portland's plastic bag Ordinance, and is working with Eugene and Newport, and other cities in Oregon.

plastic bag use. Studies by the EPA, and California's Cal Recycle[4] reveal that recycling does not cut back on single-use plastic bags. Hilex Poly will say otherwise and have cited huge recycling numbers, without showing how small that is in relationship to plastic generation (see Figure 1[5]).

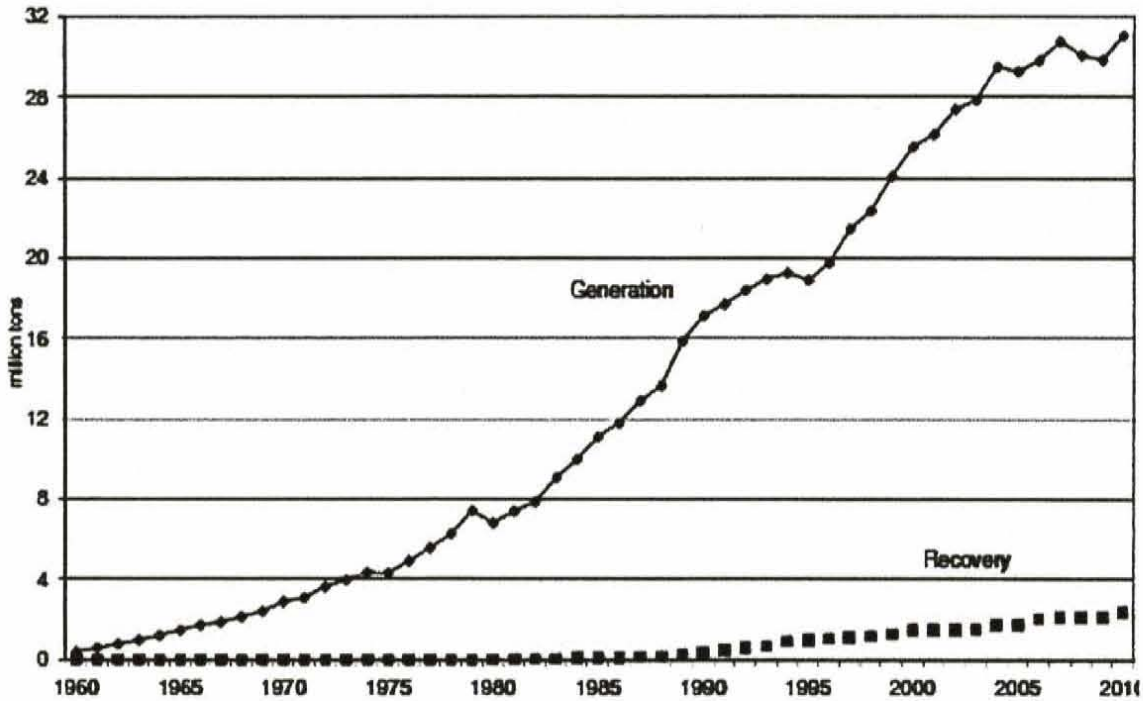



**Figure 1. Plastic generation and recovery, 1960 to 2010 (U.S. EPA Office of Resource Conservation and Recovery, November 2011)**

A study of San Francisco's voluntary education and recycling programs reveal that recycling, and voluntary education was a delay tactic, and is a good example of what would happen if we continue in that direction.[6] Many cities have found that voluntary education and recycling, did little to get recycling numbers much higher than single-digit percentages, nor did it cut back on single use plastic bags.

- **Recycling doesn't reduce consumption:** Recycling rates can increase, but the number of plastic bags consumed can increase much faster. [see Figure 1]

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[4] "Characterization Study To Determine The Plastic Carryout Bag Co-Mingled Recycling Rates," In 2010, California's state government funded a study attempting to sort out just how much of the plastic packaging being recycled was consumer bags. Researchers enlisted store operators to provide them with bales of plastics ready for recycling, then sorted them to determine how much of their weight came from bags. The conclusion: 3% of plastic bags are recycled. http://www.calrecycle.ca.gov/Publications/Plastics/2011003.pdf

[5] EPA, Office of Solid Waste. Municipal Solid Waste in the United States; 2009 facts and figures. December 2010.

[6] "San Francisco's Voluntary Plastic Bag Program," http://plasticbaglaws.org/wordpress/wp-content/uploads/2010/04/The-Evolution-of-SFs-Plastic-Bag-Ban.pdf

- **Voluntary programs perform poorly:** In 2006, California established a program to require collection bins at grocery stores and promote recycling (AB 2449). Local communities seeking stronger measures since 2006 consistently cite lack of recycling as a reason to ban the bag.
- **Conversion technologies don't cut it:** Incinerating bags to generate electricity or converting bags to oil doesn't yield the same environmental benefits, address reduction in litter or increase use of sustainable alternatives.[7]
- **Only a ban gets at the root of the problem:** Recycling programs won't stop bags from blowing into the ocean, storm-drains, or parks, and it won't drive down consumption.

Improving recycling is a false option, and a waste of the City's money and the members of the stakeholder group's time.

