CORVALLIS
CITY COUNCIL AGENDA

March 19, 2012

12:00 pm
Downtown Fire Station
400 NW Harrison Boulevard

7:00 pm
LaSells Stewart Center
875 SW 26th Street

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 – March 5, 2012
   2. City Council Work Session – March 12, 2012
   3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      a. Airport Commission – January 3, 2012
      b. Arts and Culture Commission – January 26 and March 1, 2012
      c. Citizens Advisory Commission on Civic Beautification and Urban Forestry – February 9 and March 8, 2012
      d. Citizens Advisory Commission on Transit – February 8, 2012
      e. Corvallis-Benton County Public Library Board – February 1, 2012
      f. Downtown Commission – February 8, 2012
      g. Downtown Parking Committee – July 5, 2011
      h. Economic Development Commission – February 13, 2012
      i. Historic Resources Commission – February 14, 2012
      j. Housing and Community Development Commission – February 15 and 16, 2012
      k. Parks, Natural Areas, and Recreation Board – February 16, 2012
      l. Planning Commission – February 1 and 15, 2012
      m. Watershed Management Advisory Commission – January 18, 2012

n. Willamette Criminal Justice Council – January 18, 2012

B. Confirmation of Appointment to Parks, Natural Areas, and Recreation Board (Ashton)

C. Announcement of Vacancy on Parks, Natural Areas, and Recreation Board (Westland)

D. Announcement of Appointment to Arts and Culture Commission (Westland)

E. Schedule a public hearing for April 16, 2012 to consider the Fiscal Year 2012-2013 Community Development Block Grant/HOME Investment Partnership Program Action Plan

F. Schedule a public hearing for April 16, 2012 to consider the renewal of the Downtown Economic Improvement District

G. Schedule an Executive Session following the regular noon meeting under ORS 192.660(2)(d)(e) (status of labor negotiations; status of real property transaction)

III. ITEMS REMOVED FROM CONSENT AGENDA

IV. UNFINISHED BUSINESS

A. Planning Division work program update [information]

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

B. Council Reports

C. Staff Reports [information]

1. City Manager's Report – February 2012
2. Council Request Follow-up Report – March 15, 2012
3. Sustainability annual report

VI. VISITORS' PROPOSITIONS – 7:00 pm *(Note that Visitors' Propositions will continue following any scheduled public hearings, if necessary and if any are scheduled)* [citizen input]

VII. PUBLIC HEARINGS – 7:30 pm

A. A public hearing to consider an appeal of a Planning Commission decision (PLD11-00004, SUB11-00001 – Harrison Street Apartments)

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

A. Human Services Committee – None.

B. Administrative Services Committee – March 7, 2012
   1. Second Quarter Operating Report [direction]
   2. Visit Corvallis Second Quarter Report [direction]
   3. Municipal Code Review: Chapter 7.04, "Alarm Control"
      ACTION: *An ordinance amending Corvallis Municipal Code Chapter 7.04, "Alarm Control," as amended*, **to be read by the City Attorney** [direction]

C. Urban Services Committee – None.

D. Other Related Matters

   1. *A resolution accepting a Bicycle Transportation Alliance grant ($4,367) for conducting police pedestrian safety operations,* **to be read by the City Attorney** [direction]

X. NEW BUSINESS

A. Emergency Services Consulting International (ESCI) report on fire collaborative opportunities (immediately after Consent Agenda) [information]

B. Motion(s) relating to real property transaction (immediately after Executive Session) [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 19 - 31, 2012

MONDAY, MARCH 19

- City Council - 12:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard
- City Council - 7:00 pm - LaSells Stewart Center, Construction and Engineering Auditorium, 875 SW 26th Street

TUESDAY, MARCH 20

- Human Services Committee - 12:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

WEDNESDAY, MARCH 21

- Administrative Services Committee - 4:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

THURSDAY, MARCH 22

- No Urban Services Committee
- Arts and Culture Commission - 5:30 pm - Parks and Recreation Conference Room, 1310 SW Avery Park Drive

SATURDAY, MARCH 24

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

TUESDAY, MARCH 27

- Commission for Martin Luther King, Jr. - 4:30 pm - City Hall Meeting Room A, 501 SW Madison Avenue

WEDNESDAY, MARCH 28

- Watershed Management Advisory Commission - 5:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

SATURDAY, MARCH 31

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

CITY OF CORVALLIS
COUNCIL ACTION MINUTES

March 5, 2012

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Consent Agenda Pages 121-122			
New Business 1. Downtown Economic Improvement District Re-Authorization Process Page 122		Forwarded to ASC	
Mayor's Report 1. OSU/City Collaboration Project Update Page 122	Yes		
Council Reports 1. Alexander Court Facility (Hervey) 2. "After the Fire" Film Presentation (Raymond) 3. Uzhgorod Sister City Association (Raymond) 4. CARDV Spaghetti Dinner (Raymond) 5. Gondar Sister City Association (Raymond) 6. Cold-Weather Shelter (Raymond) 7. Chocolate Fantasy (Brown) 8. Government Comment Corner (Traber) • Parking Districts Near OSU • Transit SIF Fee • Single-Use Plastic Bags 9. First Responder Services (Brauner) 10. Council Goals (Hervey) Pages 122-123	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes		
Staff Reports 1. Council Requests Follow-up Report – March 1, 2012 2. Energy Efficiency and Conservation Block Grant Status Page 123	Yes Yes		
Items of HSC Meeting of February 22, 2012 1. Willamette Water Trail Partnership Memorandum of Understanding 2. Social Services Semi-Annual Report Page 124			• Authorized CM to sign MOU passed U • Accepted Report passed U

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Items of ASC Meeting of February 22, 2012 1. Single-Use Plastic Bag Reduction Pages 124-125	Yes		
Items of USC Meeting of February 23, 2012 1. McFadden Industrial Annexation Explanatory Statement and Display Ad 2. Systems Development Charge Annual Review Pages 125, 128-129			• Approved as amended passed U • RESOLUTION 2012-06 passed U
Visitors' Propositions 1. Vehicles Parked in Bicycle Lanes (Wershow) 2. Development Standards (Jensen) 3. Single-Use Plastic Bags (Nervik, Gaylord, Higbee-Sudyka) Pages 126-127	Yes Yes Yes	Referred to BPAC	
Other Related Matters 1. ODOT Local Agency Certification Program Agreement Page 129			• RESOLUTION 2012-07 passed U
Unfinished Business 1. Johnson Carriage House Deliberations Pages 130-133			• Approved replacing wood trim as proposed, cladding shed with HardiPlank siding, replacing doors with wood or metal-clad wood, maintaining existing window openings in shed as exemptions, proposed alteration to front steps; required replacement of handrail; determined that perpendicular boards may be replaced on porch as exempt passed 6-2
Executive Session 1. Labor Negotiations - IAFF and AFSCME Page 134	Yes		

Glossary of Terms

AFSCME	American Federation of State, County, and Municipal Employees
ASC	Administrative Services Committee
BPAC	Bicycle and Pedestrian Advisory Commission
CARDV	Center Against Rape and Domestic Violence
CM	City Manager
HSC	Human Services Committee
IAFF	International Association of Fire Fighters
MOU	Memorandum of Understanding
ODOT	Oregon Department of Transportation
OSU	Oregon State University
SIF	Sustainability Initiatives Fund
U	Unanimous
USC	Urban Services Committee

CITY OF CORVALLIS
COUNCIL ACTION MINUTES

March 5, 2012

The regular meeting of the City Council of the City of Corvallis, Oregon, was called to order at 12:00 pm on March 5, 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 Beilstein, Hogg, Brown, Traber, Brauner, O'Brien, Raymond, Hirsch, Hervey

Mayor Manning directed Councilors' attention to items at their places, including Councilor Brown's memorandum regarding the Johnson Carriage House deliberations (Attachment A), Community Development Director Gibb's March 1 memorandum regarding the McFadden Industrial Annexation Explanatory Statement and display advertisement (Attachment B), a memorandum from Marys Peak Group Sierra Club Vice Chair Debra Higbee-Sudyka regarding single-use plastic bags (SUPBs) (Attachment C), a news article regarding parking in bicycle lanes (Attachment D), and a flyer from Occupy Corvallis regarding SUPBs (Attachment E).

II. CONSENT AGENDA

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

A. Reading of Minutes
   1. City Council Meeting – 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)

The motion passed unanimously.

III. ITEMS REMOVED FROM CONSENT AGENDA – None.

X. NEW BUSINESS

A. Downtown Economic Improvement District re-authorization process

The Council indicated consensus to forward to Administrative Services Committee (ASC) the issue of re-authorizing the Downtown Economic Improvement District.

V. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. OSU/City Collaboration Project update

Mayor Manning reported that she and Oregon State University (OSU) President Ray invited 30 people to consider serving on the OSU/City Collaboration Project Steering Committee work groups. Most of the invitees responded, and follow-up contacts will be made this week to the remaining people. She expects that the appointments will be announced later this week. Staff met last week with the consulting engineering firm concerning the traffic and parking study. She expects that the work groups will begin meeting later this month.

B. Council Reports

Councilor Hervey reported that, as Council Liaison to Willamette Neighborhood Housing Services, he toured the new Alexander Court housing facility. One long building facing SW Third Street effectively reduces sound in the courtyard area behind the building. Parking surrounds the buildings and courtyard, partly because of issues involving the Mill Race, and enables the courtyard to create a greater sense of community for residents. He considered the grassy courtyard a nice use of space.

Coucnilor Raymond reported several items:

- She and Councilor Beilstein, along with many other people, attended the "After the Fire" film presentation. She thanked Fire Department staff for coordinating the presentation, which was also attended by two people included in the film and the film director. She considered the presentation a good celebration and promotion of fire hazard awareness.
- The Uzhgorod Sister City Association received some funding for projects in Uzhgorod, but additional fund-raising efforts are needed.

- The Center Against Rape and Domestic Violence annual fund-raising spaghetti dinner is scheduled for March 13.
- The Gondar Sister City Association Walk for Water event is scheduled for May 19.
- The cold-weather shelter will close March 15. Women may seek overnight shelter at Community Outreach, Inc.; however, men will not have access to indoor overnight shelter. The shelter operated for approximately 13 weeks, staffed entirely by community volunteers.

Councilor Brown reported that the Chocolate Fantasy fund-raising event for the Arts Center was well attended, benefitting the community and arts in Corvallis.

Councilor Traber reported that he hosted Government Comment Corner March 3 and spoke with people regarding several issues:

- Parking districts may not be the best solution for residential neighborhoods near the OSU campus. Parking districts can deny residents existing parking and force development of more parking, resulting in loss of green space. The appropriateness of parking districts may need to be considered for each street.
- Some residents are opposed to the City's transit Sustainability Initiatives Fee and how it was approved.
- Some residents believe the City should proceed to ban SUPBs.

Councilor Brauner expressed appreciation for the services of the Fire Department staff, especially the emergency medical services technicians, who recently transported him to the hospital. He also expressed appreciation for the hospital staff and the cards he received during his stay in the hospital.

Councilor Hervey referenced Mr. Gibb's indication of an upcoming hearing regarding the Planning Division's work program for the Council term and his own recent comments regarding progress on the Council goal of access to food sources. He expressed concern that the Council is three months behind in meeting its goal. Staff and the Council are responding to citizens' requests regarding banning SUPBs, which could impact the ability of staff to complete its work program and the Council to achieve its goals. He expressed hope that Mr. Gibb's report concerning the work program will indicate the remaining work needed to achieve the Council's goals.

C. Staff Reports

1. Council Requests Follow-up Report – March 1, 2012

2. Energy Efficiency and Conservation Block Grant status

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

A. Human Services Committee – February 22, 2012

1. Willamette Water Trail Partnership Memorandum of Understanding

The Memorandum of Understanding addresses responsibilities of partnering governmental agencies and non-profit entities regarding use and care of the Willamette River.

Councilors Beilstein and Raymond, respectively, moved and seconded to authorize the City Manager to sign the Willamette Water Trail Partnership memorandum of understanding. The motion passed unanimously.

2. Social Services Semi-Annual Report

Councilor Beilstein reported that the Boys and Girls Club of Corvallis and the Corvallis Homeless Shelter Coalition re-organized how they will spend their City funding allocations; the Committee deemed the changes appropriate. Following a check with City staff, United Way of Benton and Lincoln Counties' (UWBLC) allocations committee approved the changes.

Councilors Beilstein and Brown, respectively, moved and seconded to accept the semi-annual Social Services report for Fiscal Year 2011-2012.

Councilor Raymond thanked the UWBLC for administering the City's social services allocations. She noted that 13 agencies within the community are supported by volunteer contributions and fund-raising but are, nevertheless, dependent upon the City's social services allocations. Without City funding, the agencies would not be able to operate.

The motion passed unanimously.

B. Administrative Services Committee – February 22, 2012

1. Single-Use Plastic Bag Reduction

Councilor Hirsch reported that this item was presented for information only. The Committee received testimony from representatives of stakeholder groups supporting and opposing a ban, fee, or reduction of SUPBs. Committee members approached the issue from their personal perspectives, and he encouraged Council members to review the Committee's meeting minutes. He acknowledged that the Committee's suggestion of a survey of the issue could be interpreted as "kicking the can down the road"; however, he agreed that a survey would provide more opportunity for input to the discussions, as long as that process did not postpone the final decision too long. He thought a survey would be helpful.

In response to Councilor Hervey's inquiries, Councilor Hirsch explained that the informal survey included with the Committee meeting minutes was conducted by a stakeholder group without City staff involvement.

Councilor Hervey noted that a balanced group of representatives of community businesses and groups advocating support for and opposition to a SUPB ban was invited to the February 1 stakeholder meeting. If all of the community's businesses and groups expressed their views, the result might not be balanced.

Councilor Hirsch responded that the Downtown Corvallis Association submitted information from an informal survey it conducted. Local businesses who were not necessarily members of the stakeholder groups favored retaining SUPBs, and many seemed to support eliminating the bags.

The Committee will discuss the issue again in March and in May.

Councilor Traber noted that the meeting was intended as a check-in. The Committee asked staff to modify its proposal and timeline. He believed the Committee was progressing and suggested that the Council determine what it wanted staff to review with stakeholders. The Committee would like a clear sense of citizens' desires before making a recommendation to the Council.

C. Urban Services Committee – February 23, 2012

1. McFadden Industrial Annexation Explanatory Statement and Display Ad

Councilors Hervey and Hogg, respectively, moved and seconded to approve the McFadden Industrial Annexation Explanatory Statement and display advertisement as amended.

Councilor Hervey reported that the project developer suggested an additional amendment to the display advertisement section regarding storm drainage by amending the end of the second sentence to read, ". . . or to gain access from ODOT and discharge across the highway, into the Willamette River." Councilors Hervey and Hogg accepted this suggestion as a friendly amendment.

Mr. Gibb clarified that his March 1 memorandum addressed a follow-up request from the developer that was received after the meeting packet was distributed. Staff approved the suggested amendment.

In response to Councilor Beilstein's inquiries, City Attorney Fewel and Assistant to City Manger/City Recorder Louie explained that the Ballot Title, previously approved by the Council via a resolution, includes a caption, a question, and a summary. The Explanatory Statement will be published in the Voters' Pamphlet, which will accompany ballots. The City has a long-standing policy of publishing in the local newspaper display advertisements concerning all City ballot measures.

The motion passed unanimously.

VI. VISITORS' PROPOSITIONS

Stewart Wershow read written testimony regarding a possible solution to the issue of vehicles parking in bicycle lanes.

In response to Councilor Raymond's inquiry, Police Chief Boldizsar explained that the City does not have a policy regarding towing vehicles.

Councilor Raymond noted the uncertainties of where towed vehicles would be parked and how fines would be assessed.

Councilor Hervey suggested that the issue be added to the Bicycle and Pedestrian Advisory Commission's (BPAC) work plan.

In response to Councilor Traber's inquiry, Chief Boldizsar said State laws allow the City to tow illegally parked vehicles that create serious safety hazarsd. The City is hesitant to tow a vehicle because of the inherent debate regarding whether the vehicle was illegally parked or creating a hazard. Towing vehicles can create legal issues of property rights and prompt litigation against the City. Regarding the situation Mr. Wershow cited, a Police officer entered Osborn Aquatic Center to determine the owners of the illegally parked vehicles, and some were moved before the officer returned from another call.

The Council indicated consensus approval to forward to the BPAC the issue of vehicles parked in bicycle lanes.

Tom Jensen referenced a recent Planning Commission meeting discussion regarding compatibility related to a proposed development. A City staff member noted that compatibility indicated the proposed project met all standards and that the Harrison Apartment project met all standards, making it compatible. Mr. Jensen opined that extensive meetings about development proposals would not occur if projects met standards. He was concerned about staff's statement. He expected that the Council will consider more developments, many presented as student housing. He said non-students have difficulty finding housing. He opined that OSU could develop housing on its property. He was concerned that student housing expanding into neighborhoods surrounding the OSU campus will result in the original core of Corvallis being "erased," as citizens will move farther from the Downtown area, thereby harming the Downtown area. The increasing student population will impact housing in the community. He believed all developments must meet standards without variances, as the standards should be considered the bare minimums. He expected that an increasing OSU student population would result in a decreasing community population, with less access to the Downtown area and fewer students in public schools because families would be unable to afford to live in Corvallis. He urged that developments meet all standards and be available for everyone living in the community.

Councilor Beilstein noted that the Planning Commission's decision on the Harrison Apartments project was appealed to the Council, and Mr. Jensen's comments must be considered *ex parte* contacts for the upcoming Council public hearing. He cautioned that Council members should not discuss the project outside the pending public hearing.

Denise Nervik picks up trash while hiking and can usually find SUPBs to hold the trash; this is convenient but upsetting. She assists with SOLV's spring and fall beach clean-up events and is amazed by the amount of plastic waste on the beach; clean-up volunteers are unable to collect all of it. Much of the waste is SUPBs. She expressed concern about what happens to recycled SUPBs, as she read and heard that they are sent to China, where children play on large piles of SUPB waste. She believes only paper bags should be available, as paper is recyclable and biodegradable. She noted that paper bags are not seen along roadways and do not kill wildlife. She believed SUPBs were not needed, and she would like them banned from Corvallis.

John Gaylord is a 17-year community resident who spoke to the Council last November regarding the impact of SUPBs on wildlife. As a professional pilot, he flew to many tropical islands and observed animals dying from ingesting plastic waste. He served as an Audubon Society Board member for six years, advocating for use of re-usable cloth bags. He noted that many countries do not use SUPBs and determined that recycling is ineffective, as only four percent of people recycle. He said charging for SUPBs would reduce their use. Telluride, Colorado, recently banned SUPBs, and no one complained about the ban. He surveyed approximately one dozen local merchants regarding SUPBs; three were upset that the bags had not been banned, one had not dispensed a SUPB in several years, and one wanted to retain SUPBs. He believed more than half of local merchants supported banning SUPBs. In the western United States, more than 7 million people live in cities or counties with laws restricting SUPBs. He concluded by saying that wildlife consume SUPBs, mistakenly believing they are fish.

Debra Higbee-Sudyka reviewed written testimony regarding SUPBs (Attachment C). She opined that Corvallis should consider the actions of other communities concerning SUPBs.

Councilor Raymond said the Council, through ASC and staff, is investigating how to reduce the use of SUPBs and how SUPBs and other waste products are recycled to reduce their presence in the landfill. The investigation includes a goal of community education.

Ms. Higbee-Sudyka emphasized the need to understand what is meant by recycling and its effectiveness in relation to SUPBs. While recycling is a good concept, it is important to know what happens to SUPBs after they arrive at the recycling center. She cautioned that recycling does not always produce the desired result.

Councilor Hervey explained that Corvallis is a very process-oriented community and hears similar concerns from the "development community," which says the process takes too long. He encouraged Ms. Higbee-Sudyka to continue her effort. He believed the Council would support some type of SUPB ban. He said he appreciated new information, and the Council valued public input.

Councilor Traber thanked Ms. Higbee-Sudyka for including in her material citations to and copies of referenced materials, which will be very helpful to ASC as it reviews this issue. He urged her to continue providing information.

C. Urban Services Committee – February 23, 2012 – Continued

2. Systems Development Charge Annual Review

Councilor Hervey 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 changes are based upon Council- and State-approved rate calculation methodologies. When SDC-eligible 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 SW Country Club Drive improvements; and the estimated costs were updated to reflect actual costs. No new SDC-eligible projects are proposed. The Committee unanimously recommended approved of the proposed SDC rates.

Mr. Fewel read a resolution establishing Systems Development Charge rates, per Municipal Code Chapter 2.08, "Systems Development Charge," and stating an effective date.

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

Councilor Beilstein expressed support for the proposed resolution, believing the rate calculation methodology is sound. He opined that the range of SDC rates among comparator cities seemed extreme. Corvallis would assess approximately $12,000 in SDCs for a single-family home, but West Linn, Oregon, would assess more than $32,000. He questioned why the cost of increased-capacity infrastructure would vary so much among cities.

Interim Public Works Director Steckel explained that each community has identified extra-capacity projects for which they assess SDCs. These projects can vary in type and size, changing the amount of SDC funding each community must collect to pay for the projects. Not every community would need the combined sewer overflow project Corvallis needed several years ago. The cost of that project contributed to a higher SDC rate in Corvallis than other communities. Similarly, the City's wastewater treatment facility is current, functioning well, and has sufficient capacity to avoid incremental projects, resulting in lower SDC rates. Water and wastewater projects have the highest SDC costs.

Councilor Beilstein acknowledged the explanation. He said a single-family home developer would need to pay for expansion of streets, sewer, water, drainage, and parks. He questioned why it would cost 50 percent more to provide those services in Silverton, Oregon, than in Corvallis. He believed the cost to provide services to an increasing population should be very similar among comparator cities.

Ms. Steckel offered to compare Silverton's SDC-eligible projects and estimated costs with those of Corvallis. This information would explain their SDC rate calculation. Each community's SDC rate will be based upon identified projects, estimated costs for those projects, and a projected population base for which the projects are identified.

Councilor Hervey expressed concern about asking Public Works Department staff to undertake more work. He said staff told the Committee that estimated and actual costs for SDC-eligible projects have, historically, been within a few percentage points of each other, and sufficient SDC fees were collected to pay for the projects.

Councilor Raymond noted that 22 comparator cities have total SDC rates ranging from $6,254 to $32,192. Corvallis' proposed total SDC rate of $12,079 would be among the lower rates of the comparator cities. She questioned the objective of another rate study, but it would be interesting to review detailed information from one or two comparator cities.

Councilor Brauner concurred with Councilor Hervey regarding staff's workloads. The City's SDC rate calculation methodology complies with State law. Changing the methodology would require a statutory amendment, rather than something the Council could change. He questioned spending staff time getting information, unless the Council wanted to pursue a statutory change. He considered the information request a low priority, based upon existing work assignments.

RESOLUTION 2012-06 passed unanimously.

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

Mayor Manning noted that Corvallis was the first Oregon city to receive special opportunities from the Oregon Department of Transportation Local Agency Certification Program.

Mr. Fewel read 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.

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

RESOLUTION 2012-07 passed unanimously.

VII. PUBLIC HEARINGS – None.

IV. UNFINISHED BUSINESS

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

Mayor Manning noted that the public hearing and written record were closed, and no additional public testimony would be accepted. She reviewed the order of proceedings.

Declarations of Conflicts of Interest – None.

Declarations of Ex Parte Contacts – None.

Declarations of Site Visits

Councilors Traber, Beilstein, and Hervey declared having visited the site.

Rebuttals of Declarations – None.

Councilor Brauner stated that he did not attend the Council's public hearing and had not had an opportunity to review the record. He requested to be excused from the remainder of the meeting and left at 1:17 pm.

Staff Presentation

Mr. Gibb said his February 29 memorandum recapped the status of the Council's decision process, summarized the Council's action options, and outlined staff's recommendation. The memorandum was accompanied by the applicant's written argument. He acknowledged some mis-communication at the close of the public hearing regarding whether the applicant wanted to waive his right to submit a final written argument. Staff consulted with the City Attorney's Office, and the applicant was allowed to submit a final written argument.