**Return to working on addressing issues**

The City and the ASC needs to honor your initial request to "gather public" input in developing various options to reducing the use of single-use plastic bags. The stakeholders can then return to working out substantive issues, and how to address them. For example, an issue that the City brought up is that it cannot afford to enforce or educate the public about this ordinance. Attorney Dan Snyder, who has worked on the ordinance we submitted, and others, can offer a number of ways the ordinance will **not** cost the city money. In addition, we can learn a lot about how bag bans are successfully implemented from communities that have already enacted bans.[8]

Most of the stakeholders in the work group have not stated that they want to defeat this ordinance; they want to work with it. The Northwest Grocery Association supports the submitted Corvallis Ordinance (with a few changes). The Chamber of Commerce is neutral on the issue. The Corvallis Independent Business Association and the Farmer's Market, have been proactively working on what a ban means to their businesses, and have suggested creative and innovative solutions. They all have concerns and the City has the opportunity to work with these concerns. I have submitted feedback of some of the concerns from businesses owners and managers that I've spoken to. This collaborative form of problem solving is the direction we need to be heading.

**This Ordinance fits Corvallis's Green image.**

I have spoken to approximately 98 businesses owners and managers. 50 businesses have signed letters of support for this ordinance (which I have submitted) and most of the others have expressed support. They know this is coming, and many have cutback plastic bag use - either because their customers have cut back themselves, or businesses have already banned plastic bags. This ordinance is about Corvallis taking a small step in the direction of sustainability, which fits within its character. The City of Corvallis, and OSU, has been honored with more than

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[7] Barrows. "Briefing Paper: What are 'Conversion Technologies?'" Oregon State of Department of Environmental Quality. Web: http://www.deq.state.or.us/lq/pubs/docs/sw/2050vision/BriefingPaperConversionTechnologies.pdf

[8] See attached, "REDUCING PLASTIC WASTE – Community Plastic Bag Bans Resources for Small Business."

19 awards for their "greenness."[9] For example, Oregon State University has been named to the Princeton Review's 2012 Green Rating Honor Roll — the only university in Oregon to achieve this distinction.

I urge you to reject this requested change in goal, and Hilex Poly's influence into our decision-making process. Plastic bags pose real environmental problems, they are made from a non-renewable resource, and remain a highly visible waste, and pose litter and marine-debris problem. Through passing the Corvallis Ordinance: *Encouraging Reusable Bags and Prohibiting Single-Use Plastic Carryout Bags*, Corvallis has the opportunity to live up to its green credentials.

Respectfully,

Debra Higbee-Sudyka
Vice Chair
Marys Peak Group – Sierra Club

[9] See attached , "Corvallis's Green Awards."

# Recycling Cannot Solve Oregon's Plastic Bag Problem

**Less than 5 percent of plastic grocery checkout bags are recycled.** [1]

- According to the EPA, only 4.3 percent of all plastic grocery checkout bags in the US were recycled in 2010[2], down almost 2 percent from 6.1 percent the previous year[3].
- Plastic production has outpaced recycling for the past 50 years.[4]

**Plastic bags interfere with the operation of Oregon's recycling facilities.**

- When plastic bags pollute mixed recyclables, they get tangled in recyclers' machinery, causing plants to shut down.
- The Association of Oregon Recyclers found that even though Plastic Bag Film represents only 0.1% of incoming volumes, 20-30% of labor costs for MRF's in the Portland Metro Area are spent dealing with plastic film.[5]

**Voluntary recycling programs have proven insufficient to solve plastic bag pollution.**

- California attempted to reduce litter by requiring grocery companies to place recycling bins in front of their stores. However, the state has seen no noticeable change in litter or waste from plastic bags.[6]
- California's program has only managed to increase plastic bag recycling by 2 percent in 3 years. [7]
- Voluntary approaches like this are often supported by the plastic industry and tend to preempt local governments and prevent them from taking action to reduce litter and waste.[8]

**Plastic bags that do end up collected for recycling are mostly exported to China, where they cause environmental and health problems.**

- China accepts more than half of all reclaimed plastic bags for recycling and that number is rising. [9]
- Plastic bag recycling plants in China expose workers to toxic fumes, create a haze that hangs over villages, and pollute groundwater sources.[10]

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[1] US EPA, Office of Resource Conservation and Recover. Municipal Solid Waste in the United States; Tables and Figures for 2010. November 2011.

[2] See note 1

[3] US EPA, Office of Solid Waste. Municipal Solid Waste in the United States; 2009 facts and figures. December 2010.

[4] See note 1

[5] The Association of Oregon Recyclers found that even though Plastic Bag Film represents only 0.1% of incoming volumes, 20-30% of labor costs for MRF's in the Portland Metro Area are spent dealing with plastic film.

[6] CalRecycles, 2009. Available at: http://calrecycle.ca.gov/plastics/AtStore/AnnualRate/2009Rate.htm

[7] See note 5

[8] Mark Daniels, Vice President of Sustainability & Environmental Policy at Hilex Poly. "Seattle's plastic bag ban ignores reality." Crosscut, January 5th, 2012. Available at: http://crosscut.com/2012/01/05/environment/21760/Seattle-s-plastic-bag-ban-ignores-reality/

[9] Moore Recycling Associates, Inc. 2009 National Postconsumer Recycled Plastic Bag & Film Report. February, 2001.

[10] Want China Times. Meltdown: China's plastic recycling carries toxic toll. 7/6/11. Available at http://www.wantchinatimes.com/news-subclass-cnt.aspx?id=20110706000011&cid=1505&MainCatID=15

*This document adapted by Environment Oregon in part from "A Solution Not in the Bag: Why recycling cannot solve the Plastic Bag Problem in Washington," by Rob Krehbiel, Environment Washington Research & Policy Center,*

## Few Plastic Bags Are Recycled

Plastic bag recycling has never been successful in the US. In 2009, the EPA stated that the recycling rate for High Density Polyethylene (HDPE) plastic bags, sacks and wraps, which includes plastic grocery checkout bags, was 6.1 percent.[11] More recent data from the EPA shows that this number has dropped. In 2010, only 4.3 percent of all HDPE plastic bags, sacks and wraps were recycled. This is not only a decrease in the proportion of plastic grocery checkout bags recycled, but also a decrease in actual bags recycled.[12] In 2010, 10,000 more tons of plastic bags ended up in landfills than in 2009.[13]

The generation of all plastic products has expanded exponentially over the last 50 years, but plastic recycling has made only modest advancements (figure 1). In the case of plastic bags, over 95 percent of all plastic bags produced end up in landfills and as litter.[14] These bags, loose along streets and waterways, pose a serious threat to wildlife.

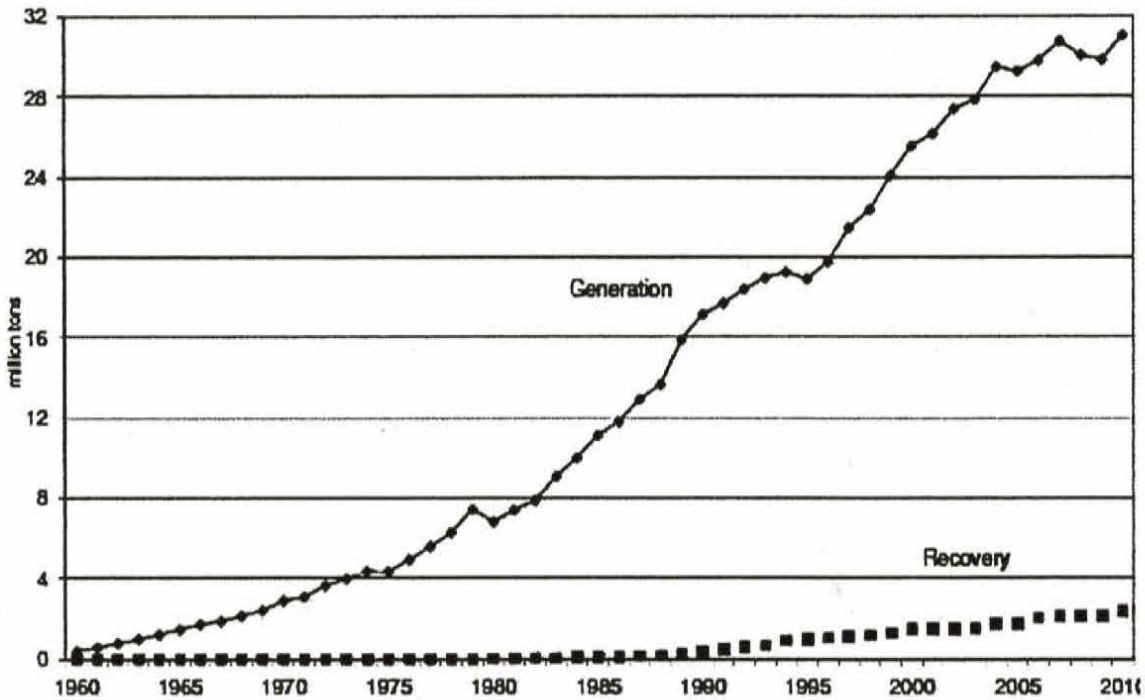


**Figure 1. Plastic generation and recovery, 1960 to 2010 (U.S. EPA Office of Resource Conservation and Recovery, November 2011)**

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[11] Seen note 3
[12] See note 1
[13] Based on a comparison between US EPA data from 2009 and 2010. See notes 1 and 3
[14] See note 3

*This document adapted by Environment Oregon in part from "A Solution Not in the Bag: Why recycling cannot solve the Plastic Bag Problem in Washington," by Rob Krehbiel, Environment Washington Research & Policy Center, January 2012.*

# Plastic bags – the recycling challenge

Plastic bags are problematic for the environment—they choke wildlife, they don't break down in landfills (or in oceans), they add to our demand for oil, and they aren't easy to recycle, which is the biggest reason why 90 percent of plastic bags in the United States are not recycled. Yet an estimated 500 billion to 1 trillion plastic bags are used worldwide every year—380 billion of those in the U.S.—and governments have been slow-moving at best to do anything about them.

The following are reasons single-use checkout plastic bags are so hard to recycle:

*They do not meet the requirements of recycling.*

1. **Weightless.** It's difficult to gather enough of a critical mass to make recycling economically worthwhile.
2. **Flight-prone.** Collecting them curbside is problematic because they are flight-prone.
3. **Few are recycled.** The store-based collection programs pushed by the ACC have scarcely raised bag recycling above single-digit rates.

*They pose problems for recyclers:*

1. The value of plastic bags in scrap markets isn't high enough to make it worth the time of the seventeen-dollar-an-hour sorters. There are no robust end markets, but the end markets can't develop without being assured of a steady supply.
2. Plastics are a challenge for Municipal Recycling Facilities.
    a. ***Plastic bags get caught***, causing MRFs to stop machines, clean them off, which costs them money.
    b. ***Most plastics can't be recycled together***, but many look so similar that they are difficult to sort. PET is confused with PVC (both clear, both used in same type of packaging).
    c. ***Corrupt recycling stream***. Some products made of the same base polymer should not be recycled together; a PET bottle that's been blown into shape has a different melting temperature than a PET cookie tray that's been molded through extrusion.
    d. ***They need to be hand sorted***, which creates jobs, but drives up costs. Optical scanners are expensive so few MRFs have them.
        i. When you've got seven hundred tons of stuff a day, it's not possible to do a rigorous sort.
3. On the West Coast, China is the destination for most plastics.
    a. China currently takes about 70 percent of the world's used plastics.
    b. Chinese recyclers are able to outbid their Western counterparts because they enjoy the same advantage as Chinese manufacturers of plastic products: cheap labor costs.
    c. Hence, the US has few manufacturers or recyclers of plastic.