Deliberations and Final Decision

Referencing his handout to the Council (Attachment A), Councilor Brown moved to 1) approve replacement of the wood trim as proposed by the applicant; 2) approve cladding the building and shed with HardiPlank siding; 3) approve proposed replacement of doors with wood or metal-clad wood; 4) approve maintaining existing window openings in shed as exemptions; 5) approve proposed alteration to front steps and instruct Community Development Director to make decisions about design and construction details; 6) require applicant to replace handrail and instruct Community Development Director to ensure handrail fits building codes; 7) determine that perpendicular boards may be replaced on porch as exempt; adopt findings of fact 1) Land Development Code Section 2.9.100.04.g.3.a is very narrow and 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 and involves a consideration of the historic significance, historic integrity, and condition of the building; adopt finding of fact 2) 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 Land Development Code Section 1.6.30-32, as, in order to justify exemption, an alternation 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; and instruct staff to develop conditions of approval. Councilor O'Brien seconded the motion.

Councilor Brown noted that his handout today differed from materials he submitted with the meeting packet. He considered the case before the Council to be complicated, in the form of an after-the-fact review of work already performed on a dwelling, a lean-to shed, and a porch. He opined that Land Development Code (LDC) Chapter 2.9 (Historic Preservation Provisions) is complicated in terms, concepts, and organization. He said public testimony was conflicting. The Council's decision must be based upon the historic significance, historic integrity, and condition of the dwelling, shed, and porch. He noted that his seven proposed motion elements were based upon the issue of compatibility, were consistent with staff's reasoning prior to the January 10 Historic Resources Commission (HRC) public hearing, and did not conflict with the Commission's reasoning regarding exemption based upon in-kind repair or replacement. Therefore, his motion supported the Commission's and staff's decisions.

Councilor Brown reviewed his seven motion elements:

1. Approve replacement of the wood trim as proposed by the applicant.
   - The decision of compatibility of the proposed siding can be made under LDC Section 2.9.100.04.b.2.b, based upon siding material, design, and appearance. The trim should be approved because it is complementary to the trim/projection on the surrounding buildings.
2. Approve cladding the building and shed with HardiPlank siding.
   - The decision is based upon compatibility and appearance and relies upon LDC Section 2.9.100.04.b.3.a regarding the fact that the texture of the planking is not significantly visible from the east, south, or north facades of the building because they are 50 or 60 feet from public areas.
   - Two findings of fact support the motion element:
     - » The determination involving LDC Section 2.9.100.04.b.3.a is very narrow and does not apply to any case where the textured appearance of HardiPlank will be significantly visible on the primary face from the public right-of-way. It also involves historic significance, historic integrity, and condition of the building.
     - » The Council can decide that the change in siding from plywood to HardiPlank does not meet the requirements of in-kind replacement, per LDC Sections 1.6.30-32. To justify the 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). The case before the Council does not meet the standard. In-kind repair or replacement is not well defined in the LDC but is based upon the United States Secretary of the Interior's discussion of rehabilitation and restoration. The terms are meaningful among people interested in historic preservation.
3. Approve proposed replacement of doors with wood or metal-clad wood.
   - The wood doors are an in-kind replacement, and the metal-clad wood doors would require application of LDC Section 2.9.100.04.b.2.b because of specific regulations regarding that type of replacement.

4. Approve maintaining existing window openings in shed as exemptions.
   - This applies to the window openings in place before the shed was inappropriately altered and would classify those changes as exempt activities because no change was made.
5. Approve proposed alteration to front steps and instruct Community Development Director to make decisions about design and construction details.
   - Steps, railings, and similar details can be altered to meet modern LDC requirements.
6. Require applicant to replace handrail and instruct Community Development Director to ensure handrail fits building codes.
   - This would primarily involve style.
7. Determine that perpendicular boards may be replaced on porch as an exempt action.
   - The boards were perpendicular. Boards left perpendicular would be exempt.

Mayor Manning thanked Councilor Brown for researching and analyzing the issues before the Council.

Mr. Fewel summarized that the motion before the Council included seven elements with two supportive findings of fact. If the Council approved the motion, staff would develop an order. If a Councilor objected to one of the seven elements, the main motion could be amended.

Councilor Beilstein expressed support for the motion; however, he did not entirely agree with it. He believed it was important for the Council to reach a decision, and Councilor Brown's motion seemed appropriate. He disagreed with basing the motion elements on compatibility, rather than in-kind repair and replacement. He opined that all of the structural changes constituted in-kind repair or replacement. He believed replacing a failing siding with a siding of newer technology and better quality, provided it did not change the overall appearance or degrade the historic appearance, should be considered in-kind replacement. The replacement would serve the same function, display the exterior of the building, prevent moisture infiltrating the building, and look almost the same. Changing a boarded-up window to a paneled-over window would change the appearance. However, replacing a non-window with a more-attractive non-window should be considered an in-kind replacement. He opined that everything done to the structure could be justified as in-kind repair and replacement. He disagreed with Councilor Brown's justification, but he would support the motion in order to reach an agreement. The Council could argue about whether each motion element was compatible or in-kind repair and replacement and not reach a satisfactory decision. He was satisfied with the intent and actions required of the motion, even though he disagreed regarding whether the property alterations were based upon in-kind repair and replacement, versus compatibility.

Councilor Hirsch expressed support for the motion and appreciation to Councilor Brown for presenting a coherent analysis of the issues before the Council. He opined that the LDC provides a legal definition of in-kind repair, which means the same type of material.

Councilor Raymond also thanked Councilor Brown for his analysis. Prior to seeing Councilor Brown's analysis, she had planned to support staff's recommendation. She expressed concern that owners of properties within historic districts know that they must obtain permits before changing their properties. Some changes are exempt from permits,

but others are not and must follow specific requirements. She would have approved staff's recommendation on the basis that the property owner failed to obtain the required permit.

Councilor Hervey surmised that element 2 of Councilor Brown's motion regarding HardiPlank siding on the shed was intended to provide a narrow approval of the use of HardiPlank siding in this case and not create a precedent of HardiPlank being used throughout the historic district.

Councilor Brown confirmed, noting that this intent is captured in his first proposed finding of fact. The second finding of fact adds to the limitation. The exemption and in-kind replacement may be used repeatedly. He would like to use the United States Secretary of the Interior's interpretation.

Councilor O'Brien expressed support for the motion and appreciation for Councilor Brown's analysis of the case. He did not consider clear the LDC definition of in-kind replacement. Councilor Brown presented an alternative means of approving the motion.

Councilor Traber expressed support for the motion and appreciation for Councilor Brown's analysis. He believed the issue of the siding involved in-kind replacement versus compatibility. He thought the LDC definition of in-kind replacement was fairly clear, but the HardiPlank was not the same material as the original siding. He believed the situation arose because the property owner believed the work constituted repair and replacement and proceeded accordingly and was not irresponsibly disregarding City procedures.

Councilor Hogg also thanked Councilor Brown for his analysis. He concurred with Councilor Raymond in supporting staff's recommended action. He acknowledged that HRC members spent considerable time reviewing the case and attempted to reach a decision based upon their understanding of the LDC. The HRC's decision was appealed to the Council. Staff reviewed the appeal, based upon its understanding of the LDC; agreed with the HRC; and recommended that the Council not overturn the HRC's decision regarding trim and siding, since the alterations did not satisfy the applicable criteria. He agreed with the HRC and staff, based upon his interpretation of the LDC, which does not allow consideration of whether building materials are superior in performance of their function, are more similar in appearance to the original material or wood, or are less expensive. The LDC seems to direct property owners to avoid modern, non-conforming materials, unless they are consistent with the original design. He suggested that the Council support staff's recommended third option. He based his decision on LDC Section 2.9.100.04.b.3.b regarding building materials.

The motion passed six to two, with Councilors Raymond and Hogg opposing.

Mayor Manning asked staff to prepare formal findings for the Council's consideration during its March 19 noon meeting.

Councilor Hervey said he found Councilor Brown's materials in the meeting packet very informative and suggested that it be incorporated into training for new Councilors.

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

The Council entered executive session at 1:43 pm.

Assistant City Manager Volmert briefed the Council regarding the status of labor negotiations involving the International Association of Fire Fighters and American Federation of State, County, and Municipal Employees.

XI. ADJOURNMENT

The meeting was adjourned at 1:56 pm.

APPROVED:

_____

MAYOR

ATTEST:

_____

CITY RECORDER

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.

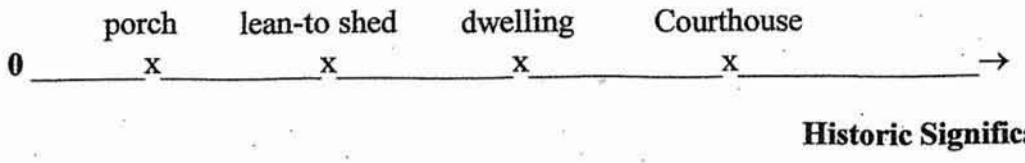
Third, the current application is unusual in that it is after-the-fact, that is, unauthorized alterations have already been made. In about 2009, a complaint from a citizen started a code enforcement action in the City of Corvallis case against the property owner. Thus, reviewing the application under **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

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[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]).

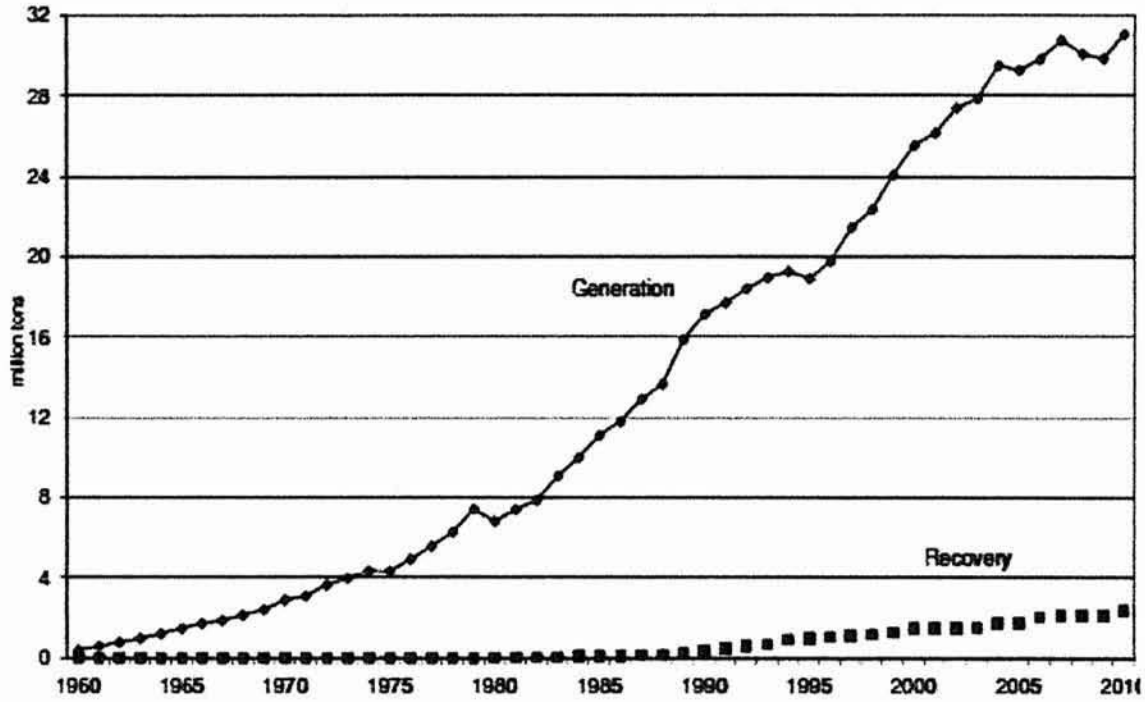

Figure 1. Plastic generation and recovery, 1960 to 2010 (U.S. EPA Office of Resource Conservation and Recovery, November 2011)

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.

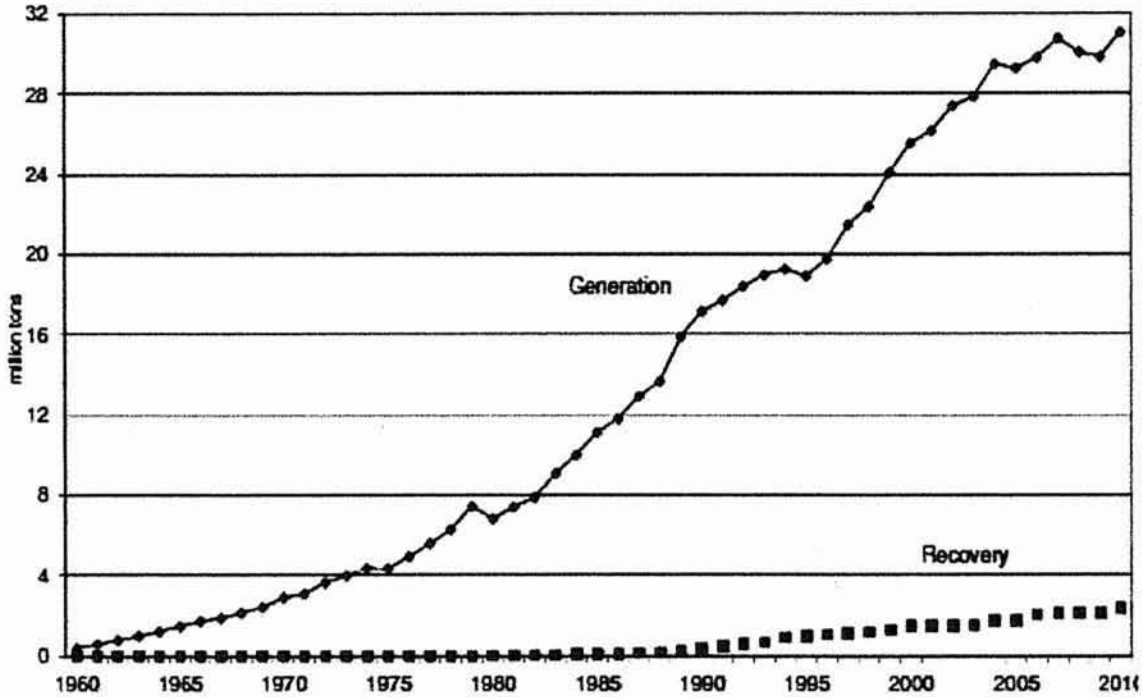

Figure 1. Plastic generation and recovery, 1960 to 2010 (U.S. EPA Office of Resource Conservation and Recovery, November 2011)

[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.

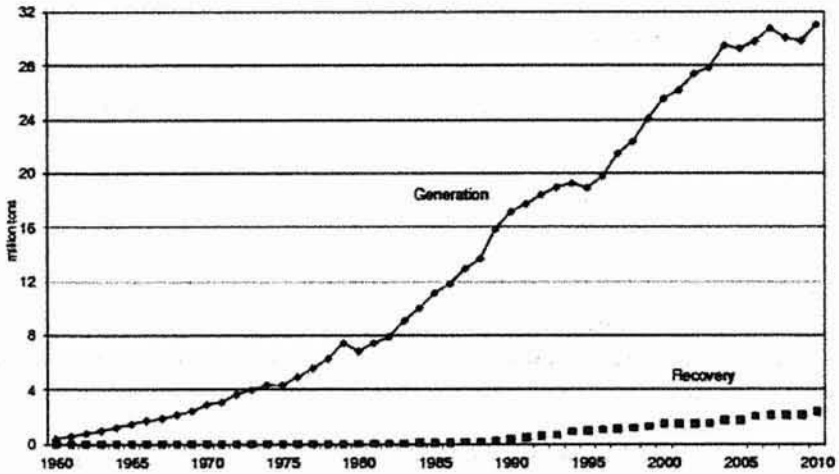
Support for bans is greater than plastic companies would have you believe:

- **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] [illegible]

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.

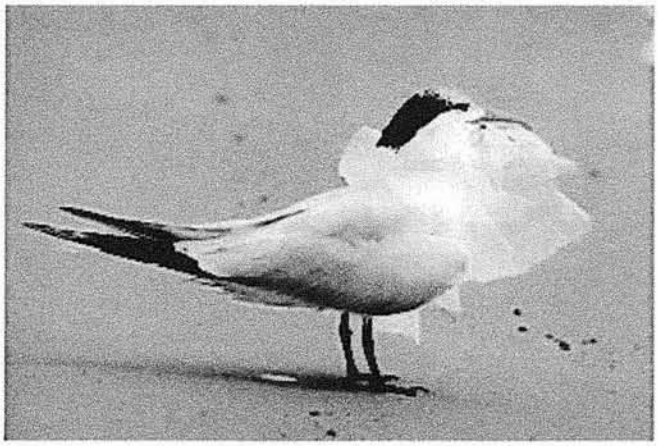
Vilnius Mayor Artūras Zuokas decided to take action and "reminded [these drivers] of the rules" as he posted photos of a crushed Mercedes-Benz to his Facebook page.

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

owscorvllis.com

CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES

March 12, 2012

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 7:00 pm on March 12, 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, Brown, Beilstein, Hirsch (7:02), Raymond, Traber, Brauner

II. UNFINISHED BUSINESS

A. Mayor/Council/City Manager Quarterly Meeting

1. Potential Change of City Council Meeting Schedule

Council President O'Brien explained that Albany's meeting schedule was an example and not his preference. Council leadership did not want to pursue Albany's meeting schedule. He preferred Scenario 2, which Mayor Manning noted retained the Council's Standing Committees.

City Manager Patterson described the meeting schedule and format of Sherwood, Oregon. He expressed appreciation for the Standing Committees. Issues are thoroughly vetted by Standing Committee members, making Council meetings more efficient. Scenario 2 would be a new meeting format, requiring the Council to be more time conscious and more considerate of people's time.

Mayor Manning and Council members discussed the merits and potential disadvantages of Scenarios 1 and 2 and their views regarding the Council's Standing Committees.

Meeting Schedule –

- Evening meetings might be easier for Council members and citizens who have daytime jobs and may create a more inclusive Council and government experience.
- Changing the meeting schedule should be a public process with opportunity for public input.
- Afternoon and evening meetings can deter people from seeking election to the Council.
- Corvallis seems to be the only governmental agency in the area to conduct mid-day meetings.
- Mondays with Chairs and afternoon and evening Council meetings are very long.
- Council members have little opportunity Monday mornings to discuss issues with staff before the afternoon meeting.

Work Sessions –

- Frequent work sessions with a Mayor and nine Councilors may not be as effective as meetings of smaller Standing Committees.
- Work sessions for a Mayor and nine Councilors would be better if separate from regular Council meetings in order to allow all members to participate in discussions.
- The Council has not consistently met in quarterly work sessions during the past year. Work sessions should be held consistently on a quarterly schedule and possibly more often.
- Limiting meeting time may lead to rushed decisions and lack of interpersonal understanding of perspectives.
- Maybe public hearings should be held separate from regular Council business meetings.
- Postponing unfinished business issues to the next Council meeting would not be detrimental. The agenda could be arranged to accommodate time-sensitive issues.
- Since Corvallis' incorporation, evening Council meetings have been held beginning at 6:00, 7:00, or 8:00. The Council began meeting at noon during the mid- to late-1980s.

Standing Committees –

- Standing Committees provide opportunity for members to explore an issue in depth and hear stakeholder input in a public setting.
- Standing Committee members are well informed on issues when the issues are presented to the Council.
- Standing Committee meetings are time effective and could be re-scheduled to accommodate members' schedules.
- Standing Committee meetings provide opportunity for more discussion in an informal setting.
- Standing Committees comprised of three members make it impossible for a member to speak with another member regarding an issue before the Committee's meeting, as two members constitute a Committee quorum. It may be benefiical to increase the membership of the Committees.

Mayor Manning summarized that the Council, by consensus, seemed to agree to pursue an evening meeting schedule for regular Council business. Further, Council members indicated a consensus agreement regarding the value of the Council Standing Committees.

Mayor Manning and Councilors further discussed the issue of work sessions.

- Work sessions are a good setting for discussing issues, but they should be held separate from Council meetings to allow all Council members opportunity to be heard. Quarterly work sessions should be held with additional work sessions as necessary.
- Council meetings could be held the first and third Mondays beginning at 6:00 pm, Standing Committees could be retained and scheduled to accommodate members' schedules, and work sessions could be reserved for the second Monday of each month and held as needed.

Staff will develop a potential meeting schedule for Council consideration.

Mayor Manning, Council members, and staff discussed the proposed Council meeting agenda format.

- Conducting public hearings before other business could result in the other business being postponed to a later meeting or not discussed until very late at night, especially if property development activity accelerated and the Council considered more land use issues. It would be better to allocate 60 to 90 minutes for business discussions before public hearings begin.
- Business issues could be discussed beginning at 6:00 pm, visitors' propositions could begin at 7:00 pm, and public hearings could begin at 7:30 pm. Any business not completed before the public hearing could be considered after the public hearing or deferred to the next meeting. Urgent issues should be listed first on the agenda.
- Mayor, Council, and staff reports can consume extensive time but are rarely urgent in nature. Scheduling these reports to follow public hearings might prompt quick reports.
- The proposed agenda format was intended to allow maximum citizen participation. Visitors' propositions should be conducted first. Public hearings were suggested for earlier in the meeting based upon the belief that routine business should be conducted after any public hearings or unfinished business. No specific times were suggested for visitors' propositions or public hearings.
- It would be best to conduct executive session discussions after all other business, rather than clearing the meeting room of citizens and asking them to return later for the rest of the meeting.
- If the Council changes the meeting schedule to evenings to foster more citizen involvement, it would be prudent to hear visitors' propositions early in each meeting.
- Currently, the Council conducts general business during the afternoon meeting and hears visitors' propositions and public hearings during evening meetings.
- Public hearings should begin at a specific time.
- Visitors' propositions could be scheduled to conclude at a specific time, especially if a public hearing is on the agenda.
- Meetings could include two opportunities for visitors' propositions – one opportunity for agenda items and one opportunity for non-agenda items.
- Continuing the evening meeting past 11:00 pm should require a super-majority vote of the Council, rather than a simple-majority vote.

Staff will continue pursuing a meeting agenda format for further Council discussion and potential action.

Councilor Raymond asked that staff present information regarding potential staffing costs for an evening-only meeting schedule.

Mr. Patterson noted that the Council action in response to visitors' propositions testimony can impact the schedule for the remainder of the meeting.

Councilor Hirsch suggested that information regarding council member compensation and population bases for comparator cities may be helpful.

2. Transit Funding Update

Interim Public Works Director Steckel explained the change in potential transit funding with reduction and eventual discontinuation of the State's Business Energy Tax Credit (BETC) program at the end of Fiscal Year 2017-2018. Staff estimated BETC revenues, based upon the program and past activity. The Transportation Operations Fee (TOF) would be the primary funding source to replace the BETC revenue, allowing continuation of the transit system. The system was expected to expand each year with an additional $100,000 in expenses in the form of two additional service hours per day. Staff assumed some scenario factors, such as ridership levels and gasoline prices. The financial scenarios offered options for service expansion planning.

The TOF currently provides 40 percent of transit system funding, and the City will increase its reliance on the TOF, possibly to 55 percent of operating costs. Funding sources are limited (e.g., Federal grants, local funds, Oregon State University's [OSU] contribution, and transit districts). The financial scenario projects 15-percent TOF revenue increases, but this is not a guaranteed factor. TOF rates will only increase if gasoline prices increase. If the TOF revenue increased at only 5 percent, eventually transit system costs would be paid with fund reserves, resulting in no increased system services or replacement buses. OSU's funding contribution has been static since 2005; staff has spoken with OSU officials over the years about increasing the contribution, but nothing has changed. Mayor Manning noted that this issue will be discussed by the OSU/City Collaboration Project Steering Committee Traffic and Parking Work Group, along with on-campus shuttles and Corvallis Transit System (CTS). Councilor Brauner added that OSU pays a contribution for public transit, in addition to the TOF.

Students pay a fee to help operate the Beaver Bus but not the CTS.

Councilor Traber requested the amount of OSU's TOF payment.

Intergovernmental agencies for transit service include Philomath Connection and Benton County.

When the BETC revenue ends, the transit system will operate at a deficit. Staff was confident that the remaining tax credits could be sold.

Councilor O'Brien speculated that the majority of Corvallis utility services patrons who pay TOFs to support the transit system do not use the system. It would be extremely difficult to estimate the percentage of the local population that uses public transit. The assumed 15-percent TOF revenue increase and increasing gasoline prices could result in each Corvallis utility services customer paying more than $100 per year to operate CTS at Fiscal Year 2018-2019. Other City services are important. The TOF is a tax based upon factors the City cannot control. He

suggested that the Council consider a nominal fare-based system to supplement the TOF revenue. A Council policy clearly states the expectation that the City will collect revenue from those who benefit individually from a service, such as transit. A nominal fare (e.g., 25 cents per person per ride) could provide $250,000 to support transit. He believed that charging a fare could increase public support for the TOF revenue model.