*They are a valuable resource; too valuable to waste.*

1. Diversion of valuable nonrenewable resources into an ephemeral product of marginal value.
2. Plastic should be a high value material.
3. Products should not be engineered for single-use, but that last a long time, and at the end of life, you recycle it.
4. To take oil or natural gas that took millions of years to produce and then to make a disposable product that lasts minutes or seconds, and then just discard it – that's not a good use of a resource. They are made from high-density polyethylene (HDPE) the plastic used in milk and juice containers.

## Why Ban Single-Use plastic bags?

1. Plastic is causing alarming environmental problems (collecting in oceans; littering beaches as micro-debris, plastic bags, and bottles; and killing aquatic animals).
    a. Numerous deaths among animals such as sea turtles and dolphins have been attributed to the ingestion of plastic marine litter, which includes plastic bags. If washed out to sea, plastic bags can be carried long distances by ocean currents, and can strangle marine animals or, if ingested, cause them to starve to death
2. To address this problem, single-use throwaway items is a good place to start. Not all single-use products are so easily replaced as plastic bags. The plastic bag can be readily swapped for a sustainable alternative.
3. It's an item of convenience.
4. There is a cost associated with the bag, monetary and environmental. We have lived without single-use bags all the years prior to 1977. Our single-use, throw-away lifestyle, causes us to have a mind-set that they are "free" and we are entitled to them.
5. Plastic bags are either restricted or completely banned in over a quarter of the world's countries. Countries that have banned them are: Germany, South Africa, Italy, Australia, India, Bangladesh, France, Mumbai, Somalia, Botswana, Philippines, Uganda, Kenya, Japan, Turkey, Zanzibar, Eritrea, Ethiopia, Papua New Guinea, Samoa, Belgium, South Korea, Singapore, Sweden, Bhutan, Malta, and China.

# San Francisco's Voluntary Plastic Bag Programs

## The Letter of Agreement

On November 2, 2005, with the DOE's plastic-bag study yet to be released and before a bag fee ordinance could be introduced, Mayor Newsom executed a Letter of Agreement ("the Agreement") with the grocers' coalition, suspending the issue pending a voluntary plan to reduce plastic-bag use by 10 million bags in one year, down from the then-current usage of between 50 and 150 million bags per year. The Agreement included provisions requiring participating grocery stores to report 2005 and 2006 bag use statistics to third parties to determine baseline bag usage and monitor progress. The voluntary reduction was to be achieved through methods that may have included "bagger retraining, selling reusable bags, and internal employee education," as well as creating a recycling convenience zone in grocery stores similar to those developed for beverage containers in A.B. 2020. The Agreement was "made possible by local stores' willingness to pursue innovative measures to reduce consumption and disposal of checkout bags." The Agreement also required that San Francisco attempt to establish a curbside recycling program for plastic bags and, with the help of the local stores party to the Agreement, initiate a broad civic education campaign encouraging management and recycling of plastic bags by local residents. Most significantly, the Agreement included a provision that the Mayor and the DOE would not pursue a fee on checkout bags during the term of the Agreement and "while parties to this Agreement continue to demonstrate meaningful progress toward increased reduction in consumption of checkout bags and recycling of these bags." The grocers did not materially honor the agreement to submit bag use data, and no grocery store had submitted bag-usage data for 2005 or 2006 by the initial December 2006 deadline. On January 30, 2007, after extending the deadline for submission of data three times, Safeway was the lone supermarket chain that made any attempt to comply with the city's reporting requirements. However, Safeway's numbers could not be released by the third party charged with collecting the data, as dissemination of data collected from a single party would have breached the confidentiality provision of the Agreement. Without verifiable bag usage data, any progress toward the Agreement's goal of reducing plastic-bag use by 10 million bags could not be quantified. The Agreement had served as merely a delaying tactic for the grocers.

## State Preemption: Assembly Bill 2449126

In the interim, Governor Arnold Schwarzenegger had signed California State Assembly Bill (A.B.) 2449, the "Plastic Bag and Litter Reduction Act," into law on September 30, 2006, encouraging the recycling of plastic bags. The focus of A.B. 2449 is to mandate that California grocery stores create an in-store recycling program for plastic grocery bags (which had been voluntary), implement a public education program regarding plastic-bag recycling, and provide reuseable bags to customers at cost. The law also requires that plastic-bag manufacturers develop educational materials to encourage reduction, reuse, and recycling of plastic bags, and make those materials available to participating stores affected by the statute. As part of a legislative compromise to gain adoption of the recycling provisions, the bill had been amended to include language preempting local agencies in California from adopting fees and additional recycling requirements on retailers affected by A.B. 2449.

The purported reasoning behind this provision of A.B. 2449 was that requiring a store to collect, transport, or recycle plastic bags, and to audit or report such bags, as well imposing a plastic-bag fee on stores, were "matters of statewide interest and concern." Due to this statewide concern, A.B. 2449

provides that cities and other public agencies "shall not adopt, implement, or enforce an ordinance, regulation, or rule" to require stores in compliance with A.B. 2449 to go beyond the state's plastic-bag recycling program, require additional auditing, or impose a plastic-bag carryout fee. The San Francisco Board of Supervisors passed a resolution urging the San Francisco DOE to write a letter to the bill's sponsor expressing the City's support for A.B. 2449, but opposing any pre-emptive language.

Other opponents of A.B. 2449 went further, accusing it of defeating past steps toward reduction and of being "crafted to allow plastic-bag manufacturers to continue to sell their polluting product without restraint or any form of responsibility for the environmental consequences." Due to A.B. 2440's provision prohibiting local fees, and because the remainder of its language was thought to have little effect on curtailing the amount of plastic going into oceans or landfills, a small contingent of opponents encouraged Governor Schwarzenegger to veto A.B. 2449. Despite this symbolic resistance, A.B. 2449 passed, and locally imposed plastic-bag fees became illegal. Thus, just months after being released from the fruitless grocers' Agreement that had disallowed any action in pursuit of a fee on checkout bags, and while awaiting the report from the DOE to determine the proper amount for the fee, San Francisco was precluded from pursuing a user fee indefinitely. With the plastic-bag fee ordinance no longer an option, Supervisor Mirkarimi and others in support of reducing plasticbag use within San Francisco had to go back to the drawing board and consider alternatives.

## San Francisco Circumvents State Law: The Plastic-Bag Reduction Ordinance

On January 23, 2007, Supervisor Mirkarimi introduced the Plastic Bag Reduction Ordinance ("Ordinance"). Since a fee-based ordinance was no longer an option, the newly proposed Ordinance called for a total ban on all traditional plastic carryout bags in San Francisco, making mandatory the use of compostable plastic, recyclable paper and/or reuseable checkout bags by large grocery stores located in the City and County of San Francisco and providing civil penalties for violations. After a well-attended public hearing and much public comment, the Ordinance was approved 10-1 by the San Francisco Board of Supervisors and signed into law by Mayor Newsom on April 20, 2007.

This is part of an paper by JENNIE REILLY ROMER, "THE EVOLUTION OF SAN FRANCISCO'S PLASTIC-BAG BAN" (http://plasticbaglaws.org/wordpress/wp-content/uploads/2010/04/The-Evolution-of-SFs-Plastic-Bag-Ban.pdf )

# Why a Plastic Bag *Ban*?

*Banning single-use plastic checkout bags is the most effective and smart policy for reducing impacts on our environment and community. A ban increases the use of reusable bags, reduces ocean pollution and litter, promotes the use of sustainable alternatives, and saves taxpayer dollars.*


**Summary:**

- Our dependence on single-use plastic products has devastating effects on the environment. There is no reason something we use for a few minutes should last a few hundred years.
- Banning plastic bags best addresses the problems of single-use plastic bag waste, and most effectively moves consumers to sustainable alternatives.
- Of the bag bans in effect in the US, none have demonstrably hurt consumers or local business, but they have saved consumers, cities, and businesses the expenses incurred from dealing with these products.
- A Corvallis bag ban is the most effective way to address this problem locally and the best step towards a statewide ban in 2013.


## Bag waste is a serious problem than needs an effective solution.

- **Environmental disaster:** From the Great Pacific Garbage Patch and the thousands of marine animals who die each year, plastic bags are wreaking environmental havoc on our ocean systems.[1]
- **Not sustainable:** Plastic checkout bags are made from non-renewable sources. An estimated 100 billion checkout bags made from oil and natural gas are used each year in the United States.[2]
- **Costly nuisance:** Plastic bags jam recycling machinery. The Association of Oregon Recyclers found that even though Plastic Bag Film represents only 0.1% of incoming volumes, 20-30% of labor costs for MRF's in the Portland Metro Area are spent dealing with plastic film.[3]

## Banning bags is the most effective policy option.

- **Studies show:** The City of Palo Alto found that compared to public education campaigns, recycling efforts, and fees, bans most effectively reduce distribution of single-use bags and maximize conversion to reusable bags.[4]
- **Communities embrace bans:** Communities continue to opt for bans after voluntary education or recycling programs prove unsatisfactory: In 2012 San Francisco Board of Supervisors voted unanimously to expand 2007 bag ban to include all stores.[5]
- **Cleanest standards:** No alternative to a ban offers as cleanly measurable and enforceable standards. None so thoroughly reduce consumption of single-use plastic bags.

## Cities around the globe are choosing a ban as the most preferred policy solution.

- **In the US:** Nearly 40 communities (covered by 19 ordinances) in California have banned the bag, as well as communities in Hawaii, Colorado, Washington, Texas, and elsewhere. Portland passed a ban last year.[6]
- **Globally:** More than 80 national and local governments have taken action against plastic bag waste, including the nations of Italy, India, China, and France. Communities in Australia, Brazil, Canada, Egypt, Pakistan, and Wales have also passed reforms to reduce plastic bag waste.[7]

## Alternatives to a ban are not viable or effective solutions.

- **Rarely recycled:** According to the U.S. Environmental Protection Agency, less than 5 percent of all single-use checkout plastic bags are actually recycled. Oil and chemical industries promote plastic bag recycling as an alternative, but the industry rarely follows through in a meaningful way.
- **Recycling bags is difficult and dirty:** The costs of doing a curbside recycling program are prohibitive. If plastic bags are actually recycled, they most often are shipped to China or India, leaving a huge overall carbon footprint. Often, foreign countries follow less stringent environmental laws that permit cheap incineration and emit toxic chemicals.[8]