Ms. Steckel responded that ridership might decrease if a fare were charged. Fare revenue cannot be included when determining eligibility for Federal funding for the transit system or to match grant funds.

Councilor Raymond opined that charging a fare was a reasonable way to get revenue equivalent to the BETC revenue that will soon cease.

Councilor Hervey expressed concern about the impact of reinstating fees. Buses to South Corvallis have the greatest rate of increased ridership and are often filled with OSU students. This could be justification for staff speaking with OSU officials about increasing OSU's TOF contribution.

Councilor O'Brien expressed support for a viable transportation system. The City does not have a model of sustainability for a fareless transit system, causing him concern about the longevity of the current fareless system. He expressed concern regarding the economic impact of losing the BETC revenue and the Federal match, which could amount to $900,000.

Staff's financial projection assumed 15-percent annual gasoline price increases, which may be optimistic. If the projection is accurate, the reserve would be built to almost $3 million; 25 percent of operation is $1 million. If the increase is less than 15 percent, the system can still be sustainable. The TOF is more sustainable than the City's other funding sources. The TOF benefits the community by reducing the number of private vehicles contributing to wear and tear on area streets.

Ms. Steckel clarified that the staff report included one possible scenario for transit system funding, and staff was committed to the gasoline price being the indicator for potential TOF revenue to support the CTS.

3. Self-Evaluation Forms

Mayor Manning noted that the Council's self-evaluation ratings and comments were more positive than those of last June.

Councilor Traber noted the large number of mid-range responses to the specific practices item regarding limiting time spent on "small picture" activities.

4. Councilor Discussion

Councilor Raymond urged that Councilors respect Council decisions, rather than saying later that they disagreed with a Council decision.

Councilor Hervey expressed a preference that the Council Chambers lighting be dimmer because his eyes are sensitive to light.

Council President O'Brien requested follow-up reports from staff regarding the status of two issues: 1) on-the-record appeals and 2) OSU processing its historic preservation permits.

5. Other

Council President O'Brien announced that he will preside at the Council's March 19 public hearing, as Mayor Manning must recuse herself from participating in the hearing.

III. ADJOURNMENT

The work session adjourned at 8:28 pm.

APPROVED:

_____

MAYOR

ATTEST:

_____

CITY RECORDER

AIRPORT COMMISSION
MINUTES
January 3, 2012

Present
Bill Gleaves, Chair
Louise Parsons
Todd Brown
Bill Dean
Brian Wall
Rod Berklund
Lanny Zoeller
Biff Traber, Council Liaison

Staff
Dan Mason, Public Works

Visitors
Bill Ford, BEC
Ty Parsons
Jack Mykrantz
Kyle Mason, BEC

Absent
Vince Remcho, Vice-Chair

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Open Meeting, Introductions	X		
II. Review of December 6, 2011 Minutes			Approved
III. Visitor Comments	n/a		
IV. Old Business • None	n/a		
V. New Business • Hout Street Lease Amendments VI. Information Sharing • Update on AIP • Update on Airport • Update on City Council • Monthly Financial Report	 X X X X		Approved

CONTENT OF DISCUSSION

I. Open Meeting, Introductions

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

II. Review of Minutes

Commissioner Parsons moved to approve the December 6, 2011 minutes; Commissioner Berklund seconded the motion, which passed unanimously.

III. Visitor Comments

None.

IV. Old Business

None.

V. New Business

Hout Street Lease Amendments

Mr. Mason presented the proposed changes to the current leases adjacent to Hout Street.

Commissioner Berklund moved to approve the lease amendments; Commissioner Zoeller seconded the motion, which passed unanimously.

VI. Information Sharing

Update on AIP

Mr. Ford presented the following:

- The goal of having two companies come into or expand in the AIP by the end of the year has been met. Four more companies are showing interest.

Commissioner Zoeller stated that the AIP Master Plan is completed and expressed gratitude to all involved.

Update on Airport

Mr. Mason reported the following:

- The heavy rains of the previous week drained properly and the Airport remained operational with no standing water reported.
- The first three chapters of the Airport Master Plan Update have been drafted and will be sent to the Planning Advisory Committee for their February 3 meeting.
- The rail spur rehabilitation will be completed today.

Update on City Council

Councilor Traber stated that the items he had to report have already been discussed.

Monthly Financial Report

No discussion.

Chair Gleaves reported that there is more activity in the aviation business than there has been in the last few years.

Mr. Mason stated that at the last City Council work session, a letter from a Councilor that was absent discussed removing "the Airport" from the Infrastructure Goal because of a lack of commercial jets coming into the airport. Mr. Mason stated that over 700 corporate and business jets have come into the airport in the last year in addition to the daily flights by FedEx, United

Parcel Service and REACH Air Medical. He stated that the Airport is filling a different niche in the aviation market compared to past years.

Mr. Mason reported that the Tillamook Air Museum is looking for a place to move to, as their lease expires in three years. He stated that, with Helicopter Transport Service, Inc. (HTSI) moving and leaving the Corvallis Airport, Corvallis may be a good fit for the museum.

The meeting was adjourned at 7:32 a.m.

NEXT MEETING: February 7, 2012, 7:00 a.m., Madison Avenue Meeting Room

CITY OF CORVALLIS
MINUTES OF THE ARTS AND CULTURE COMMISSION
JANUARY 26, 2012

Attendance
Karyle Butcher, Chair
Patricia Daniels, Vice Chair
Stephanie Calhoun
Shelley Moon
Brenda VanDevelder
Steven Zielke
Rebecca Badger
David Huff

Absent/Excused
Joel Hirsch, Council Liaison
Dan Segel

Staff
Karen Emery, Director
Caitlin Garets, Intern
Mark Lindgren, Recorder

Visitors

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introduction of Caitlin Garets, Intern	X		
III. Review of Minutes	X		
IV. Visitor Propositions	X		
V. CAFÉ Program Subcommittee Report	X		
VI. Economic Impacts of Arts & Culture Subcommittee Report	X		
VII. "First Thursday" Type Events Update	X		
VIII. Commission Member / City Council Liaison Updates	X		
IX. New Business	X		
X. Adjournment	X		The next Arts and Culture Commission meeting is scheduled for 5:30 p.m, February 23, 2012 at the Parks and Recreation Conference Room.

CONTENT OF DISCUSSION

I. REVIEW CALL TO ORDER/ INTRODUCTIONS. Chair Karyle Butcher called the meeting to order at 5:30 p.m.

II. INTRODUCTION OF CAITLIN GARETS, INTERN. Brenda VanDevelder of the Economic Impact of Arts and Culture Subcommittee introduced new intern Caitlin Garets.

III. REVIEW OF MINUTES. Daniels moved and Zielke seconded to approve the October 27, 2011 minutes as presented; motion passed. Calhoun moved and Badger seconded to approve the November 30, 2011 minutes as presented; motion passed.

IV. VISITORS PROPOSITIONS. None.

V. CAFE PROGRAM SUBCOMMITTEE REPORT.
Trish Daniels reported that the CAFE Program was coming along well and is in the process of being born. Daniels related that Joan Caldwell, Public Relations for Repertory Singers, added stickers on posters for Sunday's concert:"$5 Tickets for People with an Oregon Trail Card"; she related it had immediate impact.

She stated that the program planning group has met twice; she expected about eight groups to participate, and more next year. She said a marketing committee for the program is meeting with Badger on Monday and will begin preparations on a marketing plan. The idea is for a big publicity burst starting May 1. Badger said a big part of the effort is getting the message out; the Ashland Rogue Valley CAFE program has a pdf on its website that can act as either a poster or a flier. She said the target audience was low-income people.

Daniels will meet with the Gazette-Times editor next week. There will be press releases close to that May 1; Badger added that part of the outreach will be to smaller publications and blogs. Daniels highlighted a draft flier, which could be linked to on the City's website; one version could be in Spanish. She said the Oregonian's David Stabler expressed interest in doing an article on the program when things are further along; Zielke added that Stabler has a blog, as well. Zielke highlighted a longitudinal study on the impact of school programs in the book "Doing Well by Doing Good".

Daniels distributed notes from the second subcommittee meeting. Badger related that she might have a designer to help with a logo for the program.

VI. ECONOMIC IMPACTS OF ARTS & CULTURE SUBCOMMITTEE REPORT.
VanDevelder explained that the committee wanted to develop a measurable outcome regarding the economic impact of the arts and culture in Corvallis this year. They decided to scope this with a focus on the non-profit arts and culture sector for now, using the Arts and Economic Prosperity (AEP) study's research (in the commission packet). The idea is to do data collection this winter and data analysis this spring, perhaps working with OSU. The committee consists of Calhoun, Zielke, Segel and VanDevelder. She said intern Garets will be working through the winter term. They developed a list of non-profit arts and culture organizations, including visual, performing, and literary arts, and festivals. They created a ten-week schedule for the internship; Garets has already started. The data analysis may utilize another internship.

Zielke said it wasn't clear whether OSU had the right person to work on this. Butcher noted that Brian Wagner of the Oregon Arts Commission suggested one option of hiring a firm to do some of the analysis; she said it may be possible to find funding for this (though probably not from the city). She stated that it was clear that there was an economic impact to the city from the arts, with people coming from out of town to attend these arts and culture events, parking cars, eating at restaurants, spending the night, people hiring people, choosing to locate businesses and buy homes in the area, etc. Butcher will meet with Elizabeth French Chair of Corvallis' Economic Development Committee next week.

VanDevelder said intern Garets would be able to do some of the data collection legwork that committee members do not have time for and will return after ten weeks, in March, to share her data. Garets said that

her field was Women's Studies with a Business Entrepreneurship minor. She said she had drafted all the survey questions and will be sending the first eleven organizations the survey with explanatory cover letters via email and then following up with phone calls.

VanDevelder noted a lot of time went into developing the list of questions; many of the questions derive from the AEP report. Gerets outlined a dozen of the survey questions. VanDevelder said the recipient list drew on the Benton County Cultural Coalition as well as the list developed by Trish Daniels. VanDevelder said the group would send out draft surveys to a half dozen groups as a test. Zielke related that he found it easy to fill it out.

Huff suggested adding to the survey a question on the number of people the group served; Butcher added that she said it was a common question. Zielke said the OSU Symphony, for example, would list the numbers of people who'd attended concerts; that would be a large number; but noted it could be an "apples to oranges" comparison problem. Huff said trying to track numbers of unique visitors was impossible; Zielke concurred. VanDevelder noted the difference in approach between attendees versus number of people served; the question could be added. Butcher said the result would be "apples to oranges" but it won't matter. Emery suggested trying to frame the survey questions so that respondents can answer both questions; the Parks and Rec Department tracks both number of visitors per year to a facility, as well as the number of registrations. Butcher said it won't be a perfect survey but subsequent surveys can be refined in future years and said she heard agreement to leave the issue to the subcommittee.

Gerets said there were 51 non-profits and 14 OSU organizations on the list; Daniels said with that relatively small number it could be possible to get close to 100% response. Badger suggested adding a box for groups to check off if they want to be updated; this would help them get involved; Zielke concurred. Butcher commended the work of the subcommittee. Emery said the goals on the project could be put on the department's webpage, along with getting an intern on the project.

Daniels related that a Portland coalition of music groups banded together to get help from a business organization to help with strategic planning and business advice; getting that technical advice could be helpful next year as a next step. Butcher added that Brian Wagner of the Oregon Arts Commission had expressed willingness to meet with the commissioners. Zielke added that the commission could perhaps serve as a matchmaker between arts groups and pro bono accountants and lawyers.

VII. "FIRST THURSDAY" TYPE EVENTS UPDATE.

Emery related that she and Dan Segel did research on the Portland program, which will be included in the next packet. She related it was very successful in bringing more people into the community and helping street artists, at the cost of garbage problems and other infrastructure impacts. Badger said that one issue is that no one is ultimately responsible for the Portland program.

VIII. COMMISSION MEMBER/CITY COUNCIL LIAISON UPDATES.

Daniels related the recent fundraising event at the Majestic Theater was well attended, with audience of mixed ages. Badger felt it brought new energy to the Majestic. Butcher said it was frustrating that in reading the economic impact reports, Corvallis was not yet on the map of Oregon arts communities; it needs critical mass.

Daniels related that Corey Pearlstein, Majestic Director made many contributions to a CAFÉ Program planning meeting. Emery added that he'd presented to the Council to say the Majestic Theater wanted to form connections with the Whiteside, the high school, and all of the performing arts venues. Butcher asked about the commission's role in this process. Zielke said people in the arts can be as

entrepreneurial in the arts as they want and the commission will support that. He highlighted several examples of ways that the commission has uniquely been useful to the arts and culture community. He said the commission should ask people in the community doing interesting and valuable projects to talk to the commission. Badger said it is a matter of how the commission can be useful and a resource; for example, there has been discussion of a social media training for arts organizations.

VanDevelder highlighted the "performing arts triangle" concept cited by the Whiteside in a recent G-T article; she suggested talking with them. She said it is important to build relationships and trust in the arts and culture community. Huff added that a consortium is being formed with the Arts Center, the Whiteside, the Majestic, the Benton County Historical Society (and hopefully DaVinci Days and Fall Festival) which will have quarterly Directors meetings; next week, they'll discuss a collaborative-run website that lists press releases and events. Butcher asked how to deal with duplication between that effort and the Visit Corvallis website listing arts and culture events. Huff noted that the Arts and Culture clickable button occupied a non-prioritized location at the Visit Corvallis site. Butcher asked whether the consortium's site was open to others; Huff replied that it was. Butcher said that in public forums leading up to formation of the Commission, people wanted a single place to go to make it easier to find out about arts and culture events. Daniels said the more arts and culture events research results on Google, the better.

IX. NEW BUSINESS.

Butcher said there was a consensus on inviting at least one person to the commission to each meeting. Daniels suggested keeping a running list of groups to invite; she cited the names listed in past minutes, noting Cloud Davidson has already attended. She will contact B.A. Beierle. Zielke said he wanted to invite Marion Rossi, to talk about what he's trying to accomplish with different arts areas at OSU. Butcher suggested inviting the Benton County Historical Society; Daniels suggested the Majestic Theater. Zielke suggested talking to Kavinda Arthenayake of the LaSelles Stewart Center; he also runs all conferencing, much of which involves arts and culture. Daniels noted that Arthenayake is an artist himself. One commissioner suggested inviting Corey Pearlstein, Majestic Director. Butcher suggested inviting Dave Gilbert, Visit Corvallis executive director. Badger said she is a member of the Madison Avenue Collective, a shared space for creative people (they did the pixel art project this year at the Fall Festival); she suggested inviting member Jeff Jimerson. Butcher related that the mayor had suggested the commission meet with Larry Rogers, CLA Dean and member of the Madison Avenue Task Force (MATF).

Zielke related he'd had conversations with the Rogers; the Music Department may be moving out of Benton Hall in the medium term, and perhaps going to a fine arts building close to LaSelles Stewart Center. Zielke said the MATF has talked about developing an arts district; this commission should be part of that conversation. He said Rogers has a vision for a School of Arts and Communication as part of that district. Daniels highlighted Rogers' email regarding using Benton Hall as a possible transformative opportunity for the university; using arts history and culture as a nexus of "town and gown".

Badger reported that she is moving ahead with VanDevelder on organizing a social media training workshop for arts and culture groups. Butcher asked whether there had been interest on a grant training workshop; VanDevelder and Daniels agreed that there was interest expressed. Badger suggested perhaps holding such events quarterly. Butcher suggested connection events each October. Zielke said there were a number of other topics that would work as brown bag events.

Daniels thanked Calhoun for training her on how to set up Doodle polls and Badger for marketing help. Emery distributed the new commission roster.

Huff highlighted the Our Town grant program aimed at increasing cultural vibrancy through creative partnerships between city organizations and no-profits. The National Endowment for the Arts grant application is due March 1, 2012. He said if the commission is interested, it could participate. Huff said his group intends to apply for $50,000, which will require matching funds. The commission would need to decide whether to put the City's name on the approach of having residencies. VanDevelder suggested the commission get a chance to look at the letter of inquiry. Butcher said she wanted the commission to avoid potentially stepping on toes by involvement in the grant. Zielke related that, for example, the Oregon Bach Festival had encountered developmental conflicts when it started bringing in more prominent players, stopping using University of Oregon faculty players, who'd previously comprised the orchestra, since they were not seen as good enough. That local regret was balanced by it becoming an internationally recognized festival. He advocated leaving room for all things.

Zielke distributed programs from the State Music Conference and highlighted Sunday's Repertory Chamber Singers performance. He highlighted a February 10 lecture by Ola Gjeilo, as part of the Jeffers Composium, which will be followed by a performance the next day.

X. ADJOURNMENT: Meeting adjourned at 6:58 p.m.

DRAFT

CITY OF CORVALLIS
MINUTES OF THE ARTS AND CULTURE COMMISSION
MARCH 1, 2012

Attendance
Karyle Butcher, Chair
Shelley Moon
Steven Zielke
Rebecca Badger
Dan Segel
David Huff
Joel Hirsch, Council Liaison

Absent/Excused
Patricia Daniels, Vice Chair
Brenda VanDevelder

Staff
Karen Emery, Director
Mark Lindgren, Recorder

Visitors
Larry Rodgers

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Review of Minutes	X		
III. Visitor Propositions	X		
IV. Larry Rodgers, OSU			Motion passed that the Commission provide leadership on the 2013 Year of Culture.
V. CAFÉ Program Update	X		
VI. "First Thursday" Type Events Update	X		
VII. Commission Member / City Council Liaison Updates	X		
VIII. New Business	X		
IX. Adjournment	X		The next Arts and Culture Commission meeting is scheduled for 5:30 p.m, March 22, 2012 at the Parks and Recreation Conference Room.

CONTENT OF DISCUSSION

I. REVIEW AGENDA/CALL TO ORDER. Chair Karyle Butcher called the meeting to order at 5:31 p.m. She related that Commissioner Stephanie Calhoun had resigned, as she was leaving the country. She described the appointment process; there was discussion on possible replacements. Butcher suggested finding someone with a business background and asked that commissioners email Director Emery with potential candidates.

II. REVIEW OF MINUTES. Dan Segel moved and Rebecca Badger seconded to approve the January 26, 2012 minutes as presented; motion passed.

III. VISITORS PROPOSITIONS. None.

IV. LARRY RODGERS, OSU.

Butcher introduced Larry Rodgers, Dean of the OSU College of Liberal Arts. She asked him to describe his thoughts on developing a future Madison Avenue arts corridor between the town and the university and what role the commission could play. Rodgers stated the Madison Avenue Task Force (MATF) has done well creating unity in the section from the Presbyterian Church eastward to the riverfront, but the corridor westward is essentially vacant. He noted two very early OSU buildings, Education Hall and Kearney Hall, have been renovated; between the two is Benton Hall, which offers the most possibilities in relation to the corridor.

He said that there has tended to be less attention to the arts and communication in relation with other curriculum areas in the past, but efforts are afoot to elevate them in order to get OSU to national stature. This impacts curriculum development and campus buildings. He noted that OSU has a terrific agriculture program but essentially no university gardens; developing those gardens would create one more reason for people to visit Corvallis from elsewhere. Benton Hall could become part of the linkage between town and gown, through an arts and culture corridor; that would be predicated on finding other space for the music program, possibly near LaSelles Stewart Center. Monroe Avenue could become an art walk and incorporate economic development opportunities.

Butcher asked how the plan was progressing. Rodgers said MATF could help elevate the town side of the effort. He said there are opportunities for seismic upgrades as part of general renovations at Benton Hall. He said donors and underwriters were really interested in the ag garden. He said a new performance space should be more closely linked to students' needs.

Butcher asked whether the town would have any connection to a performance space, and added that many feel that LaSelles is awkward for music and staging. Rodgers replied that there is a huge amount of renovatable space around it and it has easy access; there could be conversations on improving it. He said arts are adapting to younger people, making the arts more participatory; there is an educational platform to build on that theme and getting the funding to develop a world-class experience at LaSelles. He suggested the commission could discuss how to best bridge the gap between the city and the university via the arts.

David Huff said the Art Center is writing grants for a Year of Culture, starting January 1, 2013. Rodgers said OSU was also contemplating implementing a Year of the Humanities; it could partner with the City, using the same wording. Liaison Hirsch said it would be great for the university to participate. Huff said project partners are trying to co-promote during the year on out-of-city and out-of-state advertising and in bringing in visual, performing and literary artists for residencies during the year.

Butcher said there is an effort to make Corvallis a cultural destination, perhaps incorporating the DaVinci theme, highlighting arts and technology, which will require collaboration with the university. Emery related the City Council asked for a follow-up regarding making 2013 a Year of Culture; the commission should decide whether it wants to lead that charge; she will report back to the Council. The City owns two facilities, the Majestic Theater and the Art Center.

Huff related that the Art Center was working with the Benton County Historical Society, Fall Festival and the Whiteside on the 2013 Year of Culture; they have prepared a one-page summary. Zielke noted that the university is not in session during DaVinci Days, limiting its participation. Rodgers related that studies have found that many students never, or rarely, go downtown. He said he would be making a presentation promoting arts and culture at OSU to the OSU board of directors next summer. He highlighted Davis, CA; and Bellingham, WA as land grant colleges that do a good job integrating both

arts and science and with their respective towns. Butcher emphasized the importance of the City and the university *not* pursuing parallel paths on "Year of" efforts; she suggested continuing the conversation.

Butcher asked Rodgers for suggestions for someone on campus could help with the commission project on demonstrating the economic impact of arts and culture; he agreed to investigate.

Director Emery related that the Council wanted to see if the commission was interested in leading on the Year of Culture. Huff moved that the Commission provide leadership on the 2013 Year of Culture; Moon seconded; motion passed.

V. CAFÉ PROGRAM SUBCOMMITTEE REPORT.

Rebecca Badger related that Daniels asked her to help with marketing the program. She met with the Madison Avenue Collective to get help developing a logo for the message "Corvallis Arts for Everyone". They looked at what other programs do; Portland uses "Arts for All". She distributed possible concepts for logos and messaging and will email them out for further review. She related that the artists felt that the word "café" doesn't well describe the program; Moon noted that Daniels was not attached to the name.

VI. "FIRST THURSDAY" TYPE EVENTS UPDATE.

Emery distributed background materials on the events, noting that Portland, Bend and Eugene host such events. Butcher noted that the commission can't do everything, so it is important to designate a liaison on the project and get other people working on it.

VII. COMMISSION MEMBER/CITY COUNCIL LIAISON UPDATES.

Butcher asked for an update on the workshop; Badger replied that it will be held in the Corvallis Sports Park meeting room. Potential arts community participants were polled as to what their experience level was and what topics they wanted covered.

VIII. NEW BUSINESS.

Liaison Hirsch distributed The Corvallis Advocate, a weekly that lists what's going on in Corvallis. There was discussion on the next meeting date; the next will be March 22.

IX. ADJOURNMENT: Meeting adjourned at 6:45 p.m.

DRAFT

CITY OF CORVALLIS
MINUTES OF THE CIVIC BEAUTIFICATION AND URBAN FORESTRY COMMISSION
FEBRUARY 9, 2012

Attendance
Angelica Rehkugler- Chair
Kent Daniels
Becki Goslow
Dan Bregar
Larry Passmore
Tony Livermore
Joel Hirsch, Council Liaison

Absent/Excused
Tim Brewer, Vice Chair
Ross Parkerson
Joe Majeski, OSU Liaison

Staff
Dave Phillips, Park Operations Supervisor
Becky Merja, Urban Forester
Jackie Rochefort, Parks Planner
John Hinkle, Park Ops. Specialist
Mark Lindgren, Recorder

Visitors
Jacob Pederson
Tom Cook

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Review of Minutes	X		
III. Visitor Propositions	X		
IV. Staff Reports- if questions	X		
V. City Council/ OSU Liaison Reports	X		
VI. Board Reports.	X		
VII. Report on Subcommittees	X		
VIII. Adjournment	X		The next CBUF meeting will be at 8 a.m. March 8, 2012, at the Parks and Rec Conference Room.

CONTENT OF DISCUSSION

I. CALL TO ORDER: Chair Rehkugler called the meeting to order at 8:03 a.m.

II. REVIEW OF MINUTES. Daniels moved and Bregar seconded to approve January 12, 2012 minutes as corrected (the Neighborhood Forester subcommittee minutes actually are from the January 18 meeting, outside the regular January 12 meeting); motion passed.

Rehkugler suggested rearranging agenda items into the order that they actually occur. She said that in the future, at the point just before subcommittees break up during a meeting, the commission can simply adjourn. Daniels noted that subcommittees in the past haven't taken minutes and they are not required to do so; there is no quorum, and they can simply report the highlights at the next meeting, when they are

read into the record. Rehkugler noted that it is the responsibility of subcommittee meetings to report back at the next meeting.

III. VISITORS' PROPOSITIONS.

Jacob Pederson related that he was an OSU student and was assigned to attend and report on the meeting.

IV. STAFF REPORTS- IF QUESTIONS.

Phillips said the new format is that the staff reports will be included in the packets and then commissioners can ask questions on the reports if they wish. Merja said that the Arbor Day celebration will be on April 16 at the noon City Council meeting. It will be the 10th Tree City USA Award, with a Growth Award for the ecosystems services analysis study that EPA staffers assembled for the City. Rehkugler said the March 2011 CBUF minutes give details about the awards. Merja highlighted tree removals at the Holiday Inn Express; cottonwoods there are showing signs of decline and will be replaced.

Rochefort said the CIP program will be three months earlier than usual this year; she will be asking for volunteers next month. She related that on May 6 the Central Park plaza will be officially named and dedicated; an official naming process is underway.

Daniels asked about damage to the boardwalk at Mary's River Natural Area and asked if it made sense to replace it. Rochefort replied that it was installed due to high citizen demand and to protect the resource there by channeling walkers; however, it has reached its life span. There is a condition of approval for the Brooklane Estates that a path go through the area. The next step is to work with City and County planning to decide how best to fulfill the condition; we can bring in a hydrological engineer to study the site and get information on velocity and volume and then make a decision on the boardwalk. Phillips related that FEMA and the County Emergency Manager have seen it. Rochefort added that it is on a list of FEMA claims.

IV. BOARD REPORTS.

Rehkugler said sustainability fees were in the newspaper recently; she suggested CBUF submit a letter to try to explain the sidewalk fees clearly. Rehkugler said repetition is important; she said people are just paying for it differently now. Passmore said the previous way of paying was more cumbersome. Liaison Hirsch said the only people paying before were people with sidewalks in front of their homes; now it is a shared burden. Liaison Hirsch added the transportation component is tied to the price of gasoline, so it is raised without Council review, unlike other fees. He said the Administrative Services Committee will review the how fees work and encouraged writing a letter on the fees. Phillips stated he would discuss the letter with Director Emery.

Rehkugler reminded commissioners that Helen Ellis had announced her retirement at the last meeting. She has given great service to the community; a February 21 farewell at the City Council meeting is scheduled; that will be confirmed shortly. Daniels related that she had served on the Council and has worked with the Community Services Consortium Advisory Council, among many other things. Merja said there is a long list of Ellis' community work.

Rehkugler suggested developing a shorter name for the Clean up of Small Areas Along Roadsides. She suggested each subcommittee designate a note taker. Lindgren suggested that he alternate his note taking between the two subcommittees.

Passmore said there is an ongoing streambanks improvement program. Property owners apply for small grants; there were four last year and eight this year; the idea is to grow the program. Criteria for funding

include shading stream water, and replacing invasive plants with native plants. He related that six people separately review and grants and report to Iris Benson. Merja said a total of about $2,000 in funding is spread out among projects. She related that the rain gardens project on Beca Street has been completed and was in place before the recent heavy rains.

V. CITY COUNCIL/OSU LIAISON REPORTS. None.

VI. REPORT ON SUBCOMMITTEES.

Rehkugler introduced Tom Cook, who will serve on the Neighborhood Forester subcommittee; he is a retired OSU Horticulture professor. Merja said Cook is taking the lead in his neighborhood on Hayes Avenue between Kings Boulevard and 29th Street. In that area, there are a number of old ornamental cherries in very poor health and there have been a number of complaints about them. Merja said the Cook has offered to work on implementing the Neighborhood Forester program in his area, which will help create a program template for future work in other neighborhoods.

Rehkugler said the general goal is for each subcommittee to develop a vision. In the past, CBUF came up with ideas and then staff helped implement them. However, given reductions in funding for staff, CBUF members must look for other ways to accomplish project goals, including involving people other than staff.

Rochefort distributed a draft outline for subcommittees as a starting point to use when considering possible projects and discussed how they could use it. Rehkugler said that as CBUF moves forward in new ways, it will develop new systems for how it works. She said that criteria and standards for projects need to be developed. The group suggested adding, “Who Can Help?” to the criteria checklist. Rochefort said the forms provide documentation; it can be thought of like a work order.

Cleanup of Small Areas Along Roadsides. Goslow related that she had developed draft criteria for projects which are similar to Rochefort’s; she suggested melding the two draft forms. Phillips asked that requests for labor or materials go through him first. Merja added that Phillips is responsible for scheduling. Rehkugler said Goslow’s long-term maintenance section in her draft criteria checklist was important. Phillips concurred, saying that it was common for projects to be undertaken by other groups, but sometimes Parks and Recreation can’t take them on, so long-term maintenance is a critical issue.

Merja reported the **Neighborhood Forester** subcommittee met again on January 18; the notes from that meeting were mistakenly included in the January 12, 2012 minutes. Rehkugler outlined the draft project process. Cook was identified as a Forester; Merja said he could provide some training. The idea is to find people in neighborhoods to provide follow-up care for new trees; that will take the load off staff and allow many more trees to be planted. Merja said that Cook’s neighborhood has 57 trees in poor condition. She said the city may only take on watering about thirty new trees each trees; watering is a critical aspect in getting more trees planted. She outlined typical site conditions in the area; the target date is planting in fall, and getting neighbors involved by July so that they can help with planting. There was discussion of funding water bags.

VII. ADJOURNMENT: The meeting adjourned at 8:59 A.M.

The Neighborhood Forester and Cleanup of Small Areas Along Roadsides Subcommittees met.

NEIGHBORHOOD FORESTER SUBCOMMITTEE NOTES CBUF 2-9-12

Tom Cook distributed a map of trees on Hayes Avenue from 23rd to 27th Streets. Hinkle distributed tree descriptions. Merja said the code specifies planting trees a minimum of 25' from the end of the block; Cook said he assumed a nominal distance between trees; Merja replied that it depends on the tree species. Cook said he is focusing on the south side of the street, where there are not power lines, so large trees may be planted. He said a total of up to 19 new trees may be planted. He said most of the trees in the subject area were in poor shape. He said he'd add the house address adjacent to the trees on his map in order to be able to contact them later on. He'll check locations for presence of infrastructure. Water meters are in the parking strip in the area. The sewer lines run from the houses to the street. He will next temporarily flag positions where trees belong in order to help visualize them.

He said the map he'd distributed covered one sixth of the area. Merja highlighted Hinkle's tree species draft list of large stature trees. Hinkle emphasized it was just a starting point for discussion; it covers fall color, form, etc. Cook anticipated that many people won't care about what happens in the parking strip, as long as it doesn't cost them money; others will want to replace the previous cherries that didn't work very well.

Merja said that we should just see what makes sense; the more trees that get planted the better. Merja said tree spacing will depend on the size of species selected; we should leave some wiggle room in the plan. There was discussion of phone lines. Merja emphasized that people respond better when they are given choices in trees. Boulevard plantings in Corvallis now generally has three tree species, providing both continuity as well as avoiding monoculture.

Merja said that ideally, this project should provide a template for approaching other neighborhoods in the future. Cook said he expected that he would find that some people wouldn't want trees in front of their houses, while others won't care either way. Passmore said that some people concerned about shade can be offered a slow growing tree.

Daniels noted that his neighborhood was very different, but would like the same kind of tree analysis and develop a template for other areas. He advocated proceeding with Cook's project. Cook advocated getting continuity of species; however, there are some areas with wide variations in tree species.

Merja said the City waters newly planted trees once a week from July through September, about a dozen. Hinkle said they're watered for the first three years. Watering tapers off in September, maybe one in October. Cook said some homeowners may be willing to buy the water bag for their trees; they cost roughly $20 and last about three years, if they're taken down in winter. Rehkugler said that it reinforced the concept of buy-in. Merja reported that fertilizing and mulching for the first couple years seems to help; that should be considered for the maintenance list for neighbors or youth groups to help.

Merja said the staff could support these projects by sending out letters to neighbors and help organize planting. Cook said letters alerting neighbors to his upcoming visits would be helpful. Merja said that in one neighborhood, they sent out letters stating property owners should contact the City if they DIDN'T want a tree. Rehkugler suggested it may be helpful to give Neighborhood Foresters like Cook visual aid materials to help neighbors that they approach to visualize a fully treed street. Daniels concurred about the need for developing program materials. Rehkugler emphasized the need to both do the project as well as using it as a prototype for future projects.

Pederson said he'd volunteered with Portland's Friends of Trees; they have "Liaisons". Rehkugler suggested a field trip, to avoid reinventing the wheel with the NF project. Pederson will give a contact for the Portland program. Cook said OSU's Hort Club and the Turf Club could provide help. Daniels said Portland also had the Neighborhood Tree Steward Program; he read aloud from their brochure. He still lacks a NTS job description. Merja suggested borrowing components of other successful programs to develop a program that fits Corvallis (she noted that we don't have a staffer to coordinate the program). She noted it needs to be very user-friendly so good materials are critical, getting them out before Forester visits; evaluating liaisons,

Rehkugler said a training program is needed. Daniels noted that both the Portland tree programs have many staff; we don't. Cook offered his help in finding volunteers to help some of the training. He said we'll learn by doing

Rehkugler said a chair and note presenter was needed. Daniels said he was willing to be a Neighborhood Forester for his area. He noted that he'll be termed off CBUF this summer. Rehkugler volunteered to note take, and Passmore will report to CBUF.

In discussion on the timeframe for the project, Cook estimated he'd be done talking to all neighbors by mid-April. Cook said mapping for one block per page, without trees, would be helpful; Merja will send that to him; one laminated and one without. He noted that planning for planting on the north side of the street will be more complicated; he suggested doing the south planting one year and the north side the next. Daniels said planting in his neighborhood will be infill; . Cook suggested using Roundup to kill the grass, or using a 4' by 4' plywood sheet, to kill the turf. Merja replied that in the past, only one inch has been removed. Rehkugler added that planting will be in fall, so mud wouldn't be an issue. Merja said volunteers are shown how to remove sod, and place a ball and burlap or container tree in the hole.

Merja related that Daniels identified tree planting locations, discussed plantings with her and made a decision about sending notices or contacting property owners personally. Merja said that property owners were given a deadline by which to respond. Daniels said his plantings were planned in spring; they were funded by Neighborhood Empowerment grants, which no longer exist.

Daniels said a critical element was identifying who would be responsible for watering. Merja noted that in Daniels' neighborhood, many of the residents were renters. Daniels said he made agreements with some property owners to use either their water, their hoses, or he brought a hose with him. Merja said email or postcards could be used to remind people to water their trees. Rehkugler suggested a check-off list. Daniels said that he visually identified trees that were in distress from not getting enough water. Passmore suggested a checklist tag for watering on each tree, and volunteers can check the tags. By the time you see distress, to a degree, it is too late.

Daniels said site preparation was done ahead of time. There was always someone to explain the procedure to groups of volunteers. Merja said mulching with coarse wood chips for several years helps.
Daniels said people mowing sometimes damage the tree water bags; Merja said a bigger tree well could help with that. Rehkugler said that the thrust would be to avoid encouraging use of chemicals in site preparation. Hinkel said site preparation is typically done the same day as planting. Merja said the soil at the top is typically the best, so she often places it down in the planting hole.

Cook said he usually places a stake, then paints a circle around the stake to mark the site. Merja noted that the department accounts for volunteer time. Rehkugler summarized that ID Locations, talk to neighbors about species and watering or provide written notice, pick trees and which where, order trees, organize volunteers, plant in fall. Merja said mulch is renewed each year. She said there will be an effort to get more youth groups involved; it will be an ongoing effort over years, so they can see projects through from start to finish. Cook will focus on the south of the street.

Rehkugler asked who could prepare materials. Merja said some materials are already done, but should be modified. Cook will meet with Merja and Hinkel about what materials he needs and what needs to be created; they'll meet Feb. 15 at 10 a.m. Passmore suggested the columnar "Armstrong" maples could be good choice for some situations. Rehkugler suggested that neighborhood meetings could be helpful in talking about trees.

Hinkle distributed a list of small stature trees. There was discussion for naming the Neighborhood Foresters vs. Stewards vs. Wardens.

DRAFT

CITY OF CORVALLIS
MINUTES OF THE CIVIC BEAUTIFICATION AND URBAN FORESTRY COMMISSION
MARCH 8, 2012

Attendance
Angelica Rehkugler- Chair
Tim Brewer, Vice Chair
Tony Livermore
Becki Goslow
Ross Parkerson
Larry Passmore

Absent/Excused
Kent Daniels
Dan Bregar
Joe Majeski, OSU Liaison

Staff
Dave Phillips, Park Operations Supervisor
Becky Merja, Urban Forester
John Hinkle, Park Ops. Specialist
Mark Lindgren, Recorder

Visitors
John Hinkle

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Review of Minutes	X		
III. Visitor Propositions	X		
IV. Staff Reports- if questions	X		
V. City Council/ OSU Liaison Reports	X		
VI. Report on Subcommittees	X		
VII. Break into Subcommittees	X		
VIII. Adjournment	X		The next CBUF meeting will be at 8 a.m. April 12, 2012, at the Parks and Rec Conference Room.

CONTENT OF DISCUSSION

I. CALL TO ORDER: Chair Rehkugler called the meeting to order at 8:05 a.m.

II. REVIEW OF MINUTES. Parkerson moved and Livermore seconded to approve February 9, 2012 minutes as presented; motion passed.

III. VISITORS' PROPOSITIONS. None.

IV. STAFF REPORTS- IF QUESTIONS.
Forester Becky Merja reported that Friends of Trees (FOT) set up a satellite group for areas south of Portland, including Corvallis. She contacted the FOT intern, Aaron Lesan. The group wanted to know if CBUF is interested in partnering, and staff indicated that Corvallis was. Members asked Merja to set up a meeting with the Eugene FOT Director, Eric Burke, next month. This would be prior to the

Neighborhood Forestry Program planning effort; FOT could assist with how to set up volunteering and other issues.

Merja related that FOT spends a lot of time training volunteers to plant, prune, and maintain trees; this component fits well with the planned Neighborhood Forestry program. She related that the OSU Horticulture Club is volunteering with structural pruning of small street trees.

Dave Phillips related that the Corvallis Loop pipeline project has undergone changes in proposed locations over time. Currently an alignment generally through public right of way is proposed, with very little of it on Parks property. It would go through the edge of Orleans Natural Area, under the Willamette River, emerging at First Street and proceeding down Washington Avenue to OSU. Parkerson advocated that the project receive more attention, especially given the degree of disruption. Phillips said the gas line would serve a gas hub at OSU. He said Northwest Natural contends that the existing system does not have enough capacity; he noted that the Osborn Aquatic Center sometimes gets cuts in service due to lack of supply. He will report further as the project progresses.

Phillips related that he and consultant Conservation Techniques will be meeting with Benton County, the City of Philomath, the School District and other representatives to hear their concerns and questions regarding the possibility of setting up a Parks and Recreation District. PNARB will review the study and make a recommendation to the City Council.

V. CITY COUNCIL/OSU LIAISON REPORTS.

Liaison Hirsch related that John Sassaman will become the new Chief of Police in June; he has spent his entire career here and is well-respected and liked. He highlighted a current discussion on how to reduce use of plastic bags; one current idea is to charge for them, not ban them. Research is underway on how other countries are addressing the issue. He welcomed input on how to address the issue. He highlighted the “Bag It” video available.

VI. REPORT ON SUBCOMMITTEES

Becki Goslow distributed reports and photos of the Saturday, February 25 Central Park Plaza dedication ceremony. She related that it went smoothly. The donor of the trees attended. Passmore said pallets of former Plaza pavers are being sold at Habitat for Humanity. Goslow said Parks staff did a great job.

Goslow stated that the downtown cleanup project is scheduled for March 31; she distributed a description. She highlighted the upcoming Spring Garden Festival.

She said that CBUF will only be working in a supportive role in DCA’s upcoming downtown tree well project. Merja related she was asked by the DCA to break the Central Business District down into zones, to help delineate where different volunteer groups will work. She and other staff and Madison Avenue Task Force representatives will meet with the DCA to discuss the project on March 13. Goslow said it would be easy to assign groups to adopted blocks; it doesn’t have to be complicated. Merja said there will be opportunities for different size groups to clean up areas that are proportionate to their size. Merja said CBUF and Parks can help the DCA set up the program to help keep the city clean; we can learn from this project.

Rehkugler asked whether the subcommittees had decided on names; Goslow stated that it was now the Civic Beautification Committee. Rehkugler suggested the other subcommittee be named the Urban Forestry Committee. There was consensus on the names.

Passmore reported the Urban Forestry Committee changed the name of "Neighborhood Foresters" to "Tree Stewards". They will be the liaison between neighbors and the city for the project. Tom Cook will be a Tree Steward for his neighborhood; he related that Cook came forward with maps of his area. The group agreed to include intersections as well as streets. There was discussion on how to help Tree Stewards, such as with notifications, such as door hangers.

There was a discussion of possible tree species; five large trees were chosen. Hayes Avenue has power lines on one side, so there will be tall trees on the other side and short ones under the lines. They will try to develop a pattern of tree species that can be used in other neighborhoods as well. They are trying to give Merja flexibility on species to be able to take advantage of good opportunities on inexpensive available trees for sale. They are also trying to present property owners a choice of trees, as well.

Parkerson praised the draft letter of introduction and the helpful visual of the map. Passmore suggested photographing a street with trees and then photoshopping it into a street currently without many trees to help show residents visually what their street could look like; like a before and after. Parkerson stated it was a good idea; he said College Hill West and Franklin Square could be good visual tree examples.

Merja said Cook is hoping to complete his study of his area by April 15; the project will tackle the south side this year (from Kings Boulevard to 29th on Hayes Street) and the north side next year; it's a big job. In May, Cook will contact homeowners, in June plans will be finalized, trees will be ordered in July, any needed tree removals will be done in August, with an October tree planting party. The project should serve as a good template.

Parkerson and Rehkugler offered to walk the area with Cook, to get familiar with the project. Merja said the letter of introduction will help Cook in making contact with residents. Parkerson suggested contacting the affected Ward Councilor; that is Hirsch this year; Liaison Hirsch said it becomes Jeanne Raymond's ward in June, following re-districting. Merja highlighted a project meeting at 10:30 a.m. this Friday with Cook; a walkthrough can be scheduled then.

Rehkugler related there was a wonderful farewell ceremony at a recent City Council meeting to honor former CBUF member Helen Ellis. Hirsch related that in the past, former Mayor Tomlinson used CBUF as an example of how an advisory board or commission should operate, and Ellis was responsible for setting the bar that high; however, he didn't get the opportunity to say so at the ceremony.

Commissioners reported that former members Walt Schmidt and Merritt Jensen attended. Rehkugler said events like this will be used as an opportunity to invite previous CBUF members to participate and stay in touch; twenty invitations to these former members were sent out.

VII. BREAK INTO SUBCOMMITTEES.

VIII. ADJOURNMENT: The regular meeting adjourned at 9:15 A.M.

Draft
Subject to review &
CACOT approval

CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
February 8, 2012

Present
Stephan Friedt, Chair
Susan Hyne, Vice Chair
Robert Monasky
Evan Sorce
Brandon Trelstad
Robert E. Wilson
Mike Beilstein, Council Liaison

Absent
Ray Shimabuku
Kriste York

Staff
Tim Bates, Public Works
Brie Caffey, Public Works

Visitors
Bob Greenleaf
Annette Mills, Corvallis Sustainability Coalition

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of January 11, 2012 Minutes			Approved.
III. CACOT/Visitor Comments	X		
IV. Old Business			N/A
V. New Business			N/A
VI. Information Sharing	X		
VII. Commission Requests and Reports	X		
VIII. Pending Items			N/A
IX. Adjournment			Adjourned at 9:37 am

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:23 am by Chair Friedt. Introductions were made of Commission members, staff and visitors.

II. Approval of Minutes

Commissioners Trelstad and Monasky, respectively, moved and seconded to

approve the January 11, 2012 minutes. The motion passed unanimously.

III. CACOT/Visitor Comments

Annette Mills of the Corvallis Sustainability Coalition invited Commission members to attend the Annual Sustainability Fair & Town Hall 2012, scheduled for Thursday, March 1st, at 5:00 pm at the CH2M Hill Alumni Center. Ms. Mills noted that the event is scheduled on a Thursday this year so that participants could ride the bus to and from the event, which extends into Beaver Bus hours. She said the event is free, open to the public, and will include exhibits, music, and food.

IV. Old Business

None.

V. New Business

None.

VI. Information Sharing

Mr. Bates reviewed the Information Sharing Report. Comments in addition to the report included:

Commissioner Sorce said the CTS Fareless One-Year Anniversary Party at OSU will be from 12:00 pm to 4:00 pm, February 9th on the OSU Memorial Union quad. The Student Sustainability Initiative will host and fund the event.

Chair Friedt mentioned a situation where a group of 40 school kids were disruptive on a bus, primarily because they may not have had enough adult supervision. He suggested that staff or the Commission educate the public school system on its role in controlling students' behavior when taking student groups on a City bus. Vice Chair Hyne suggested that student groups also be encouraged to alter their trip time to select runs that are less busy. Commissioner Monasky said those issues aside, it is a good thing that school-aged kids are being encouraged to ride the bus; everyone agreed.

Mr. Bates shared the PowerPoint created for his and Lisa Namba's presentation at the Northwest Transportation Conference. It included information about CTS's history, funding, plans for the future, and other information.

VII. Commission Requests and Reports

Commissioner Sorce reported that he met with Joseph Dubie of the Community Affairs Task Force at OSU about issues some students are having with CTS bus service. Some complaints included overcrowding, inconvenient route times, inconsistent on-time performance, passengers passed by at bus stops on Witham Hill, and buses not running late enough on campus. Commissioner Sorce said the conversation led to the idea that since these issues are happening to students on routes that service OSU student housing areas, perhaps OSU should share in the cost of increasing CTS service. He reported that members of the Alternative Transportation Advisory Committee felt the issue should be brought to CACOT. Mr. Bates responded that all issues mentioned by Commissioner Sorce will be addressed by a subcommittee in advance of the CTS expansion scheduled for September. Mr. Bates said CTS currently encourages students on Witham Hill to

consider using the C1 to alleviate issues facing the Route 1. Chair Friedt said addressing these issues goes to funding availability. Commissioner Sorce suggested that perhaps OSU can be asked to share in the cost of extra runs or more service after 7:00 pm, to better serve the students. Chair Friedt said Commissioners interested in being on the subcommittee should email Mr. Bates.

VIII. Pending Items

None.

IX. Adjournment

Commissioners Trelstad and Sorce, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.

The meeting was adjourned at 9:37 am.

NEXT MEETING: March 14, 2012, 8:20 am, Madison Avenue Meeting Room

CORVALLIS-BENTON COUNTY PUBLIC LIBRARY BOARD MINUTES
February 1, 2012

Board Present	Staff Present
Jacque Schreck, Chair	Carolyn Rawles-Heiser, Library Director
Scott Elmshaeuser, Vice-Chair	Janelle Cook, Senior Administrative Specialist
Mike Beilstein	Andrew Cherbas, Extensions & Technology Manager
Megan Castellano	Mary Finnegan, Adult & Technical Services Manager
Judith Edelstein	Lori Johnston, Circulation Supervisor
Martha Fraundorf	Curtis Kiefer, Youth Services & Circulation Manager
Leanne Giordono	Carol Klamkin, Management Assistant
Corrine Gobeli	
David Low	
Steve Stephenson	
Excused:	**Visitors**:
Isabela Mackey and Linda Modrell	Annette Mills, Corvallis Sustainability Coalition

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action
Call to Order	7:30 pm	
Visitors' Propositions	x	
Minutes: January 4, 2012		Approved
Library Board Packet	x	
Director's Report	x	
Budget and Sunday Hours Discussion	x	
Division Manager Reports	x	
Board Reports • Friends of the Library Board • Foundation Board	 x x	
Information Sharing		None
Adjournment	8:24 pm	

CONTENT OF DISCUSSION

I. CALL TO ORDER

Chair Jacque Schreck called the meeting to order at 7:30 pm.