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[1] Mathews, "Oregon Takes Action: Efforts Across the Globe to Fight Ocean Pollution" 9/2011 Web. http://environmentoregoncenter.org/reports/orc/oregon-takes-action-efforts-across-globe-fight-ocean-pollution

[2] Clean Air Council, "Why Plastic Bag Fees Work." 5/2009

[3] Thomas, "Plastic Bags and the MRF" AOR Winter Forum 2010, Web. http://www.aorr.org/events/forum_2009_presentations/Chris%20Thomas%20-%20AOR%20Forum%202010%20Presentation.pdf accessed 2/15/12

[4] City of PaloAlto, "Plastic bag reduction/reusables enhancement objectives analysis" Attachment F, http://www.cityofpaloalto.org/civica/filebank/blobdload.asp?BlobID=13927, accessed 2/15/12

[5] Huffington Post, "San Francisco Plastic Bag Ban Expanded With Unanimous Vote By Board of Supervisors" 2/7/2012, http://www.huffingtonpost.com/2012/02/07/san-francisco-plastic-bag_n_1261327.html, accessed 2/15/12

[6] PlasticBagLaws.org; accessed 2/15/12 http://plasticbaglaws.org/legislation

[7] See footnote 1

[8] Town of Fairfax "Plastic Bag Reduction Ordinance", passed 9/4/2008, http://plasticbaglaws.org/wordpress/wp-content/uploads/2010/05/leg_CA_Fairfax-

- **Recycling doesn't reduce consumption:** Recycling rates can increase, but the number of plastic bags consumed can increase much faster. [see Figure 1]
- **Voluntary programs perform poorly:** In 2006, California established a program to require collection bins at grocery stores and promote recycling (AB 2449). Local communities seeking stronger measures since 2006 consistently cite lack of recycling as a reason to ban the bag.
- **Conversion technologies don't cut it:** Incinerating bags to generate electricity or converting bags to oil doesn't yield the same environmental benefits, address reduction in litter or increase use of sustainable alternatives.[9]
- **Only a ban gets at the root of the problem:** Recycling bags won't stop bags from blowing into the ocean, storm-drains, or parks, and it won't drive down consumption.

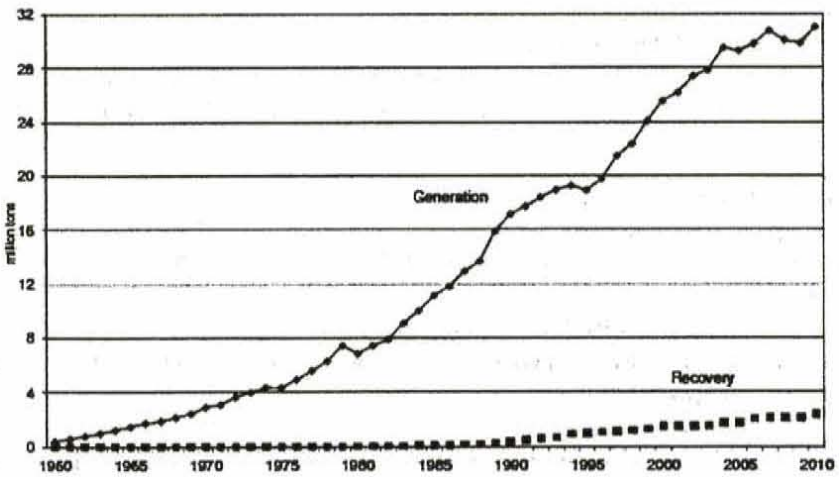
**Support for bans is greater than plastic companies would have you believe:**

- **Costs outweigh the convenience:** LA County staff studying this issue concluded "Although plastic carryout bags are inexpensive and have other useful qualities, they have a propensity to become litter, thus overshadowing these benefits".[10]
- **Consumers appreciate sustainable actions by local business:** When San Francisco considered expanding its ban it 2011, its economic impact report found that "the legislation will have a very slight *positive* impact on the [local] economy".[11]
- **Upheld in the court:** When Marin County's bag ban was challenged, the Superior Court of California ruled that "The ubiquitous thin white bag has moved squarely beyond eyesore into the realm of public nuisance, a symbol of waste and excess and the incremental destruction of nature".[12]
- **Follow the money:** Opposition efforts funded by mega-corporations Exxon Mobil and Dow Chemical, protect plastic bag profits. They spend millions drowning out the voices of thousands of citizens who support bans on plastic bags.[13]
- **Not made in Oregon:** Single-use checkout plastic bags are not manufactured in Oregon, but greener alternatives are. That means more jobs for Oregonians and less money for large oil corporations, and a cleaner local environment.

**A City of Corvallis ban will make a difference:**

- **Opportunity for leadership:** Local ordinances stand a better chance against special interest opposition. Corvallis has the chance to set an example for other communities, and lay the groundwork for a statewide solution in 2013.
- **Big Impact:**. Corvallis is known for its environmental standards nationwide, and has received numerous awards. Passing a ban here will have a greater impact on our environment than any other single community.
- **Strong Support:** Already, more than 50 businesses, and thousands of citizens in Corvallis support this effort. All we need is City action.

**Figure 1: Plastic generation and recover, 1960 to 2010 (U.S. EPA Office of Resource Conservation and Recovery, November 2011) [Measured in millions of tons]**




**Recycling is Insufficient**

Despite decades of educational programs and concentrated efforts to recycle plastic, national recovery rates have grown anemically over the last 50 years, and have actually dropped when compared to consumption.