II. VISITORS' PROPOSITIONS

Annette Mills from the Corvallis Sustainability Coalition invited the Board members to the Sustainability Fair and Town Hall Meeting on March 1 at the CH2M Hill Alumni Center on the OSU campus. The Fair will feature exhibits by partner organizations and talented musicians from local high schools as well as local organic food. The interactive Town Hall includes a series of fast-paced presentations followed by group discussions. The event is free and open to the public, but pre-registration is required.

III. APPROVAL OF MINUTES

Motion: David Low moved approval of the January 4, 2012 minutes as submitted. The motion was seconded by Steve Stephenson and passed.

IV. LIBRARY BOARD PACKET QUESTIONS AND COMMENTS

Martha Fraundorf asked for more details on the water damage sustained at the Library during the January storm. Mary Finnegan said about 100 books were lost. The City is keeping track of all flood damage expenses. It is believed that wind caused water to get in under the roof shingles, which consequently produced leaks on the second floor of the Library. Mary said tarps were brought out to protect the rest of the collection. Corrine Gobeli inquired about filtering capabilities in the Library2Go software. She is receiving both Adult and Young Adult titles in her keyword searches. Leanne Giordono echoed the search mechanism is not very user-friendly, but understands it is not software the Library has control over. Mary replied she will have to look into this further.

V. DIRECTOR'S REPORT

Carolyn Rawles-Heiser elaborated on a proposed policy change for the preparation and dissemination of minutes related to all City Board and Commission meetings. The City Council would like to receive all draft minutes within 14 to 21 days of each meeting and unless there are significant changes once the advisory board approves the minutes, it will not be necessary to forward the official minutes to Council. In addition, an email notification will alert members that the meeting materials are available to download via the City's web site. Mike Beilstein opined this would be a welcome change since it is disconcerting as a Council member to be reviewing minutes that are sometimes several months old. Carolyn said this will aid with transparency in government too because the information will be more widely available to the public.

City Hall staff would like to establish a volunteer greeter program and the Library's Volunteer Coordinator, Cathi Roberts, has offered assistance in setting this up. After the seismic upgrade to City Hall, the remodel of the lobby area was not very welcoming to the public and thus, City Manager Jim Patterson requested that the situation be remedied. The volunteer greeter program is part of the solution.

Carolyn regretfully conveyed the news that Community Library Specialist Mary Rounds has been diagnosed with terminal cancer. Mary is a pillar of the Alsea community and has been a Library staff member for nearly 30 years. She has chosen to continue working for as long as possible and is currently training new staff members at the Alsea Library.

Interviews for the Access Services Manager position were conducted on Monday and staff is moving forward with that recruitment. It is important to fill this position because the Cataloging Librarian position in Technical Services was eliminated and staff need a professional resource with a strong cataloging background in that department.

VI. BUDGET AND SUNDAY HOURS DISCUSSION

Budget: Segueing into the budget discussion, Carolyn noted she is very concerned about the budget for next year and will be holding open all other vacancies at this point because the budget forecast is too uncertain. The City department directors recently all met together on two separate occasions to hash out their respective budgets. Each person took turns asking hard questions of each department. Carolyn was

specifically questioned about the materials budget and she was grateful for the opportunity to explain that offering books and other materials is the core “business” of the Library. For the next two Saturday mornings, there will be City Council work sessions that are open to the public. Each City department will present their current economic situation and are required to submit a one-page summary outlining departmental priorities and challenges. The proposed budget will be submitted to the Budget Commission in April.

Sunday Hours: At the last Council meeting, Councilor Mark O’Brien along with Councilor Jeanne Raymond commended the Library Board for considering the possibility of reopening on Sundays within existing resources. However, Carolyn recommended the Sunday hours discussion be tabled for now until more detailed information on next year’s budget is known. If the Library is forced to cut positions, Carolyn stated there would be little or no possibility of reopening on Sundays. The Board concurred with this recommendation.

VII. DIVISION MANAGER REPORTS

Administration: Carol Klamkin shared that Senior Administrative Specialist Janelle Cook participated in the Technical Services job shadow opportunity and also is now working one shift per week in Circulation to broaden her Library knowledge base. Staff is working on the City network file structure reorganization project.

Adult & Technical Services: Mary Finnegan reported the first round of staff job shadows in Technical Services was completed. She said it was interesting and educational for all ten participants. She is hoping to offer the Library Specialist III job shadow in mid-February. Adult Services extended a job offer to Charles Dunham from the Tigard Public Library to replace Reference Librarian Christopher Rumbaugh who recently resigned. Charles has previously been a substitute Librarian and will begin his new position in March. AARP tax aides are on hand once again at the Library to help with tax filing. A dedicated computer and printer has been set up on the second floor to assist patrons with their tax preparations.

Extensions & Technology: Andrew Cherbas announced that Alison Gavin and Nancy Cooke have been selected as the new Community Library Specialists for Monroe and Alsea, respectively. Two out of the three branch libraries avoided damage from the recent flooding although the water was within fifteen feet of the patio at the Philomath Library. Luckily though, it quickly receded. However, in Alsea, there was water damage due to the bad installation of telephone and internet conduit. The conduit was installed at an inappropriate level near a drainage ditch and left uncovered. This caused water to be siphoned into the building through the conduit and subsequently ruined the meeting room floor. Until the tiles are ripped up, the extent of the damage is not known. Alsea Community Effort (the Alsea Library building owner) is working with Pioneer Telephone, who was responsible for the conduit installation, to recover the damage costs. David inquired about the status of the old Bookmobile and Andrew replied no news has been received.

Circulation: Lori Johnston elaborated on the Library Specialist II cross-training opportunity that Circulation is offering to three Shelvers and Janelle to cover the current vacancies in that department. Martha inquired if this shift was in addition to the staff’s regular schedule and Lori said no, substitutes are covering for the Shelvers.

Youth Services: Curtis Kiefer shared that Early Literacy Coordinator Peik-Kuan Lim was awarded the 2012 Networking Award presented by the Oregon Association for the Education of Young Children. An exciting “Children’s Mysteries” event is scheduled for this Friday. Reference Librarian Dana Campbell is on medical leave and will return in March.

VIII. BOARD REPORTS

Friends of the Library: Corrine reported that Foundation Board President Rosie Toy joined the most recent Friends Board meeting and a discussion ensued about the Friends participation in the Foundation’s Complete the Block capital campaign. The discussion was tabled since not everyone was present. The Big Book Sale will be held the last weekend of February. Colorful flyers were distributed. Volunteers are still needed for the sale. ROTC from Oregon State University will again be assisting with set-up and a non-profit group from McMinnville will haul away everything that is not sold. The 2012 Friends’ Needs List was recently reviewed and approved except for one item (a $5000 rebranding project) pending the sales results from the Big Book Sale. Annual ongoing requests totaled over $46,000 and special, one-time requests totaled about $34,000 for an approximate grand total of $80,000.

Foundation Board: Megan Castellano informed the group that the Foundation Board approved a motion to match all Complete the Block donations and will retroactively notify all who have donated thus far about this new development. Steve said the match will help jump start the public phase of the campaign. Promotional advertising in the Book Bin window goes up next week and an informational table will also be set up at the Friends' Big Book Sale. Carolyn commented this is the most important thing the Foundation has ever done for the Library and Jacque and Steve agreed. Corrine shared she and a group of fellow OSU Thrift Shop volunteers decided to donate funds to the Foundation campaign in honor of their shift captain's 80th birthday. Jacque added that the Foundation Board has traditionally met on the months with a fifth Monday which equates to about four meetings per year. However, the Board has decided this frequency is not enough for the amount of work that needs to be done and so they plan to change their regular meeting schedule to every other month. The next meeting is scheduled for Tuesday, February 28.

IX. INFORMATION SHARING

None.

X. ADJOURNMENT

The meeting was adjourned at 8:24 pm.

NEXT MEETING: March 7, 2012 at 7:30 pm

Corvallis-Benton County Public Library Board
February 2012

Front Row, Left to Right: Megan Castellano, Chair Jacque Schreck, Corrine Gobeli, Leanne Giordono

Back Row, Left to Right: Steve Stephenson, Vice-Chair Scott Elmshaeuser, David Low, Martha Fraundorf, City Council Liaison Mike Beilstein, Judith Edelstein

Not Present: Isabela Mackey and Benton County Commissioner Linda Modrell

Community Development
Planning Division
501 SW Madison Avenue
Corvallis, OR 97333

Approved as submitted, March 14, 2012

CITY OF CORVALLIS
DOWNTOWN COMMISSION MINUTES
Downtown Fire Station Meeting Room
February 8, 2012

Attendance
Kirk Bailey, Chair
Heidi Henry, Vice Chair
Kavinda Arthenayake
BA Beierle
Steve Hutchison
Dee Mooney
Steve Uerlings
Liz White

Absent
Steven Weiler

Staff
Ken Gibb, Community Development Director
Sarah Johnson, Associate Planner
Terry Nix, Recorder

Visitors
David Gilbert

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	
II.	Approval of January 11, 2012, Meeting Minutes	Approved as presented.
III.	Public Comment	Information only.
IV.	Visit Corvallis – Presentation by David Gilbert, Executive Director	Information only.
V.	Updates	Information only.
VI.	Other Business	Information only.
VII.	Adjournment - 6:48 p.m.	The next regular meeting will be held March 14, 2012, 5:30 p.m., Madison Avenue Meeting Room

CONTENT OF DISCUSSION

I. CALL TO ORDER

Chair Kirk Bailey called the regular meeting of the Corvallis Downtown Commission to order at 5:30 p.m.

II. APPROVAL OF MEETING MINUTES

January 11, 2012

MOTION: Commissioner Henry moved to approve the January 11 minutes as presented. Commissioner Hutchison seconded the motion and it **passed** unanimously.

III. PUBLIC COMMENT: There was no public comment.

IV. VISIT CORVALLIS – PRESENTATION BY DAVID GILBERT, EXECUTIVE DIRECTOR

David Gilbert said that he has been with Visit Corvallis since last March and it has been a very positive experience. He reviewed measures taken by the organization to reduce overhead costs. A long-time volunteer in their offices who is very capable in social media accepted a position with the organization, and performance is now off the charts in that regard (Facebook, Twitter) at a reduced cost to the organization. The organization continues to work hard on efficiencies.

Mr. Gilbert said that Visit Corvallis serves as the welcome mat for the City. Four long-time volunteers greet visitors, answer questions, and direct people to materials. The organization works with the OSU Conference Center to facilitate accommodations, help with catering, and distribute information about the City to conference attendees. The national recognition of Corvallis as a sports destination is very exciting and a major part of Visit Corvallis' marketing. OSU has done a wonderful job of promoting Corvallis as a volleyball center and volleyball events are expected to bring 3,000 people next week and 5,000 people in May. Visit Corvallis is working with volunteers to host the first annual bike ride to benefit Samaritan Health Care and the Corvallis Clinic; the goal is to build a signature event that will carry forward for years to come. Funding from Travel Oregon allows the organization to work with its counterparts on a regional basis on events of a regional nature.

In response to a request from Commissioner Beierle, Mr. Gilbert talked about the relationship between Visit Corvallis and the local festivals. The organization provides support through marketing and materials. The organization has also worked with Ms. Beierle and others who are interested in the City's historic resources.

In discussion, Mr. Gilbert provided the following additional information:

- About 60 percent of the people who come to the visitor center are considering relocation to the area. Other visitors include parents of OSU students and conference attendees. The organization looks for ways to encourage conference attendees and others who travel with them to stay an extra night before or after the conference. Visit Corvallis is always looking at ways to integrate downtown businesses, directing visitors to restaurants or activities they might be interested in.
- An additional convention hotel would clearly be an asset. The hotel that is likely to be built downtown does not plan to have a lot of meeting space but it does plan to do some activities with the museum that is planned for that area.
- A downtown museum would be a good potential draw and another reason for visitors to stay an extra day. Having that presence within easy walking distance of eating and drinking establishments would be a good thing.
- He has been working with Mr. Arthenayake and his staff at OSU Conference Services on the idea of a map of the downtown and/or an effective mini-guide for conference attendees. Mr. Arthenayake added that he is leading an effort on campus to create a new on-line calendar, at least part of which may be a community calendar as well.
- In his time with Visit Corvallis, he has not seen any requests for relocation information from businesses.
- He is proud to be involved with a coalition that is working to develop a web and mobile application which will have a link to business development opportunities.

Chair Bailey asked if there are things that the Downtown Commission can do to help Visit Corvallis with its marketing efforts. Mr. Gilbert said the thing that comes to mind is feedback and input. The organization needs to know what is going on in the community. It is amazing the things that people are passionate about, from bicycling to wine tasting to model airplanes. He encouraged anyone with information about community events to submit an e-mail on the organization's website. Brief discussion followed.

V. UPDATES

Staff

Planner Johnson said she is working with the Downtown Corvallis Association (DCA) on the Economic Improvement District (EID) effort. An informational letter, brochure, and invitation to a February 22 public meeting was sent to property owners. It is important that interested parties attend this public information meeting. Following that meeting, staff will draft boundaries, generate a list of eligible properties, and begin calculations to give the DCA Board an idea of what revenues could be expected. The City Council is expected to hear a formal request at its March meeting and will likely send the request to the Administrative Services Committee for review and recommendation.

Director Gibb gave an update on the downtown hotel project. Staff has been working through some issues with the developer and is optimistic about the project moving

forward. He anticipates that the group involved in that project will be coming to the Downtown Commission in the near future.

Director Gibb said the Economic Development Commission is making a recommendation to the City Council regarding City staffing for economic development. He expects this to be considered in the upcoming budget cycle. Brief discussion followed.

Alley Improvements Committee

Commissioner Henry drew attention to the Alley Concept Design Summary, distributed in packets. The Committee continues to look for a 501(c)3 that is willing to act as a filter for grant funding for an alley study. Planner Johnson added that staff is in the process of contacting other staff which have a stake in alley improvements, i.e., the Fire Department, Police Department, and the Bicycle and Pedestrian Advisory Commission. Brief discussion followed.

Parking Committee Liaison

Commissioner White said the Parking Committee has not met since last month. Planner Johnson said that she has spoken with Public Works staff regarding the Downtown Commission's request that the Parking Committee begin working on a parking utilization study. The intent is to gather information about the last effort and then convene the Parking Committee to begin work on that effort.

VII. OTHER BUSINESS

Chair Bailey said he enjoyed the presentation tonight and he would like to have visits from groups with downtown interests on a fairly regular basis. Director Gibb suggested that it might be of interest to have a discussion with Parks and Recreation Department staff, and there was general agreement. Brief discussion followed.

VIII. ADJOURNMENT

The meeting was adjourned at 6:48 p.m.

The next meeting of the Downtown Commission will be held on March 14, 2012, 5:30 p.m., at the Madison Avenue Meeting Room.

DOWNTOWN PARKING COMMITTEE
MINUTES
July 5, 2011
DRAFT

Present
Brad Upton
Liz White
Kathy Corjasso
Roen Hogg, Council Liaison

Absent

Staff
Lisa Namba, Public Works

Visitors
Eric Adams – Planex Consulting
Lyle Hutchens – Devco Engineering

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/ Introductions	X		
II. Review of April 5, 2011 Minutes			Approved
III. Visitor Comments			n/a
IV. Old Business • None			n/a
V. New Business • Chair and Vice Chair Elections • Proposed Hotel Development, 1st & Adams		X	Elected Brad Upton Chair and Liz White Vice Chair
VI. Information Sharing	X		
VII. Committee Requests and Reports			n/a
VIII. Pending Items			n/a

CONTENT OF DISCUSSION

I. Call Meeting to Order/ Introductions
Chair Upton called the meeting to order and those present introduced themselves.

II. Review of April 5, 2011 Minutes
Committee Member White moved to approve the April 5 minutes and Committee Member Corjasso seconded the motion. Chair Upton noted two changes in the New Business item on the ODOT right-turn lane: 1) The ODOT project is called the South Bypass project; and 2) the last

paragraph of this item should read, "… ODOT's proposed solution (Option 2) appears to be the best one." **The minutes were unanimously approved as corrected.**

III. Visitor Comments

None.

IV. Old Business

None.

V. New Business

Chair and Vice Chair Elections

Committee Member White nominated Brad Upton as Chair. Committee Member Corjasso seconded the motion, which passed unanimously. Committee Member Corjasso nominated Committee Member White as Vice Chair. Chair Upton seconded the motion which passed unanimously.

Proposed Hotel Development, 1st & Adams

Eric Adams with Planex Consulting and Lyle Hutchens with Devco Engineering presented a preliminary plan for a 125 room hotel project on 1st Street between Adams and Washington Avenues. They represent an applicant proposing to convert three on-street 10-hour metered parking spaces on SW Adams Avenue to a dedicated drop-off area for the hotel. Mr. Adams said that ground level and underground parking on the site will comply with the minimum requirements of the Land Development Code (LDC). Review of the most recent parking study suggests that there is a sufficient amount of public parking downtown. Mr. Adams acknowledged that the report is dated, but is the only available source at this time. In recognition that there will be a loss of on-street public parking with the proposal, the applicant is proposing to make a contribution to the City's fee-in-lieu-of parking program. Mr. Adams and Mr. Hutchens are seeking an endorsement from the DPC before moving forward with their application.

Committee Member White asked how many parking spaces are proposed on the site. Mr. Adams said there are reduced parking standards in the Riverfront Zone (RFZ) and that the approximately 100 spaces being proposed meet the standard. Chair Upton asked if the hotel would restrict its employees from parking on the site. Mr. Adams said the Land Development Code doesn't address this, but the land use process and/or the hotel owner could impose such a restriction. Chair Upton asked if the on-site parking would compensate for the loss of three on-street spaces. Mr. Adams responded affirmatively, though he noted that the LDC parking requirements in the RFZ assume that on-street parking in the area allow the reduced required parking on-site. Committee Member White asked staff if there is a precedent for dedicating on-street parking to a private use and Ms. Namba responded that there isn't. She said spaces signed for taxi stands are the closest she could think of in terms of dedicated public parking spaces.

Discussion continued about the 10-hour metered spaces on Adams Avenue available for employee and long-term parking. Committee Member White mentioned she did an informal survey three times and the spaces on that block were generally full. Chair Upton noted that the payment-in-lieu-of-parking program was designed to generate money to allow the City to purchase parking lots or build parking structures, but there is currently no formal plan for the use of the money. Committee Member Corjasso said the program is intended more for projects that don't plan to meet their required parking. Mr. Adams reiterated that the hotel plan includes three more spots than the required minimum. He also said the existing curb bulb-out was constructed as part of the Riverfront Commemorative Park Plan and there are no plans to modify it.

In response to a question, Mr. Adams said there is no immediate plan to provide a weather canopy over all or a portion of the drop off area, but eventually a cantilever is planned over at least half of the width of the parking spaces. In response to a question from Councilor Hogg regarding next steps, Mr. Adams said they plan to submit a land use application by the end of this month for a Willamette River Greenway conditional development. The team will coordinate with the Public Works, Community Development, Fire and Parks Departments to ensure all applicable standards are met, and may do some public outreach as well. Chair Upton received confirmation from Mr. Adams that bike parking would be covered, illuminated and convenient to lobby access points.

Committee Member White stated she sees the project as beneficial but is concerned about giving up the three public spaces. She noted that in the past the Committee has said no to a similar request from a business seeking approval to dedicate on-street parking spaces for their use. Chair Upton agreed that this is a great project with benefits for the City, but he can't support removing three on-street parking spaces without replacing them with three public 10-hour metered spaces within the same block. He suggested the possibility of having the applicant restore two diagonal parking spaces to the west where a driveway cut exists. Mr. Adams asked the Committee about the possibility of converting the existing 24-minute space at the northeast corner of the block to a 10-hour meter. Ms. Namba mentioned surveying businesses in the immediate vicinity regarding this kind of change. Mr. Hutchens said they would revise the project application to reflect no net reduction of 10-hour metered parking spaces on Adams Avenue between 1st and 2nd Streets.

Chair Upton suggested that after the survey is complete the Committee meet again to discuss the responses and see if the project applicants would like to present any further parking options.

VI. Information Sharing

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

VII. Committee Requests and Reports

None.

VIII. Pending Items

None.

The meeting was adjourned at 6:26 p.m.

Community Development
Administration Division
501 SW Madison Avenue
Corvallis, OR 97333

CITY OF CORVALLIS
ECONOMIC DEVELOPMENT COMMISSION
FEBRUARY 13, 2012

Present
Elizabeth French, Chair
Skip Rung, Vice-Chair
Pat Lampton
Rick Spinrad
Jay Dixon
Sam Angelos
Dan Brown, Council Liaison

Staff
Ken Gibb, Community Development Director
Claire Pate, Recorder

Visitor
Jim Patterson, City Manager
Bill Ford, BEC

Excused Absence
Nick Fowler
Larry Mullins
Ann Malosh

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	
II.	Approval of Meeting Minutes: January 9, 2012 February 2, 2012	 Approved. Approved.
III.	Visitor Comments	None
IV.	Staff Update	Information Only
V.	Economic Development Staffing and Budgetary Requirements	Recommend approval with one amendment to cover memo.
VI.	Other Business	None
VII.	Adjournment	The meeting adjourned at 4pm

CONTENT OF DISCUSSION

I. CALL TO ORDER

Ms. French called the meeting to order at 3 p.m.

II. APPROVAL OF MEETING MINUTES

January 9, 2012 and February 2, 2012: The minutes were approved by unanimous vote. Chair French suggested that a notation be made on the January 9, 2012, minutes that the next meeting was changed from January 30, 2012, to February 2, 2012.

III. VISITOR COMMENTS - NONE

IV. STAFF UPDATE

Update from Ken Gibb, Community Development Director:

Director Gibb addressed potential topics for upcoming meetings. Cascade West Council of Governments (COG) staff will be scheduled for either the March or April meeting to talk about the regional efforts around industrial site readiness/wetlands mitigation. A report on the Community Development department metrics such as turnaround time for permits will be brought to a future meeting. This will include information on SDC charges, utility rates, etc., for comparator cities. Additionally, the recommendations of the Blue Ribbon panel relating to improvements needed as part of the development review process should be ready to be brought to EDC in April. In response to a question, Mr. Gibb and Commissioner Dixon explained that the changes to the Benton County zoning regulations related to the Corvallis Municipal Airport Industrial Park site were scheduled for Benton County Commission's review in the near future.

Update from Bill Ford, Business Enterprise Center:

Bill Ford thanked staff for extending his contract through the end of the fiscal year so he can continue providing Enterprise Zone management and marketing of the Corvallis Municipal Airport Industrial Park (CMAIP) along with his general economic development efforts. He responded to some requests for additional information related to activities listed in his report. Though one of the activities related to drainage issues during the recent flooding activity, he assured the commission that drainage was not an ongoing issue that would hamper efforts to market the Industrial Park.

Mr. Ford said that, from his perspective, there was a need to have ongoing economic development efforts coordinated during the process of getting the proposed staff positions filled. There are efforts underway such as with WAC, WIN and WIF that need continuing work. His contract ends June 30, 2012, and he would like to see funding for additional efforts after that time to facilitate the dialogue and handoff of responsibilities. Commissioners suggested that he make a specific proposal, especially as it relates to how all three of those efforts and organizations might be synchronized and coordinated in a different way.

V. ECONOMIC DEVELOPMENT STAFFING AND BUDGETARY REQUIREMENTS

Commissioner Rung reviewed the work of the task force in finalizing the "Economic Development Staffing and Budgetary Requirements" document contained in the packet. Director Gibb also wrote a two-page cover memorandum to accompany the document, which summarized the history of funding for economic development efforts and recommended that $80,000 of the current fiscal year's funding be carried forward as part of the funding package.

The requested action is for the Commission to review the information then make a recommendation to the City Manager for consideration as part of his total City budget recommendation to the Budget Commission. Commissioner Rung pointed out that the major change in the document was to include a matrix which fleshed out roles and responsibilities for the two recommended positions, linking them to specific tasks in the approved strategy. The proposed total funding package for the first fiscal year is $300,000, with a potential of $100,000 coming from the County and $80,000 in unexpended economic development fund monies carried over from the current year.

At the invitation of Chair French, City Manager Patterson addressed the Commission. He thanked them for their work, and shared his excitement about the possibilities in front of Corvallis as they work towards making significant progress in the area of economic development. Often, results are not seen right away and he thanked Bill Ford for his work through the years. He will be meeting with the new Benton County chief operating officer when he comes on board in two weeks to work on a cooperative financial commitment to the efforts. His goal would be to start up the program at the first of the fiscal year and try to get staff hired shortly thereafter.

Other comments and thoughts related to both the adopted Economic Development Strategy and the staffing and budgetary requirements document were as follows:

Big Idea #2 which relates to leveraging the OSU-Corvallis relationship/MOU to provide advantages to Corvallis-based startups will likely have some costs associated with it, so the statement in the cover memorandum might be misleading.

In response to a question, City Manager Patterson said that one of the overarching themes in putting the budget together is economic vitality, and there have been ongoing discussions since his arrival about OSU's value to the city with all of the resources it provides in that area. He would like to create an environment in which enterprising graduates of OSU would consider Corvallis as a first choice for starting and locating a business. The university and the City will have to work hard on the economic vitality issue, even though there are other issues such as parking, housing and community livability that will also be a part of their dialogue. They will need to stay focused in order to meet the loftier goals and objectives of economic development.

In response to another question, City Manager Patterson said that once he has the formal EDC recommendation he would like to reach out to some other professionals that he knows in the field to assist with crafting the position descriptions. He would be open to having a subcommittee to assist with this process with representation from the EDC. Though he would like to get the job done sooner, staff is sensitive about getting too far out in advance of elected officials' actions on the budget. If he could have his way, he would like to have the positions filled by August or September

If it could be done sooner than that, it would be great because we do not want to lose momentum.

The Strategy is the roadmap. Now we need to find the right person with the right qualities. At a minimum, those commissioners who might wish to have a say in the process could assist with interviewing the finalists. City Manager Patterson would certainly enlist the commissioners' help with the process where possible, though it was agreed that is was equally important to be expeditious.

A reality is that in recruiting an Economic Development manager, potential candidates will be looking at the City's historic commitment to Economic Development efforts. It is a hurdle that we will have to get over, but with the caliber of and representation on the current commission that should not be a problem.

The point was again made that the language in Big Idea #2 should be changed to reflect a commitment to this effort. The expenditure might not need to be great, but it would be important for the City to indicate that they will match OSU investment in workshops or other efforts towards accomplishing this goal.

MOTION: Commissioner Lampton **moved** to approve the Economic Development Staff and Budget Recommendation with the language in Big Idea #2 changed to reflect some financial commitment to the effort. Commissioner Spinrad seconded the motion which **passed** unanimously.

Councilor Brown explained that the Budget Commission is comprised of all of the City Councilors plus nine community members. The budget materials will go to the Budget Commission which will make its recommendation to the City Council for final approval. He thanked the commissioners for their work, especially those on the task force who delivered a high quality work product both on time and within budget. Though everyone has been a part of the effort, he commended Skip Rung for his work and commitment to getting the task accomplished.

VI. OTHER BUSINESS

VII. ADJOURNMENT:

The meeting was adjourned at 4 p.m. The next meeting is scheduled for March 12, 2012, at 3 p.m., Madison Avenue Meeting room.

Community Development
Planning Division
501 SW Madison Avenue
Corvallis, OR 97333

Approved as corrected, March 13, 2012

CITY OF CORVALLIS
HISTORIC RESOURCES COMMISSION MINUTES
FEBRUARY 14, 2012

Present
Deb Kadas, Chair
Richard Bryant
Roger Lizut
Aaron Collett
Geoffrey Wathen
Lori Stephens
Robert "Jim" Morris
Jim Ridlington, Planning Comm. Liaison

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

Guests

Absent/Excused
Kevin Perkins
Stanley Nudelman
Roen Hogg, Council Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Held for Further Review	Recommendations
I.	Visitor Propositions		None.
II	Public Hearings a. Piercey Neurology Center (HPP11-00034)		a. Application passed as conditioned.
III.	Minutes Review- January 10, 2012		Jan. 10, 2012 minutes approved as corrected.
IV.	Historic Preservation Month Activities		Planning discussion.
V.	Other Business/Info Sharing		Historic Illinois' downloadable historic house models highlighted.
VI.	Adjournment		Meeting adjourned at 7:59 p.m.

CONTENT OF DISCUSSION

Chair Deb Kadas called the Corvallis Historic Resources Commission to order at 7:03 p.m. in the Corvallis Downtown Fire Station Meeting Room, 400 NW Harrison Blvd.

I. VISITOR PROPOSITIONS: None.

II. PUBLIC HEARINGS –A. PIERCEY NEUROLOGY CENTER (HPP11-00034)

A. Opening and Procedures:

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

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

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

The Chair opened the public hearing.

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

1. Conflicts of Interest. Commissioner Stephens stated that she represented the client and so removed herself from the seated commission.
2. Ex Parte Contacts. None declared.
3. Site Visits- Commissioners Wathen, Collett, and Morris declared site visits.
4. Objections on Jurisdictional Grounds. None declared.

C. Staff Overview:

Planner Bob Richardson stated that the site is located at the northwest corner of the intersection of SW 3rd Street and SW 'B' Avenue. It is a non-historic, non-contributing structure built in 1967 in the Avery-Helm National Register Historic District.

The applicant is proposing to replace the westernmost window on the south façade with an entry door. The new entry door will be similar in style and materials as the existing entry on the south façade.

D. Legal Declaration:

City Deputy Attorney David Coulombe stated that the Commission would consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in

the staff report or other criteria that they feel are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the decision-makers an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue.

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

E. Applicant's Presentation:

Lori Stephens, representing the client for Piercey Neurology, stated that it is a non-historic, non-contributing structure. There is a reception area at the front of the building where the current ADA access is located, but it is up a ramp. They would like to add another entrance and separate reception to the rear, where ADA parking is located. This would avoid the need for a ramp and make ADA travel through the building much more convenient and straightforward. The door would match the existing door.

Commissioner Kadas asked if there would be any change of the parking lot; Ms. Stephens replied that there would not be.

F. Complete Staff Report:

Planner Bob Richardson said that Condition #2 reflects the requirement to obtain a building permit for the work; with that Condition, the proposal is consistent with criterion 2.90.06.a, which requires that applications be consistent with codes and standards, including the Building Code. He cited criteria in 2.9.100.04.b, noting the building is a non-historic, non-contributing structure, a contemporary office-style building built in 1967 within the historic district.

The proposed alteration is to replace an existing window with a new door. The new door would be very similar to an existing door, therefore the alteration is considered to be compatible with the design or style of the resource. While the alteration doesn't necessarily move the building closer to its original form, the alteration itself is considered historically compatible.

Regarding the compatibility criteria in 2.9.100.04.b.3, the most relevant are Architectural Details, Facades, and Pattern of Windows and Doors; the proposed door would be very similar to the existing door in terms of its size, materials and trim, so it is historically compatible with the Architectural Details and Facades criteria. It maintains the existing pattern of window and door openings and so is consistent with the Pattern of Windows and Doors criterion.

He stated that staff found the application was historically compatible based on consideration of applicable review criteria and suggested two conditions of approval.

G. Public Testimony in favor of the application: None.

H. Public Testimony in opposition of the application: None.

I. Neutral testimony: None.

J. Additional Questions for Staff: None.

K. Rebuttal by Applicant: None.

L. Sur-rebuttal: None.

M. Additional time for applicant to submit final argument:

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

N. Close the public hearing:

MOTION: Commissioner Wathen moved to close the public hearing; Commissioner Morris seconded the motion and it passed unanimously.

O. Discussion and Action by the Commission:

MOTION: Commissioner Lizut moved to approve the application as presented and conditioned in the staff report; Commissioner Morris seconded.

Commissioner Collett highlighted criterion 2.9.100.04.b.2.b, which talks about a resource being compatible with the historic district. He stated that the building is outside the period of significance, and isn't considered historic or contributing, so the change from a window to a door is compatible with the district and matches use of that and other buildings in the area. He said the proposed change was within the criteria.

Commissioner Wathen said that even though the alteration does not move the building closer to its original design, Chapter 2.9.100.04 provides for additional adapted use of the property, and the proposal furthers continues use of the property. He highlighted the proposed materials and design similarities. Commissioner Kadas read that the relevant code, "Some exterior alterations or new construction involving a designated historic resource may be needed in order to ensure its continued use. Rehabilitation includes the opportunity to make possible an efficient contemporary use through such alterations and additions,..".

Motion passed unanimously.

P. Appeal Period:

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

Richardson introduced Planning Intern Robert Stephenson, who performed much of the staff analysis of the application. Commissioner Stephens returned to the commission.

Commissioner Morris commented that it seemed that visibility was the only criterion that prevented the application from being a Director-Level decision; Planner Richardson clarified that for Director-level decisions for doors and windows, the replaced door or window must be an almost-exact match in size, materials, etc. Commissioner Morris said he felt this case should have been a Director-level decision. Planner Richardson noted that the way the code is structured, proposals are either exempt (there is a list of exempt activities), or staff must be able to match it up exactly with Director-level activities; otherwise, it must come before the Commission.

Commissioner Morris noted that demolition is an exempt activity for a non-historic, non-contributing structure; the applicants could have torn it down without coming before the HRC. Planner Richardson said there are areas in the code that could be strengthened or changed, but this is an area that was reviewed fairly recently.

City Attorney David Coulombe added that the commission could look at increasing the list of exemptions to include non-historic, non-contributing structures in terms of what level of alterations would be exempt. He cautioned that the devil may be in the details, in terms of what level of alteration would be acceptable. Commissioner Kadas said she would add the issue to her running list of possible changes to the code.

Commissioner Collett added that the code must cover the whole range of reasonable to unreasonable; it is probably difficult to draw the line. While one application may have a proposed change that is compatible with itself, another proposal could be completely out of line with the district, so this is why it is difficult to address. Commissioner Kadas replied that the commission has already gone through the process of adding exemptions for benches and lights. Attorney Coulombe noted that Director-Level decisions are supposed to be very black letter, though it may possible to craft language regarding size or number of windows to be affected, for example.

III. MINUTES REVIEW –JANUARY 10, 2012.

Commissioner Wathen stated that on page 12, second paragraph in Section O, the first sentence should read, "..he praised their *not* doing so". On page 21, under the second paragraph under Motion, the fourth sentence should read, "..cited the in-kind *repair* or replacement..".

January 10, 2012-. Commissioner Wathen moved and Commissioner Stephens seconded to accept the minutes as corrected; motion passed unanimously.

IV. HISTORIC PRESERVATION MONTH ACTIVITIES:

Planner Richardson suggested that there were several activities that the HRC could be involved with. He sought volunteers to help set up on May 8 the Footwise window display and take it down on Monday, May 21.The display highlights the history of women's suffrage in Oregon. Chair Kadas volunteered to work on May 21; Commissioner Stephens volunteered for May 8.

Planner Richardson stated that May could be a good time for him to lead a CLG workshop aimed at contractors or owner/occupants; he sought commissioners to assist; Commissioners Wathen and Kadas tentatively offered to help, depending on the date. He felt that reaching owner/occupants was a higher priority of the two groups at this point. Commissioner Kadas suggested aiming the workshop at anyone impacted. Commissioner Wathen pointed out that contractors were often the people that have to follow through on projects, and suggested including them. Planner Richardson agreed, and suggested pointing out attending contractors at the workshop.

Planner Richardson highlighted the need to get several commissioners to review projects that have occurred to historic resources and determine which are deserving of an award. He said that in some previous years, postcards have been sent out to solicit nominations; it was a considerable expense for only a couple nominations. He suggested instead reviewing completed HRC applications from the last two years; recognizing people who have come through the process and have done top quality work.

Commissioner Kadas suggested putting a notice in the newsletter. She added that B.A. Beierle may have a couple ideas, perhaps for the Stewardship category. Planner Richardson said the important thing was establishing time deadlines, emphasizing the HRC would make the final decision.

Commissioner Kadas said the College Hill West Neighborhood Association has been reinvigorated; she suggested that the group's president may want to put out a notice about nominating a project. Planner Richardson agreed, and suggested contacting other neighborhood associations as well.

Liaison Jim Ridlington suggested giving positive feedback to Oregon State by recognizing a particularly well done project. Commissioner Kadas agreed, saying that Education Hall and the Hallie E. Ford Center may well be nominated. Commissioner Wathen related that McAlexander Hall looks great with its replaced windows. Commissioner Kadas highlighted the heavily used new student fields. She suggested the HRC make a local nomination for a State award; perhaps for Education Hall.

Commissioner Morris suggested consulting lists of past awards and nominations, and asked that staff email them to commissioners. Commissioner Wathen asked whether there was any way to determine whether a project had been completed; Planner Richardson replied that Building Permits may be checked, but there is sometimes not an easy way to find out.

Commissioners Stephens, Bryant and Lizut volunteered to review awards. Planner Richardson said the final list should be reviewed no later than the April HRC meeting. He said the awards would be held in the Benton Historical Society in Philomath, in connection with the women's suffrage exhibit and activities. Commissioner Kadas said the speaker is tentatively Tames Alan, with a presentation entitled "Soldiers in Petticoats".

Commissioner Kadas related that at the Bungalow Tour last year in Pasadena there were signs on the lawns of awarded houses. In Corvallis, much like the Civic Beautification Award signs, there could be signs with HRC logos on the lawns of HRC award recipients. She asked if there were CLG funds available and whether commissioners concurred. Commissioner Wathen offered to work on branding it; commissioners liked the sign idea.

V. OTHER BUSINESS/INFORMATION SHARING:

Commissioner Wathen highlighted the Historic Illinois website, which features downloadable paper historic houses at HO scale; Corvallis could emulate this. He will bring a model next meeting.

Liaison Ridlington highlighted a recent New York Times article on an effort to make much of southern Manhattan a historic district; some churches are opposing the effort, fearing possible extra costs. He said those kinds of concerns were typical.

VI. ADJOURNMENT: The meeting was adjourned at 7:59 p.m.

DRAFT

HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
MINUTES
February 15, 2012

Present
Judy Gibson, Chair
Ed Fortmiller, Vice Chair
Buzz Berra
Michael L'Heureux
Jennifer Jordan
David McCarthy
Gerry Perrone
Biff Traber, City Council Liaison

Absent
Roger Lizut, Planning Commission Liaison

Staff
Kent Weiss
Johnathan Balkema
Terri Heine

Visitors
Barbara Bessey, LBCC
Stephen Fuller, LBCC
Kari Whitacre, Community Outreach
Vikki Rullman, Community Outreach
Nancy Klahn, Parent Enhancement Program
Amy McCormick, Parent Enhancement Program
Michelle Maddux, Furniture Share
Cindy Bond, Old Mill Center
Sebastian de Assis, Grace Center for Adult Day Services
Judy Hecht, South Corvallis Food Bank
Sheila O'Keefe, South Corvallis Food Bank
Helen Higgins, Boys & Girls Club
Becca Meskimen, Boys & Girls Club
Gus Martinez, Boys & Girls Club
Aleita Hass-Holcomb, CHSC and CDDC
Gina Vee, Corvallis Homeless Shelter Coalition
Greg Smith, Corvallis Daytime Drop-in Center

SUMMARY OF DISCUSSION

Agenda Item	Action/Recommendation
I. Consideration & Approval: HCDC Draft Minutes of December 21, 2011	Approval
II. Status: Loan Funds and Recent Rehab Loans	Information Only
III. Allocation Process Overview	Information Only
IV. FY 12-13 Microbusiness and Human Services Fund Proposal Presentations	Discussion

DRAFT

CONTENT OF DISCUSSION

I. Consideration & Approval: HCDC Draft Minutes of December 21, 2011

Chair Gibson opened the meeting, asking for consideration of the HCDC minutes of December 21, 2011. The minutes were approved unanimously.

II. Status: Loan Funds and Recent Rehab Loans

Housing Division Manager Weiss reported that no new First Time Home Buyer (FTB) loans have closed since the last meeting of the HCDC, adding that one is in progress. Regarding rehabilitation loans, Weiss reported that no new loans have closed since the last meeting, adding that several are in the application/review process.

III. Allocation Process Overview

Weiss began an overview of the allocation process intended to provide Commissioners with helpful information as they prepared to hear presentations of proposals requesting FY 12-13 Community Development Block Grant (CDBG) funding. He noted that this evening's presentations would begin with a request from the Linn-Benton Community College (LBCC) Small Business Development Center (SBDC) to support their microbusiness development program, adding that microbusiness funding does not compete with Human Services funding. Weiss noted that ten of this year's Human Services Fund (HSF) proposals will also be presented this evening. The other two HSF proposals, both from agencies that are also requesting CDBG or HOME capital funding, will be presented tomorrow evening. LBCC will have fifteen minutes to present their microbusiness funding proposal. Agencies with HSF activities that are currently being funded will have ten minutes for their presentations. Commissioner Perrone noted that prior to each agency's presentation, he would announce that he would only be observing the presentations and would not be participating in the HSF allocation process as he is employed by Community Outreach, Inc., one of the agencies presenting proposals this evening.

Continuing, Weiss noted that four agencies will be presenting their requests tomorrow evening. Two of the agencies, the Center Against Rape and Domestic Violence (CARDV) and Willamette Neighborhood Housing Services (WNHS), will present Human Services Fund activity proposals as well as capital funding proposals. Home Life and Benton Habitat for Humanity will also be presenting capital proposals. Following the proposal presentations tomorrow evening, the process to develop a set of allocation recommendations for City Council consideration will begin.

Weiss noted that the City's total CDBG program funding amount, as announced by HUD in January, will be $460,528. Based on this allocation amount, up to $69,000 is allowed to be spent on Human Services programs under the regulatory 15% CDBG Public Services cap. The total amount of HSF assistance being requested by the agencies for FY 12-13 is $181,740. Ten of the eleven

agencies seeking HSF funding are current year recipients. Other CDBG requests include the microbusiness proposal and one capital request. Weiss noted that there will be enough CDBG funds available to fully fund the microbusiness and capital requests if the Commission recommends doing so. Regarding the HOME capital funding requests, the amount that is available to allocate is significantly less than the total of the requests. Two of the three HOME projects that will be presented tomorrow evening received allocations of City HOME funding during last year's allocation process, but have yet to get off the ground. Weiss noted that all three HOME capital projects have readiness to proceed issues that will be discussed in more detail following the presentations.

Concluding, Weiss noted that it is anticipated that CDBG and HOME funding for FY 13-14 will, at best, remain the same based on the federal budget proposed by President Obama. If the City will continue to see about $65,000 - $70,000 to allocate for Human Services funding, Weiss noted that it would be helpful for the Commission to discuss, prior to next year's allocation process for FY 13-14, how the focus for Human Services funding might be narrowed. He noted that the Commission may also want to consider changes/updates to the RFP and application packages and that the appropriate time for this discussion will be during the development of the new Consolidated Plan. On the capital side, the Commission may want to consider being more limiting in regard to the number of projects it recommends for funding. Weiss noted that, especially as HOME allocations fall, the amount of funds available for administration also falls. Capital projects require a large amount of staff time beginning with the review process when applications are received, and continues with the ongoing monitoring process for the projects that are funded and completed. New HOME regulations that will require more staff time to administer the program are also expected to kick in beginning with FY 13-14 funding.

IV. FY 12-13 Microbusiness and Human Services Fund Proposal Presentations

Beginning this evening's presentations, representatives from Linn-Benton Community College arrived and introduced themselves as Barbara Bessey, Director of the Small Business Development Center (SBDC), and Stephen Fuller, SBDC instructor. Ms. Bessey noted that they are requesting $25,000 to provide support for the Explore and Commit portion of their MicroEnterprise Program. She then provided handouts for Commissioners that detailed the LBCC Small Business Development Center's Linn-Benton MicroEnterprise Program and included information on the Business Life Cycle Service Model the program follows. She noted that a microbusiness is any business that costs less that $35,000 to start and employs one to three people. Microbusinesses are often service-oriented and generally intended to be a "life style" business that provides financial support for the family. Ms. Bessey noted that the MicroEnterprise Program is more important than ever because as the regional job market continues to be stagnant, more Corvallis residents are considering starting their own business as a means of survival for their families. First time entrepreneurs rarely have the knowledge, mindset and/or resources needed to launch a successful small business. As a result, nearly 70% of all first time start-up businesses fail or never reach a level of profitability that can sustain the owner.

Continuing, Ms. Bessey noted that several types of businesses have been launched through LBCC's MicroEnterprise Program. Mr. Fuller added that current students are hoping to start businesses in the areas of marketing art supplies, parent-teen counseling, massage, and forestry. Ms. Bessey noted that changes in the MicroEnterprise Program in the last year have included revising the curriculum to include new technologies and greater access to successful professional role models. The current program is made up of three components: 1) MicroBusiness Explore and Commit; 2) Lauch Your Business; and 3) one-on-one, confidential business counseling. Ms. Bessey noted that the Explore and Commit component consists of an 11-week (33 hours) business idea feasibility study with the goal to throughly explore the idea to be sure it is feasible from both personal and competitive standpoints. The Launch Your Business component consists of a 9-month (27 hours) business launch program with the goal being to finalize a viable business plan and take the steps necessary to launch and begin generating revenue. The counseling component continues as needed throughout the life span of the business at no cost to the client.

Commissioner McCarthy asked if the program tracks clients following their completion of the program in order to determine the success rate and longevity of the launched businesses. Ms. Bessey responded that there are tracking mechanisms in place to track clients from the time they enter the program and continuing beyond the launch of their business through the counseling component. Commissioner Perrone asked how clients decide that they do not want to continue with the process to launch their business. Ms. Bessey explained that at the end of the Explore and Commit portion of the program, clients make a go/no go decision, adding that it is also deemed a success if a client decides not to launch a business that is not viable. Commissioner Berra asked if students come from both the Corvallis and Albany areas. Ms. Bessey responded that they live in both areas, as well as Lebanon and Sweet Home. Explore and Commit classes are offered every year in Lebanon, Corvallis and Albany. LBCC commits to serving sixteen low income clients each year that live within the Corvallis city limits.

Chair Gibson thanked Ms. Bessey and Mr. Fuller for their presentation. Following their departure, Weiss noted that the next presenter will be Community Outreach, Inc. (COI) which will be presenting two proposals. The first request will be for $18,500 to fund their Behavioral Health Services program. The second request will be for $23,500 to fund their Permanent Supportive Housing program.

Representatives from COI arrived and introduced themselves as Kari Whitacre, Executive Director, and Vikki Rullman, Treatment Services Program Director. Ms. Whitacre noted that COI's first proposal to be presented is for their Behavioral Health Services program. Ms. Rullman noted that this is a two-part program that provides professional counseling services to homeless and low-income community members as well as providing intensive outpatient services to adults suffering from substance abuse and addiction. The mental health counseling services element of the program specifically targets clients who are able to manage their mental illness with outpatient care, and if they are in need of psychiatric medications, have historically been medication compliant. Services start with twelve sessions held once per week. In FY 10-11, 70 mental health clients were served. The alcohol and drug treatment element of the program offers onsite intensive outpatient services to adult men and women who are suffering from alcohol and drug addiction. During FY 10-11, 92 individuals were served. Thirty-three of these clients received both mental health and substance abuse treatment services at COI. Ms. Rullman noted that the individuals who receive insurance

coverage under the Oregon Health Plan typically do not participate in COI's Behavioral Health Services program because those clients are served by the Benton County Health Department's Mental Health Division. A homeless person who is not a COI client is also eligible for treatment.

Commissioner McCarthy asked if there are any clients that are not able to be helped with their addictions through treatment. Ms. Rullman noted that current thinking with addiction is that it is not a curable illness, but is instead a chronic condition that requires attention and treatment, sometimes repeatedly throughout an individual's lifetime. She noted that there are clients who attend only one session and others who attend several but then relapse, adding that it is COI's philosophy to be a place that is comfortable to come back to when clients feel they are ready to try treatment again. Councilor Traber asked how out-of-shelter clients are identified. Ms. Rullman noted that clients are sometimes referred by the Benton County Health Department and other area agencies. Other clients find out about COI's Behavioral Health Services program through their Web site or when they are using the agency's food bank and other medical services. Chair Gibson asked if there are any other agencies in the community that provide a similar service. Ms. Rullman noted that Pastoral Counseling would likely be the agency providing the most similar service, but that they provide only mental health counseling. Ms. Whitacre noted that there are also fees associated with Pastoral Counseling, whereas COI provides a more expanded service for little or no cost to the client. Commissioner Jordan noted that COI's budget sheets included in the RFP show a budget deficit of more than $50,000 for the program for the past and current years, as well as next year. She asked if there was a plan in place to address this issue. Ms. Whitacre responded that there is always a plan to take care of deficits, adding that these are typically addressed through COI's general fundraising campaigns. Because grant funding has been cut significantly from the federal level on down, this can no longer be counted on as a permanent revenue source. COI has put together a Strategic Plan to address budget deficits, including which programs to reduce or cut, if revenue sources continue to shrink. Ms. Whitacre noted that she has just recently applied for a $35,000 gap loan to keep programs whole until July.