**Recycling rates for plastic bags actually dropped between 2009 and 2010:** In 2009 the EPA stated that the recycling rate for plastic bags was 6.1%,[10] and in 2010 only 4.3% of bags produced were recycled.[11]

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[9] Barrows. "Briefing Paper: What are 'Conversion Technologies?'" Oregon State of Department of Environmental Quality. Web: http://www.deq.state.or.us/lq/pubs/docs/sw/2050vision/BriefingPaperConversionTechnologies.pdf

[10] "An Overview of Carryout Bags in Los Angeles County: A Staff Report to the Los Angeles County Board of Supervisors" Aug 2007. Accessed 2/15/12

[11] Egan and Fuchs, "Checkout Bag Charge, Economic Impact Report" Prepared for the City of San Francisco, Office of Economic Analysis, 9/30/2011, http://plasticbaglaws.org/wordpress/wp-content/uploads/2010/05/leg_SF_economic-report-PowerPoint.pdf. Accessed 2/15/12

[12] Superior Court of California, County of Marin, 9/13/11 accessed 2/15/12 http://www.cawrecycles.org/files/marincounty_tntvruling.pdf

[10] US EPA, Office of Solid Waste. Municipal Solid Waste in the United States; 2009 facts and Figures. December 2010

[11] US EPA, Office of Resource Conservation and Recovery. Municipal Solid Waste in the United States; Tables and Figures for 2010. November 2011

[13]

# REDUCING PLASTIC WASTE – Community Plastic Bag Bans
## Resources for Small Business

Small businesses in Oregon, California, and Washington—and around the country—are signing on to support plastic bag bans by the hundreds, and reducing ocean pollution and litter in doing so. We can learn a lot about how bag bans are successfully implemented from communities that have already enacted bans. There are many resources and strategies already for ensuring the transition for small businesses and their customers is as least disruptive as possible, and a sustainable business decision they can applaud.

**Preparation & Implementation**

- **ADEQUATE TIME TO USE REMAINING SUPPLY OF PLASTIC:** In most cities, an agreed upon time before the ban takes effect allows businesses to use up their current stock of plastic bags.
- **PREPARING & REMINDING CUSTOMERS:** Posted signs in stores and parking lots about a soon-to-be implemented bag ban have helped prepare customers for the change. Signs help remind customers once the ban has taken effect are also helpful. City websites can make suggested signage available.
- **INFORMATIONAL CITY WEBPAGE:** Cities often make available resources for businesses, like Portland's www.bringyourbagpdx.com that featured suggests messaging for customers and window signs that could be downloaded and placed at the entrance of store. It also contains educational materials and an FAQ section.
- **EDUCATIONAL EVENTS & COMMUNITY SUPPORT:** Non-profit organizations have organized public education and outreach in many communities to support a smooth transition. Common events include distributing free bags at kick-off events and preceding the ban.
- **PROVIDING FOR VULNERABLE CITIZENS:** In Portland, low-income residents and seniors can obtain a free reusable bag from the city, and similar efforts have been in place from the non-profit and business community in cities around the country. Non-profits have often stepped up to the plate providing a supply of reusable bags for such efforts.

Portland's sample reminder signs for retailers.

**Reusable Bag Companies**

While this is not an exhaustive list of reusable bag manufacturers, it is a helpful starting point for businesses looking to carry reusable bags for customers to purchase. (List current as of September 27, 2011)

- Baggu — http://baggubag.com/#Shop
- Bag-It System — http://www.bagitsystem.com
- Bags on the Run — http://www.bagsontherun.com/
- The Better Bag — http://thebetterbag.com/purchase.html
- Bring Your Own Reusable Bag — http://www.byorb.com
- Bulletin Bag — http://www.bulletinbag.com/fold-up-bags/view-all-products.html
- Chico Bags — http://www.chicobag.com/
- Eco Bags — http://www.ecobags.com
- Eco Swag — http://ecoswag.com/
- Envirosax — http://www.envirosax.com/
- Enviro Tote, Inc. — http://www.enviro-tote.com
- Green Bag — http://greenbagco.com/
- Keep Cool — http://www.keepcoolusa.com/
- Leslie Jordan, Inc. — http://www.lesliejordan.com/index.html
- One Bag at a Time — http://www.onebagatatime.com/shop/bags.html/
- Planet Earth Bag — http://www.planetearthbag.com
- Project Green Bag — http://www.projectgreenbag.com/
- Reuseit — http://www.reuseit.com/store/reuseit-workhorse-original-bluesign-fabric-p-2391.html?

# Corvallis's Green Awards

The following are some of the awards and recognition that Corvallis has received for its environmental stewardship, sustainability, or community greenness.