Ms. Whitacre began the presentation of COI's second proposal of the evening, for their Permanent Supportive Housing (PSH) program, noting that Commissioner Perrone serves as the director of the program. The PSH program operates out of an office located in the Benton Plaza. The program consists of providing daily supportive services for people with a mental illness and for elderly/frail elderly residents in the Benton Plaza and Julian hotels, as well as a few other clients living elsewhere in the community. The primary purpose of the PSH program is to assist clients in managing their illnesses or disabling conditions so they may continue to live independently and not succumb to homelessness, an addiction, or criminal behavior. Ms. Whitacre noted that under COI's Strategic Plan, this program would be the first to go in July 2012 if it is determined that an agency program would need to be cut. The decision to cut this program first is based on the fact that it was the last program to come into COI's continuum of services. It was also absorbed into COI with the understanding that the program would need to maintain itself as revenue-neutral in order to continue being administered by the agency. That being said, Ms. Whitacre opined that this program serves the agency's most vulnerable clients. Commissioner Perrone noted that if the PSH program is cut and the clients no longer receive daily case management, it is statistically proven that about 40% will be homeless within 3-5 months.

Chair Gibson asked if the PSH program assists clients with their medication needs. Commissioner Perrone noted that some clients come down on their own to the office to receive their daily medication; other clients are called and reminded that they need to come down to the office. PSH program staff will even knock on their doors if necessary. Staff also will assist clients in getting a ride to and/or from their pharmacies. Chair Gibson asked which program(s) will receive the $35,000 if the gap loan is secured. Ms. Whitacre noted that the funds would be split evenly among COI's six service programs. Chair Gibson asked who would take over the services provided by the PSH program if COI is not able to continue operating the program after July 1. Ms. Whitacre responded that the Benton County Health Department (BCHD) would likely be most able to operate the program, as other area non-profit agencies are finding themselves with less funding as is the case at COI. Commissioner Perrone added that if the BCHD takes over operations of the program, services would be provided at a much lower level. The basic service of dispensing medicine would continue, but it's likely that the daily presence, transportation assistance, and socialization events would be discontinued. Commissioner McCarthy noted that he lives at the Benton Plaza and has been a beneficiary of the PSH program for several years, adding that there are several residents he sees on a daily basis who are very vulnerable and depend on the daily presence and help of the PSH program staff. He opined that it is very hard to come back after you've been down and/or fallen through the cracks, and that the services provided by the PSH program are extremely valuable. Ms. Whitacre agreed that the best way to combat homelessness is to keep people housed safely while improving their quality of life.

Chair Gibson thanked Ms. Whitacre and Ms. Rullman for their presentation. Following their departure, representatives for the Parent Enhancement Program (PEP) arrived and introduced themselves as Nancy Klahn, Executive Director, and Amy McCormick, Progam Support. Ms. Klahn noted that they are requesting $15,000 to support their Healthy Families/Safe Kids program. She then provided a brief overview of PEP, noting that the agency is celebrating its 22nd year of service. The agency provides supportive services designed to reduce the risk of child abuse and maltreatment by educating and empowering pregnant and parenting teenagers and young parents age 13 through 25 to be successful individuals capable of leading strong, nurturing families. PEP anticipates serving at least 175 Corvallis families, including 250 children, in FY 12-13. Ms. Klahn noted that this is similar to the number of clients PEP anticipates serving in the current year, adding that approximately 17% of PEP's current clients are homeless. This evening's funding request will allow PEP staff (3.25 FTE) and volunteers to enhance and expand the agency's services. Services offered through the program include addressing parenting skills, health care issues, poverty reduction, mental health issues, substance abuse, basic resources, life skills, child development, and effective informal support systems, as well as many others that all are effective in reducing child abuse and maltreatment. The agency also collaborates with LBCC, providing opportunities for parents (male and female) and their children to participate in interactive classes and activities. Ms. McCormick noted that home visiting is also a large part of the program, adding that PEP is able to tailor its program for each family according to that family's specific needs.

Chair Gibson asked how PEP's program differs from the Old Mill Center's Relief Nursery program. Ms. Klahn noted that some of the services PEP offers are similar to the Relief Nursery program, but PEP is able to offer a more customized plan to encompass each family's specific needs, including home visits, and focus on the individual children as much as necessary. PEP is also able to provide child safety equipment such as car seats to the families, as well as classes in nutrition and

gardening. The Old Mill Relief Nursery program is able to bill the State for Relief Nursery program funds, whereas PEP does not receive State funding for its program.

Chair Gibson thanked Ms. Klahn and Ms. McCormick for their presentation. Following their departure, Michelle Maddux-Robinson, Executive Director for Furniture Share (FS), arrived. Ms. Maddux noted that she is requesting $11,000 for FS's Client Services to Target Populations program that will help continue their service of delivering donated furniture to CDBG-qualified Corvallis populations. Ms. Maddux-Robinson provided a brief overview of FS, noting that the agency has dropped "Benton" from the beginning of it's name as they now serve clients in other counties as well. She then noted that FS has a dual mission: 1) to administer the redistribution of quality used furniture at no cost to individuals and families in need, and 2) to redirect items that might otherwise go to the landfill. FS selects the families it serves through referrals from more than 65 social service agencies and currently operates three programs: Beds for Kids, Furniture for Households in Crisis, and Feeding Our Future. Ms. Maddux-Robinson noted that through these programs, the agency will help provide Corvallis children with 1,000 beds, pillows, sheet and blanket sets, 1,850 basic furniture and household items to 740 individuals, and provide 400 families with a dinner table and chairs, as well as a flier containing five simple recipes with five or fewer ingredients and information regarding how sharing meals can be beneficial for the families. Ms. Maddux-Robinson noted that FS relies on a large volunteer base to help with the delivery of its services. The agency is also ramping up its fundraising efforts in order to increase community awareness and build its donor and volunteer bases, along with generating revenue for FS. Three fundraisers are currently in the planning stages and are scheduled to take place in May, June and August of this year.

Commissioner McCarthy thanked Ms. Maddux-Robinson for her agency's dedication to providing valuable services for low income residents in the community. As there were no questions from the Commission, Chair Gibson thanked Ms. Maddux-Robinson for her presentation. Following her departure and a short break, Weiss noted that the Old Mill Center (OMC) will be presenting next. Their request is for $15,000 to support their Relief Nursery program. Cindy Bond, Early Education Director for OMC, arrived. Ms. Bond provided a brief overview of OMC's Relief Nursery program, noting that it is the goal of the program's services to reduce the maltreatment of children. The program focuses on nurturing children to be successful and resilient, strengthening parents, and stabilizing low income families by offering comprehensive and integrated early childhood, mental health, parent education, literacy, and family support services. Ms. Bond noted that the funding being requested this evening would be used to specifically help support Relief Nursery outreach services. Outreach services are very diverse and can include home visits as needed, developmental screenings, parent assessments, parent access to a resource closet, goal planning, parent participation in support groups, and resource and referral as needed. Ms. Bond concluded by sharing a story of a past client who has benefitted from the Relief Nursery program's services, noting how the services were essential in changing their client's life for the better.

Commissioner McCarthy noted that OMC's application includes information regarding trends in Corvallis and it specifically notes that there is an increased number of parents in the community with mental health problems. He asked what resource OMC used to document this trend. Ms. Bond responded that 65% of the parents in the RAFT program participate in some type of mental health counseling, adding that more than 90% suffer from at least depression. Commissioner Berra

asked if there are any age and/or income restrictions on the clients that OMC serves. Ms. Bond noted that the program serves children ages 0-6. She added that 99% of the families served are below poverty level. Chair Gibson asked how OMC's Relief Nursery program differs from PEP's program. Ms. Bond responded that the main difference between the two programs is that PEP's program focuses more on adult education for teens through age 25 while OMC's program concentrates on the intensity of the therapeutic classroom education for the children.

Chair Gibson thanked Ms. Bond for her presentation. Following her departure, Sebastian de Assis, Executive Director of the Grace Center for Adult Day Services, arrived. Mr. de Assis noted that Grace Center is requesting $20,000 to provide scholarships to clients that cannot afford the full cost of program participation. The Grace Center has been operating for 29 years and it is the agency's mission 1) to provide health, dignity and independence to frail, elderly, and disabled adults in the community who typically are not able to stay alone in their homes during the day, and 2) to provide respite for care givers. The goal of the agency is to improve clients' functional abilities so they will be able to live in their own homes for as long as possible. Services include nursing assessment and care management, therapeutic exercise, health monitoring, and cognitive and social stimulation that stabilize and improve the clients' physical and mental functioning. Mr. de Assis noted that the demand for the agency's services has been growing exponentially while at the same time revenue sources have been dwindling. He then noted that the agency's services directly address the fundamental issues revealed in the 2007 study titled "City of Corvallis Prepares for the Aging Community," which he said was published by the City's Parks and Recreation Department.

Commissioner Berra asked what percentage of the agency's clients are low income. Mr. de Assis responded that the vast majority of clients' incomes fall below 80% of the Area Median Income for Corvallis. Chair Gibson asked if the majority of Grace Center's current 69 clients receive services on a daily basis. Mr. de Assis noted that the average participant receives services twice a week. He added that it has recently become more clear that their clients' care givers often need more assistance than the participants themselves. This means that the actual number of people helped through the agency's services is much higher than the 69 attributed to the participants. Chair Gibson asked why the agency's budget included in the application shows $5,000 in CDBG funding while the request is for $20,000. Mr. de Assis noted that it is his understanding that $5,000 is closer to the actual amount that has been allocated in past years, so the budget is reflecting this average rather than the full amount of the request. Commissioner McCarthy asked if the Grace Center intends to include services for care givers as part of its mission in future years. Mr. de Assis agreed that the agency is looking for ways to address the plight of care givers, and was in discussions just this morning regarding the creation of an educational class/support system for this population.

Chair Gibson thanked Mr. de Assis for his presentation. Following his departure, Weiss noted that the South Corvallis Food Bank (SCFB) will be presenting next. Their request is for $18,540 to cover the cost of the agency's facility rent in the coming year. Representatives for the SCFB arrived and introduced themselves as Judy Hecht, Executive Director, and Sheila O'Keefe, Associate Director. Ms. O'Keefe noted that the SCFB is an emergency food box agency located in South Corvallis, providing at least a five-day supply of food once a month to qualifying low income clients. Currently, the SCFB is providing food boxes for 250 households per month on average. Ms. O'Keefe noted that the SCFB is in its 11th year of operations, adding that during the past year, SCFB moved into a larger facility that allows for more storage of food, as well as refrigeration and

freezer space. An indoor waiting area is also now available so that clients can stay warm and dry. Ms. Hecht noted that the larger facility has also made it possible to expand the programs that the agency offers. SCFB will be sharing an AmeriCorp worker with the SAGE Garden to coordinate offering the garden's produce within the food bank. There will also be cooking demonstrations and recipe sharing opportunities, built around the produce grown in the garden. Representatives from the SNAP (food stamps) and Healthy Kids programs will also be available onsite from time to time to connect their services with SCFB's clients. Ms. Hecht noted that SCFB continues to work with an evolving group, the South Corvallis Neighborhood Food Center, to combine several food assistance agencies in Corvallis under one roof. In the meantime, the SCFB will continue paying rent in their new facility that is considerably less per square foot than their previous facility, but because it is a much larger facility, the monthly rent payment has increased.

Commissioner McCarthy asked if the agency has any alternative revenue sources besides the Human Services Fund that could help cover rent payments. Ms. Hecht responded that the SCFB does have other grant funds available but that these funds are focused on acquiring food rather than making rent payments. She added that they will continue to apply for operating funds from other revenue sources, such as the United Way. Commissioner McCarthy then noted that the agency's budget shows that they are operating with a deficit and asked how the agency will be addressing this issue. Ms. O'Keefe responded that the deficit was expected and is mostly due to expansion efforts. She added that the previously all volunteer-run agency is now supporting a .25 FTE to help the agency put together a plan to address the growth in the number of clients as well as the agency's expansion of services.

Chair Gibson thanked Ms. Hecht and Ms. O'Keefe for their presentation. Following their departure, representatives from the Boys & Girls Club arrived. They introduced themselves as Helen Higgins, Executive Director, Becca Meskimen, Educational Programs Manager, Gus Martinez-Padilla, Director of Education and Afterschool Programs, and Denise Magee, Grant Writer. Ms. Higgins noted that their funding request is for $10,000 to help support their Lincoln Lion's Den/ABCs to PhDs Mentoring Program. She noted that the Boys & Girls Club of Corvallis (BGCC) has been delivering academic enrichment activities on site at Lincoln Elementary School for seven years through the Lincoln Lion's Den (LLD) program. In 2009, the Boys & Girls Club of South Corvallis was chartered when the Corvallis School District asked BGCC to continue to deliver this necessary program when the 21st Century grant awarded to Lincoln School ended. Ms. Higgins noted that this program is the best investment that can be made to interrupt the cycle of poverty, to close the achievement gap, and to increase the odds that these children will stay in school and graduate on time. This is the second year that the ABCs to PhDs has been offered, and the agency has just begun to integrate college-age mentors from Oregon State University to help deliver a more one-on-one focused program to help accelerate the academic goals for the children.

Commissioner McCarthy asked if the program balances its academic activities with other areas, such as art, communication and social skills. Ms. Meskimen responded that although the program emphasizes academics, it is supplemented with a variety of enrichment activities. Sewing classes are offered to help with fine motor skills that in turn help create connections in the brain that have been proven to improve writing skills and academic performance in school. Dance classes and good character building exercises are also offered, as well as monthly themes built around college pre-requisite courses such as this month's theme, Social Science. Commissioner Berra asked what the

program's biggest expense is. Ms. Meskimen noted that staffing is the largest expense. Every effort is made to keep the expense of office and art supplies low, and volunteers are also incorporated as much as possible. Commissioner Berra asked, on average, how many children participate in the program on a daily basis. Ms. Meskimen responded that approximately 80 children are enrolled in the program, and between 65-70 children participate every day. She added that the Corvallis School District also provides a full dinner each afternoon for program participants. Chair Gibson asked if the program is able to serve all of the children who want to participate. Ms. Meskimen noted that although the program could serve up to 100 children, scholarship funds are not available for all who want to continue participating (parents are required to contribute $40 per term), so unfortunately, a few children are unable to continue until their parents have caught up with their payment.

Chair Gibson thanked Ms. Higgins, Ms. Meskimen, Mr. Martinez-Padilla and Ms. Magee for their presentation. Following their departure, Weiss noted that the final two presentations will be from the Corvallis Homeless Shelter Coalition (CHSC) and the Corvallis Daytime Drop-in Center (CDDC). He added that due to the recent dismissal of the CHSC's Executive Director, the Board has taken on more responsibility. Because both Boards share some of the same members, it is likely that there will be overlap with proposal presentations. Representatives for the CHSC arrived and introduced themselves as Aleita Hass-Holcombe, Board Chair, and Gina Vee, Interim Administrator. Ms. Hass-Holcombe noted that the CHSC is requesting $15,000 to support their Cold Weather Men's Shelter (CWMS). The CWMS operates for four months each year between November 15 and March 15 to serve chronically homeless men. Shelter capacity is 42 individuals per night. The shelter space is rented and the other major expense is to provide paid staffing from 11:00 p.m. to 7:00 a.m. each night/morning as required by the Fire Marshall. Most of the shelter's other needs are covered by a large group of community volunteers. Ms. Vee noted that providing shelter for this population also leads to opportunities to connect clients with community volunteers who can help provide social support, and possibly lead to permanent housing or a job. Some medical attention is also offered in collaboration with the Benton County Health Department such as TB screenings and flu shots along with the gathering of basic medical history.

Commissioner McCarthy asked how many men on average are at the shelter each night. Ms. Hass-Holcomb responded that some men only come once, some are there randomly throughout the shelter season, and others are there every night. This year, 71 men have attended the shelter, and although the shelter can hold up to 42 individuals per night, they have not had to turn anyone away. Commissioner Jordan asked if the agency is working on the hiring of a new Executive Director. Ms. Hass-Holcombe noted that they have not set a timeline to find a new Executive Director, but they do plan to fill the position. Weiss noted that the CHSC budget shows 2.25 FTE for the current year and asked what positions this represents. Ms. Hass-Holcombe noted that this includes the person who stays overnight in the shelter. The overnight shift is shared between two people as the job consists of more than 40 hours per week. Another person is paid for an hour each day to clean up the shelter area. Ms. Vee noted that the actual FTE specifically for the winter shelter is probably slightly less than 2.25.

Beginning her presentation for the Corvallis Daytime Drop-in Center, Ms. Hass-Holcombe introduced Greg Smith. Mr. Smith noted that he works at the CDDC as a paid, part-time on site counselor, adding that he is a licensed clinical social worker and a certified alcohol and drug

counselor. He is at the CDDC during the morning hours, Monday - Thursday. Many of the CDDC's clients are not able to take part in 50-minute clinical sessions in an outpatient setting and do much better in a drop-in situation. Ms. Hass-Holcombe then provided a brief overview of the CDDC, noting that it serves as a point-of-entry for information and referral for its clients. The Project Action office is located on site and is staffed by a former homeless client who helps people obtain birth certificates and other forms of ID. The CDDC also collaborates with the Greenbelt Land Trust in a program called the Homeless Employment Launching Project (HELP). Snacks are provided at the CDDC through donations from various community businesses. Ms. Hass-Holcombe noted that during June through December in the current fiscal year, the CDDC has served 637 unduplicated guests, adding that during the month of December, 1,957 contacts were made with the agency.

Chair Gibson thanked Ms. Hass-Holcombe and Mr. Smith for their presentation. Following their departure, Weiss reminded Commissioners that their February 16 meeting, which will begin at 4:45, will include the CDBG/HOME Program capital project proposal presentations, as well two additional HSF proposals from the Center Against Rape and Domestic Violence (CARDV) and Willamette Neighborhood Housing Services (WNHS). WNHS will also present their funding proposal for their operations as a Community Housing Development Organization (CHDO). He noted that following all of tomorrow evening's presentations, the HCDC will discuss and develop a set of recommendations for funding allocations to be forwarded to the City Council for their consideration and approval in April.

There being no further business, the meeting was adjourned at 8:30 p.m.

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HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
MINUTES
February 16, 2012

Present
Judy Gibson, Chair
Ed Fortmiller, Vice Chair
Buzz Berra
Michael L'Heureux
Jennifer Jordan
David McCarthy
Gerry Perrone
Roger Lizut, Planning Commission Liaison
Biff Traber, City Council Liaison

Staff
Kent Weiss
Johnathan Balkema
Joe DeMarzo
Terri Heine

Visitors
Toni Ryan, Center Against Rape and Domestic Violence
Jim Moorefield, WNHS
Brigetta Olson, WNHS
Garrick Harmel, WNHS
Dave Zaback, Home Life
Bob Tatum, Home Life
Laine Heathcote, Home Life
Tim Kaye, Benton Habitat for Humanity

SUMMARY OF DISCUSSION

Agenda Item	Action/Recommendation
I. Agency Presentations: Human Services Fund (2), CDBG and HOME Capital Projects, and Other Proposals	Discussion
II. Deliberations	Recommendations

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CONTENT OF DISCUSSION

I. Agency Presentations: Human Services Fund (2), CDBG and HOME Capital Projects, and Other Proposals

Chair Gibson opened the meeting. Housing Division Manager Weiss directed Commissioners to the schedule included in their packet noting the order that agencies would be presenting their proposals. He stated that a total of four agencies will be presenting their requests this evening. Two of the agencies, the Center Against Rape and Domestic Violence (CARDV) and Willamette Neighborhood Housing Services (WNHS), will present Human Services Fund activity proposals as well as capital funding proposals. Home Life and Benton Habitat for Humanity will be presenting capital proposals only. Following a brief overview of each of the programs and projects that will be presented tonight, Weiss reminded Commissioners that as noted during the allocation process review last night, there will be enough CDBG funds available to fully fund the capital request if the Commission recommends doing so. Regarding the HOME capital funding requests, the amount that is available to allocate is significantly less than the total of the requests. As was also noted last night, two of the three HOME projects that will be presented this evening received allocations of City HOME funding during last year's allocation process, but have yet to get off the ground. In addition, all three HOME capital projects have readiness to proceed issues that will need to be discussed in more detail following the presentations. Commissioner Perrone noted that prior to CARDV's and WNHS's presentations, he would announce that he would only be observing the presentations and would not be participating in the HSF allocation process as he is employed by Community Outreach, Inc., one of the agencies that presented proposals this year. Commissioner Lizut noted that prior to the presentations from WNHS, Home Life, and Benton Habitat for Humanity, he would announce that he had previously worked with Habitat on a very complex project about a year ago, and so he would not be participating in the vote later this evening on whether to recommend funding for their projects.

Beginning this evening's presentation process, Weiss noted that the Center Against Rape and Domestic Violence (CARDV) will be the first presenter with two requests for funding: $10,000 Human Services Fund funding for their Advocacy Center and $50,000 CDBG Capital funding for their CARDV 2012 Rehab project. Toni Ryan, Executive Director of CARDV, arrived. Ms. Ryan noted that she will first be presenting CARDV's Human Services Fund funding request for $10,000 to support their new program at the soon-to-be completed Advocacy Center on SW Third Street near Alexander. She noted that about ten years ago, CARDV's Board and staff began working with Willamette Neighborhood Housing Services (WNHS) to come up with a solution to challenges found when clients needed to leave the shelter. Typically after a 30 to 60 day stay, a client needs to leave to make room for someone in a more immediate crisis. Clients leave shelter with safety plans, but for the most part, they move into another temporary living situation. Most move on to sharing housing with a roommate or living with friends or family in situations that didn't work out before, leaving them vulnerable to homelessness and increasing the likelihood that they will return to an abusive partner. Long-term housing has long been a need for this vulnerable population. With the help of a CDBG funding allocation last year, CARDV was able to purchase land in conjunction with an affordable housing project that WNHS is developing at the Alexander Court site. WNHS is building 24 units of multifamily housing, of which 10 units will be set aside as permanent

supportive housing for survivors of domestic violence. The Advocacy Center will be built on the same site as the permanent housing units and will offer comprehensive support services for survivors of domestic and sexual violence who are living in the permanent supportive housing units, as well as those who live in the broader community. Advocacy Center services will include case management, legal advocacy, child and family advocacy, safety planning, crisis response and management, individual advocacy, and child care services while clients are receiving services.

Councilor Traber asked what positions at the agency encompass the 7.8 FTE as noted on the budget page included in the proposal. Ms. Ryan responded that one staff will work full-time as the Housing Advocate who will focus specifically on the permanent supportive housing units. Most of the remaining FTE are the staff who provide outreach services, such as the Legal Advocate, and will be providing services for clients who live in the permanent supportive units as well as outside of the immediate housing project area. Chair Gibson asked how much the rents will be for the housing units. Ms. Ryan responded that the rents will be between $450-$600 per month. Weiss added that the CARDV housing units are the HOME-funded units within the larger project so the below-market-rate rent amounts will be stipulated and limited by HOME program regulations. Chair Gibson asked how the tenants will be selected for CARDV's units. Ms. Ryan noted that CARDV has always collaborated with other non-profit agencies to serve domestic violence survivors and referrals from CARDV for some of these clients will be submitted to WNHS who will act as the property manager. She added that anyone who is survivor of domestic violence can apply for a housing unit and doesn't necessarily need to be referred by CARDV.

Beginning her second presentation, Ms. Ryan noted that CARDV is requesting CDBG Capital funding in the amount of $50,000 for its costs to repair/rehabilitate a services facility and a shelter facility located at 4786 SW Philomath Boulevard. Funding for this project would cover the costs of addressing a range of current building deficiencies. Ms. Ryan noted that in 1981, CARDV purchased the Blake House, which was built in 1948. It was originally used as shelter, but today serves as CARDV's primary service site. Many of the advocates will be moving to the new Advocacy Center in April, but all of the shelter staff will remain at the Blake House. Repairs to the Blake House include replacing the old non-insulated windows with vinyl windows which will reduce winter drafts and allow windows to open in good weather, thus lowering the cost of heating and cooling. Another piece of the project is to replace the wooden decks and ramp at the Pack House, which is a manufactured home established as an emergency shelter in 1996. The decks are exposed to weather and present a hazard to residents when wet. Ms. Ryan noted that CARDV has been replacing weather stripping annually and maintaining the decking on a regular basis for safety. If funded, the project would replace the wooden decks, steps, and ramp with aluminum deck, steps, ramp and hand rails. A third component of the project would replace the old range and refrigerator at the Pack House with new, energy efficient appliances. The final project component is to install a 200 square foot detached wooden shed in the back yard of the Blake House. The storage shed will increase CARDV's ability to accept donated materials and pass them on to their clients. Currently, CARDV is renting an off-site storage unit for this purpose for close to $100 month.