1. Oregon State University has been named to the Princeton Review's 2012 Green Rating Honor Roll — the only university in Oregon to achieve the distinction.
2. Corvallis has received a 2010 Green Power Leadership Award from the U.S. Environmental Protection Agency
3. **2010** Oregon Sustainability Awards, The Corvallis Sustainability Coalition and First Alternative Co-op was one of six Oregon non-profit organizations and businesses that received the award for taking dramatic and comprehensive steps to incorporate sustainability into their operations.
4. 2008 Julian Award for Sustainability
5. 2008 League of Oregon Cities Award for Excellence for its organization-wide Sustainability Management System,
6. Corvallis is cited as the #1 city in America for green buildings per capita (Julie Cidell)
7. The September/October 2008 issue of AARP Magazine named Corvallis as having the third greenest commuters (percentage who bike or walk) and the third longest life expectancy at 80.93 years.
8. 2009 Corvallis was voted one of Sunset Magazine's favorite eco-friendly small towns.
9. 2009 Corvallis has increased its ranking to No. 1 on the EPA's national list of Green Power Communities.
10. The EPA updated its lists of Green Power Partners that completed the largest annual voluntary purchases through January 6, 2009.
11. 2008 The City of Corvallis received the Award of Excellence from the League of Oregon Cities for its organizational sustainability efforts.)
12. 2006 The Environmental Protection Agency presented the City with its National First Place Clean Water Act Recognition Award for Pretreatment Program Excellence for 0-5 Significant Industrial Users.
13. 2007 The City was recognized for its participation in the United States Mayors Climate Protection Summit
14. The September/October 2008 issue of AARP Magazine named Corvallis as having the third greenest commuters (percentage who bike or walk)
15. Country Home magazine named Corvallis as the 2008 Best Green Place to live in America.
16. 2008 Certificate of Environmental Stewardship
17. 2008 Certificate of Environmental Stewardship: Blue Sky Program, Corvallis was the first city on the west coast to receive this award.
18. The City of Corvallis recently received Corvallis Tourism's Gaea Award, which recognizes an entity who demonstrates excellence in ecological stewardship required for sustainable tourism
19. 2007 Corvallis places third for "Best Green Places"

# Armored vehicle crushes bike lane parking scofflaw

Posted on August 1, 2011 by Richard Masoner.

**Update: Video!**

Vilnius, Lithuania apparently has a problem with entitled luxury car owners who use bike lanes as their personal free parking. It's become so widespread that the mass media have picked up on the meme of people posting photos of these parking scofflaws to social media networks.

Vilnius Mayor Artūras Zuokas decided to take action and "reminded [these drivers] of the rules" as he posted photos of a crushed Mercedes-Benz to his Facebook page.

Mayor Zuokas learned to drive an Army BTR armored personnel carrier for the task, showing drivers that "I've had enough of these drivers parking their luxury cars on bike lanes and pedestrian crossings. This tank is a good tool to solve the problem of parking in the wrong place." This setup, alas, was staged, with a junked car used to represent the scofflaw.

## BANNING THE BAGS – FASHIONISTAS LOSE TO THE 1%

**(Left: the famed "I Am Not A Plastic Bag" accessory, considered very chic in urban areas**

Four years ago, China decided to "restrict the production, sale and use of all plastic carrier bags as part of an effort to reduce waste and ease pressure on the environment". Now, Bangla Desh, San Francisco, Oakland, Portland, and other Oregon cities are joining them. Whole Foods and Trader Joe's have banned plastic bags. Ireland has a 33 cent tax on each bag. New Delhi, India fines stores $600 for using them. Corvallis looked to join them when the city council, after being presented with hundreds of signatures and emails from local residents, sent a ban to the "Administrative Services Committee" to hear the views of "stakeholders".

**Left: a *REAL* stakeholder**

One might have expected that city staff would have listened to the 50 downtown businesses who support the ban, the views of a few others who don't concern themselves with the state of the oceans, and the overwhelming number of local residents who care, shop and are stuck with finding some place to put the plastic. Of course, the Downtown Corvallis Association, which tries as best they can to represent corporate wishes, would have been present too. No problem.

But NOOOOOooo! The city seems to have had nightmares about being at the beck and call of the local citizenry, without the direction "provided" by the 1% who manage to control all important decisions in the U.S.

**Left" Where those "recyclable" bags end up**

They did what they have done with development issues in the neighborhoods. They recruited an East Coast corporate entity - to dominate the conversation, as corporate entities do. This one is Hilex Poly, after a corporate group for the plastics industry declined. Hilex Poly, on the other hand, has tried to bully everyone who has suggested that maybe eating plastic is not the best thing for turtles or fish. They even sued Chico Bag, a manufacturer of the re-usable bags like we find everywhere locally. They sued Los Angeles for proposing to put a 10 cent fee on bags. The city claims they are just consulting "external organizations with expertise on the subject ". You can imagine what that would have looked like if a previous city council had decided to "consult" with the tobacco corporations about the ban on indoor smoking. It would look pretty much like this does.

Let's leave off with the tobacco corporations, and the plastics corporations, and all the other outsider corporate entities who want to dominate our conversations about the fate of our city.

OCCUPY CORVALLIS

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**Statement to Corvallis City Council at Visitor's Propositions on March 5, 2012**

On February 26, a Sunday, I saw up to 5 vehicles parked in the bike lane across from the Osborn Aquatic Center. The exact location was just south of Spruce Street on the east side of Highland Avenue. The cars completely blocked the bike lane and partially blocked the car lane going north on Highland. In addition, the parked cars obstructed the view of drivers on Spruce turning onto Highland. Highland Avenue is a collector and a very busy street. Even on a Sunday morning. In this instance, a church service was being held at Linus Pauling Middle School and the Aquatic Center was having a swim meet. At least one person registered a complaint with the city on that morning. An officer came by the Aquatic Center and announced to the people there that the cars needed to be moved. I have been told by neighbors that the cars stayed there all morning.

Having cars completely blocking the bike lanes on a busy collector street when events are occurring in the area is very unsafe for bicyclists and car drivers. The City should have a policy to tow vehicles that are creating such an unsafe situation. They should be towed immediately before someone gets hurt.

I request that the city council direct staff to develop a policy to tow vehicles that are creating a safety hazard. If such a policy already exists I would like to know why it wasn't implemented in this case.

Stewart Wershow
Ward 6 resident

Corvallis OR 97330