Councilor Traber asked how long clients will be staying in CARDV's housing units. Ms. Ryan noted that clients will be allowed to stay in the permanent supportive housing units as long as they feel the need to, but history shows that clients often move out in two to five years once their lives

have become more stable. Commissioner L'Heureux asked what other funding resources CARDV may have if the City is not able to fully fund the facility rehabilitation project. Ms. Ryan responded that the agency has a healthy reserve, but hopes not to have to use those funds if possible. She added that she is pursuing other grant possibilities along with her request for CDBG funds.

Chair Gibson thanked Ms. Ryan for her presentations. Following her departure, Weiss noted that the next presenter would be WNHS with three requests for funding: $5,000 Human Services Fund funding for their Financial Literacy Program; $14,900 HOME funding for their Community Housing Development Organization (CHDO) operating support; and $175,000 HOME funding for their Lancaster Bridge project. Representatives from WNHS arrived and introduced themselves as Jim Moorefield, Executive Director, Brigetta Olson, Deputy Director, and Garrick Harmel, Housing Development Manager. Mr. Moorefield noted that WNHS will first be presenting their request for Human Service Fund funding. Beginning her presentation, Ms. Olson noted that the Financial Literacy program consists of two primary components: a Financial Future class and the Valley Individual Development Account (VIDA). The Financial Future class includes eight hours of classroom time where budgeting, saving and financial planning skills are taught. The VIDA program is a matched savings program; clients receive $3 for every dollar they save up to a combined total of $4,000 over a one-year time period. The VIDA funds can be used toward the down payment for a home, continuing education, or the start-up or expansion of a business.

Continuing, Ms. Olson noted that WNHS has been operating the Financial Literacy program for more than ten years. The make up of the participants has shifted in recent years due to changes in the economy. In earlier years, the focus of the program was to help participants save for a life-enhancing investment such as a home purchase or education. In more recent years, WNHS has seen a significant increase in the number of students taking the Financial Future class and participating in credit counseling in an effort to maintain their housing, by both renters and homeowners. Many clients have been struggling with developing new budgets, cutting expenses, and paying for medical care due to a reduction in employment hours and/or a loss of fringe benefits such as medical insurance. Ms. Olson noted that throughout the past year, WNHS has adapted sections of the curriculum to address these emergent needs. Some clients have been referred to WNHS by their lenders because they are behind on their mortgage payments and are about to default. WNHS works with these clients, helping them get their finances in order so that they'll be eligible for a loan modification.

Commissioner Berra asked who the instructors are for the Financial Future classes. Ms. Olson noted that WNHS staff teach both the Financial Future and homebuyer education classes, adding that sometimes guest speakers who are experts in specific fields are also brought in.

Chair Gibson thanked Ms. Olson for her presentation. Mr. Moorefield then provided a brief overview of WNHS's request for CHDO operating funds, noting that up to 5% of any year's HOME funding may be allocated for CHDO operating support. He thanked the HCDC for its recommendations for CHDO operating funding in past years, noting that it has been critical to WNHS's ability to improve its operating stability in the midst of the risks and uncertainty of real estate development and securing financing for affordable housing projects. Using WNHS's Alexander Court/Seavey Meadows project as an example, Mr. Moorefield noted that the CHDO

support helps WNHS adapt financially when large projects are carried out over several years, sometimes delaying the developer fees that it relies on for ongoing operating revenues.

Mr. Moorefield noted that WNHS's final request this evening is for $175,000 in HOME Capital funding for their Lancaster Bridge project. Mr. Harmel noted that Lancaster Bridge currently provides a home for 181 people, approximately half of which are children. He added that the 50-unit housing complex provides critical affordability in an extremely tight rental market in Corvallis.

Continuing, Mr. Harmel provided a brief background of Lancaster Bridge, noting that this was a construction project completed in 1996. He explained that although that doesn't seem that long ago, the world of building affordable housing was different in the 1990s as compared to the present day. Projects were less costly to build and were built using lower quality standards than today. The proposed scope of work for the Lancaster Bridge project will include significant rehabilitation of the entire complex, and will focus mainly on envelope improvements, interior upgrades, and improving the energy efficiency and indoor air quality of the units.

Mr. Harmel then asked the Commissioners if they had any questions. Commissioner Jordan asked if tax credits are a part of the financing structure for the project. Mr. Harmel noted that WNHS is currently preparing its second application to the Oregon Housing and Community Services for low income housing tax credits (LIHTC) to help finance the project, adding that the application deadline is March 30. He noted that the project will be funded from several sources of revenue, then thanked the HCDC for its recommendation of a HOME award in the amount of $230,000 for the project during last year's allocation process. Commissioner Jordan asked when the project's work could begin if WNHS is successful in its application for LIHTCs. Mr. Harmel responded that the State will make its allocation announcements in August, and that any pre-development work will need to wait until that outcome is known. If WNHS is successful with their State application, they will then begin lining up an equity investor for the tax credits and a lender for the construction loan, as well as working through due diligence for the investors. These processes generally take four to five months, after which WNHS will start applying for building permits, which may take an additional one or two months. Mr. Harmel noted that using this scenario, construction could begin approximately May or June 2013 with project completion by about December 2013. Mr. Moorefield noted that during the months of construction, WNHS will be temporarily relocating tenants as they work on each individual unit, adding that the relocation costs are built into the overall project cost. Commissioner Berra asked if the rent amounts will stay the same following completion of the project. Mr. Harmel noted that the rents will increase slightly, but are restricted by HOME regulations so that they will continue to remain affordable.

Chair Gibson thanked Mr. Moorefield, Ms. Olson, and Mr. Harmel for their presentations. Following their presentation and a short break, Weiss noted that the next presenter would be Home Life, which is requesting $200,000 in HOME Capital funding for their Fillmore Four-plex project. Representatives from Home Life arrived and introduced themselves as Dave Zaback, Executive Director, Bob Tatum, Board Vice President, and Laine Heathcote, Board member. Mr. Zaback provided a brief background of Home Life, noting that the agency was founded in 1972 and is a housing and support services provider for adults with intellectual and developmental disabilities. The mission of Home Life is to assist clients to enjoy active, productive and independent lives. Mr.

Zaback then thanked the HCDC for its recommendation of a HOME award in the amount of $150,000 during last year's allocation process for this project. He noted that he had increased the total of the project by $126,570 from last year, which represents the value of the property which is owned by Home Life free and clear.

Mr. Tatum began his presentation, noting that the property being discussed today is a .114 acre lot at 2361 NW Fillmore. Currently, an aging two-bedroom single family home is located on the property. Using a visual aid, Mr. Tatum explained that the redevelopment project proposes to remove the current dwelling and construct a new four-plex in its place. The four-plex will be built as two levels with two units per level, each unit totaling approximately 960 square feet with two bedrooms. This will provide permanent supportive housing for up to eight adults, increasing the population density on the site four-fold. The two ground floor units will be ADA compliant to support clients who have both physical and developmental disabilities. There would also be a shared laundry space on the ground floor. Mr. Tatum noted that another benefit for clients who will be living in the new four-plex is that one of Home Life's group homes (with 24-hour staffing) is located directly across the street. The location is also close to Home Life's main office, as well as public transportation and shopping.

Continuing, Ms. Heathcote noted that she is the parent of a 20-year-old daughter with disabilities who attends the Corvallis School District's WINGS program and has been a Board member for about a year and a half. She noted that it was important to her to be involved in this project to see how far things have already advanced and to celebrate the future for disabled adults and their families.

Following the presentation, Commissioner Lizut asked if Home Life has had any preliminary conversations with the City regarding the tearing down of the existing home and subsequent construction of the four-plex. Mr. Zaback responded that Home Life staff and the project's architect have already had a pre-development meeting with City staff representing Community Development's Planning, Development Services and Housing Divisions. Home Life was given the "go ahead" after resolving a couple of follow up items. Commissioner Berra asked if any other funds have been raised for the project since the $150,000 HOME funds were awarded last year at this time. Mr. Zaback noted that they have received a private donation of $50,000, and have been setting aside the rental income from the current home on the property, which totals about $10,000 now. Mr. Tatum added that Home Life is working with a fundraising consultant and she has told the agency that there is a formula for these kind of projects where you want to get above 60% of the funds necessary for the project before going public with a large fundraising effort. Commissioner Berra asked what Home Life anticipates the timeline is for getting the project started. Mr. Zaback responded that they are not sure because it is dependent upon how soon the funds are raised, but it is their hope to get the project underway this year. If necessary, Home Life is prepared to apply for a loan to make ends meet and to pay that off with funds raised after the project has started. Mr. Tatum added that they will be able to apply for grant funds from Spirit Mountain once there are formal construction plans and a general contractor in place. Chair Gibson asked how close the agency is to reaching the 60% threshold as established by the fundraiser. Mr. Zaback responded that they are approximately halfway toward meeting this goal.

Chair Gibson thanked Mr. Zaback, Mr. Tatum and Ms. Heathcote for their presentation. Following their departure, Tim Kaye, Board President for Benton Habitat for Humanity arrived. Mr. Kaye noted that he will be presenting Habitat's proposal on behalf of Bettina Schempf, Executive Director, who is currently on vacation. Beginning the presentation, Mr. Kaye noted that Habitat is requesting HOME Capital funding in the amount of $82,900 for the construction of two homes at 2037 and 2042 SW Kendra Street. He noted that there is a subdivision there with about nine lots; some have homes built on them and the rest are vacant. The lots have been on the market for about two years and the price has come down to $45,000 per lot. The roads and utilities are already in place and the property is located just inside Corvallis city limits. Habitat feels like their homes would be a good fit with the neighborhood and that because the lots are larger than what is typical for a Habitat home, it would provide the opportunity for two good-size families to own a home. Preliminary sketches of the homes have been completed. Each home will be 1200-1300 square feet and will have 3 - 4 bedrooms. Typically, Habitat doesn't build garages on their homes, but single car garages are being planned for both of these homes in order to be compatible with the adjacent houses. Mr. Kaye noted that as Habitat has done in the past, these homes will be built using green building techniques based on the Earthadvantage Silver Standard.

Continuing, Mr. Kaye noted that in January, Habitat's Board approved purchasing the property. There are presently continuing negotiations regarding the purchase of the property with the seller, but as of today, it is not yet secured because of the seller's reluctance to proceed with a purchase option agreement that doesn't give them certainty on selling it. Mr. Kaye noted that Habitat is optimistic that this will be worked out in the near future. In regard to meeting community goals, it is noted in the City's current Consolidated Plan that, in 2004, the number of cost burdened households spending in excess of 30% of their family income on housing was estimated to total more than 6,400. Mr. Kaye noted these are the families that Habitat helps, adding that they help to assure that their families' housing costs will not exceed 30% of their income. This is accomplished in a number of ways. Volunteers help build the homes which in turn brings the total home price down. Habitat families are also offered 0% interest loans which lowers their mortgage payments.

Regarding family selection for Habitat's two homes to be built in 2012, Mr. Kaye noted that in September, Habitat sent out notices throughout the community that they were accepting applications for the homes. Applications were reviewed in January, then potential candidates were interviewed and visits were made to their current homes to determine need and appropriateness. The list of candidates has now been narrowed down to six finalists. The final decision will be made once it is know for sure whether Habitat's homes built this year will be on Kendra Street or elsewhere.

Mr. Kaye noted that Habitat receives its funding from basically four sources: 1) donations from individuals, businesses and churches; 2) the ReStore retail store (which typically provides enough income to build one home per year); 3) grants; and 4) mortgage payments from Habitat families. He noted that the total cost of the project proposed today is $415,180 for the two homes. The funding for the project encompasses all four of the funding sources just described, as well as $95,000 in donated labor. Once the volunteer labor and the grant funds are deducted from the cost of each of the homes, the remaining total is an affordable mortgage amount at 0% interest for Habitat's families.

Commissioner Berra asked if there are any potential problems with building on the two lots, such as flood plain issues. Mr. Kaye noted that the lots are both above the flood plain and that there are no known building issues at this time. Commissioner Berra asked if Habitat has another site they will be able to use this summer if the Kendra Place property is not acquired. Mr. Kaye noted that Habitat has a couple properties they are looking at as back-up possibilities.

Chair Gibson thanked Mr. Kaye for his thorough presentation. Following his departure, the deliberation process began. A lengthy discussion ensued during which each of the Human Services, CDBG and HOME capital, and other proposals and presentations was further reviewed in order to bring Commissioners' recommendations to a consensus.

Regarding the CDBG and HOME capital, and other proposals and presentations, the HCDC came to a consensus regarding all of the proposal requests presented this evening as follows:

With regard to HOME funds, Commissioner Berra moved, with Commissioner Fortmiller's second, to recommend: 1) capital funding in the amount of $148,300 to WNHS for their Lancaster Bridge project; 2) $14,900 to support WNHS's operations as a CHDO; and 3) capital funding in the amount of $100,000 as a loan or combined loan/grant as the project can tolerate it and to be negotiated by Housing staff, for the Home Life four-plex project, with the contingency that quarterly fundraising reports be submitted to the Housing Division and all funding for the project is secured by 10/31/12. The motion passed 7-0, with Commissioner Lizut abstaining.

Regarding the HOME capital funding request proposed by Benton Habitat for Humanity for their Kendra Street project, it was the consensus of the HCDC not to recommend funding at this time. Although Commissioners felt this is a worthwhile project, it was decided that being able to show that they already own the property would help Habitat to present the project as more ready to proceed in a future funding allocation process.

With regard to CDBG funds, Commissioner Fortmiller moved, with Commissioner Jordan's second, to recommend: 1) $25,000 to support the Linn-Benton MicroBusiness Program; and 2) capital funding in the amount of a $50,000 grant to CARDV for their services facility and shelter facility rehabilitation project located at 4786 SW Philomath Boulevard. The motion passed 8-0.

Commissioners completed individual worksheets for Human Services Fund allocations, which were combined on a single sheet for discussion and consensus development. Following agreement on final amounts, Commissioner Fortmiller moved, with Commissioner Jordan's second, to recommend to the City Council allocations of FY 12-13 CDBG Human Services Fund as follows:

- $ 6,000 Community Outreach (Behavioral Health Services program)
- $14,000 Community Outreach (Permanent Supportive Housing program)
- $ 8,000 Corvallis Daytime Drop-in Center
- $ 7,000 Corvallis Homeless Shelter Coalition
- $ 6,000 Furniture Share
- $ 5,000 Grace Center for Adult Day Services
- $ 5,000 Old Mill Center
- $ 8,000 Parent Enhancement Program
- $10,000 South Corvallis Food Bank

No funding was recommended for the Human Services Fund programs proposed by WNHS, CARDV, or the Boys and Girls Club. The motion passed 7-0, with Commissioner Perrone abstaining.

Weiss thanked the Commissioners for their time and hard work with this year's funding allocation process. He noted that recommendations will be included in the draft FY 12-13 Action Plan which will be reviewed once more by the Commission on March 7. The March 7 meeting will be followed by a 30-day public comment period after which the draft Plan will be presented to the City Council at a Public Hearing currently scheduled to be held on April 16.

There being no further business, the meeting was adjourned at 9:20 p.m.

DRAFT

CITY OF CORVALLIS
MINUTES OF THE PARKS, NATURAL AREAS AND RECREATION BOARD
FEBRUARY 16, 2012

Attendance
Betty Griffiths, Chair
Lynda Wolfenbarger, Vice-Chair
Phil Hays
Jon Soule
Elizabeth Westland
Joel Hirsch, Council Liaison
Kevin Bogatin, 509-J District Liaison

Absent/Excused
Kent Daniels
Marc Vomocil
Randy Willard

Staff
Steve DeGhetto, Assistant Director
Dave Phillips, Parks Ops. Supervisor
Jackie Rochefort, Planner
Mark Lindgren, Recorder

Visitors

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introductions	X		
III. Approval of Minutes	X		
IV. Visitor Propositions	X		
V. FY12-13 Budget	X		
VI. Staff Reports.	X		
VII. City Council Liaison Reports.	X		
VIII. Board Reports.	X		
IX. Set April Date for Benton Natural Areas and Parks, Greenbelt Land Trust and PNARB Meeting	X		
X. Executive Session			
XI. Adjournment	X		The next regular Parks, Natural Areas and Recreation Board meeting is scheduled for 6:30 p.m., March 15, 2012 at the Downtown Fire Station Main Meeting Room.

CONTENT OF DISCUSSION

I. CALL TO ORDER: Chair Betty Griffiths called the meeting to order at 6:30 p.m.

II. INTRODUCTIONS. New member Elizabeth Westland related that she is a downtown business owner, community volunteer, Leadership Corvallis alumni, and a Leadership Corvallis Day facilitator.

III. APPROVAL OF MINUTES. Hays moved to pass the December 15, 2011 minutes as presented; Wolfenbarger seconded; motion passed.

IV. VISITORS' PROPOSITIONS. Chad DeMers said he was one of a number of area mountain bikers and bicyclists who were interested in having more biking options in the area parks. He distributed a concept and plans for a proposal for more bike features within existing parks. He said they are interested in building a pump track next to the skate park; it is designed to be less than three feet tall. Cyclists don't leave the ground and it is designed to not require pedaling; instead, upper body strength is used to gain forward motion over rollers and berms. He stated that it is fun and good exercise. He said there were volunteers willing to construct and maintain it. It would be constructed completely of dirt, so there would be no cost. Cyclist volunteers would be assigned to maintain it once a month. He said cyclists were also interested in utilizing the unused spaces in the nearby BMX Park and areas of Crystal Lake or MLK Parks, and any other parks that the city deemed appropriate.

Wolfenbarger asked whether a permit was needed for the track; DeMers replied that they would find out; if it is needed, he anticipated the money could be raised, so the cost of a permit was not an obstacle. Griffiths asked whether they had spoken to the Benton County Skateboarding Alliance (BCSA); DeMers replied that skateboarders were planning building to the west, while the cyclists want to build to the east. Phillips said the head of BCSA is Vaughn Balzer. Rochefort added that she recommended the cyclists discuss the project further with staff, as the permitting issues may be more extensive than they realize, since the site is within the floodplain. DeMers said the group was quite willing to raise the funds needed for permits.

Rochefort said there are regulations about moving dirt within the flood plain. DeMers said a part of the BMX area is outside the flood plain and that area could be used. Griffiths suggested DeMers discuss the proposal with Dave Gilbert, Director of Visit Corvallis; she related that Gilbert wanted to promote Corvallis as Bike Town, so this proposal could be timely. DeMers said the proposal was consistent with Vision 2020; the pump tracks are very beautiful. DeGhetto suggested the group meet with staff, formalize the proposal and discuss next steps.

Dan Coyle stated that he was a long time resident and bike user and supported DeMers' proposal. He added that there were many resources that Corvallis may use to promote itself as a Bike Town. There are many active cyclists, volunteers, and trails within MacDonald Forest; however, Corvallis still lags behind much smaller towns in terms of bike facilities. It could be a recreational and economic draw for the community.

Mike Ripley stated that he organizes Mudslinger dirt bike race events. He's lived in Corvallis twenty years and helped build Dan's Trail. He represented Team Dirt, a local advocacy group for trails; each race team member must work at least eight hours on trails as a way of giving back to the community. He said the group was working toward becoming a chapter of the International Mountain Bike Association, and regaining the cohesiveness of the former Corvallis Mountain Bike Club. The group involves kids in the events.

He said that he is an Oregon Mountain Bike Racing rep, administering rules for off-road competitions among all ages. He noted that Bend has already coined itself Bike Town. He is working with Dave Gilbert at Visit Corvallis and is logistics manager for Ride Corvallis, which brings tourists and economic development to Corvallis.

He asked where you'd tell people to do an hour ride; we need to educate people on that. He said other cities have established rides; Corvallis should do something. He said OSU College of Forestry Recreation Manager Chris Jackson has been great. He explained that bike culture needs to be developed in Corvallis, as it has been in Bend and Portland. He said cyclists have adopted the Endo Trail, and

hiker and equestrian groups have been lined up to adopt others. He emphasized that trails must be built to standards. He said Chip Ross Park is a gateway to MacDonald Forest; it should have all-weather, rocked, sustainable all-year trails; his group would provide labor for that kind of effort. He said he wanted to learn what the department needed and determine what is possible and sustainable.

Griffiths said trails were important so that people can be directed to use them and not make their own. Ripley related that there is currently money to build trails, but all too often they are poorly built; they must be planned appropriately. Hirsch asked whether the Susan B. Komen Ride would be rebranded; Ripley said discussions were still underway, but it appears it will continue.

V. **FY12-13 BUDGET.** Assistant Director Steve DeGhetto related that the City is in a deficit between $1.5 and $2 million dollars and all departments are looking at cuts. The Parks and Rec department is responding by looking at programs that aren't as productive as evaluated by the recently adopted Cost Recovery model, considering forms of sponsorships, revenue generation and some cuts to programming. Disc Golf is looking at sponsorship for revenue generation. The department is also considering selling backstop advertising and finding ways that the community can provide funding and in-kind support. A finalized budget will be brought to the April 19 meeting. The April 19 Budget Commission meeting is the same evening as the PNARB meeting; he noted that staff would likely have to attend that meeting and asked whether PNARB would like to reschedule its April meeting. He related that some unfilled positions will not be filled; there will be cuts in service contracts, etc.

Soule asked when the board could see the first draft of the budget; DeGhetto replied it would probably be at the March PNARB meeting. He said the low-hanging cost savings fruit has already been picked, largely from cost recovery.

VI. **STAFF REPORTS.** Planner Jackie Rochefort reported that the boardwalk at Mary's River Natural Area is in poor condition following recent flooding and may need to be condemned; a claim has been filed with FEMA. She said the board will have to determine whether the boardwalk is appropriate to continue to be out there. The boardwalk is a condition of approval for the Brooklane Estates project, so if it is determined that it should not be repaired, then that will need to be re-considered.

Griffiths said she understood it had been largely destroyed. Rochefort explained that it was built to Parks specifications, but the design was highly limited by the partnership with Natural Resource Conservation Service. She related that the NRCS didn't want the footings set in concrete, so they were set deeply to try to compensate. It was designed to be able to remove the top sections quickly in event of major flooding; however, the area flooded too quickly to remove them. If it is rebuilt, a hydrology engineer needs to assess the area water flow. A higher design would require hand rails. She summarized that it is a poor design gone bad.

Rochefort related that the Central Park Plaza pavers are complete; on Sunday May 6 at the Spring Garden Festival there will be a dedication. There will be a call for names for the plaza in the City newsletter, as a part of a naming process. There is a March deadline; the board will review nominations. It has been called various things over the years; it is called the Central Park Plaza for grant purposes.

She distributed maps of the Kendall Natural Area surrounding the Crystal Lake Sports Fields. She said there was an expected mortality rate of 25% of planted trees there; however, there has only been a 5% mortality rate, so there is a contract with Integrated Forest Management of Philomath to thin the trees. It is entirely within the flood plain, so they must wait to hear back from Benton County Planning for approval. The goal is to improve habitat quality, allow equipment to get in for understory management, to monitor and manage noxious weeds, and provide fire safety. She said that oaks are the top priority to

preserve; then Valley Ponderosa Pine, then cottonwoods. Phillips added that thinning the trees has been needed for a long time; it will improve the remaining stand dramatically.

Griffiths asked if there was a plan to notify the public about the proposed thinning; Rochefort replied that staff will probably put up a sign and brochures about the project. Griffiths suggested contacting the Willamette Dog Group, as well as key people, along with a general notice, just so people aren't surprised. DeGhetto said there are a number of noxious and invasive weeds that have been controlled there over the years. He said the contractor, Mark Barnes, has previously done a number of other projects.

Rochefort said the Corvallis to Albany bikepath is proceeding; the City portion is funded. It will run through Village Green Park, crossing over to Cheldelin, and follow the railroad tracks to the City limit line; construction is scheduled for this summer.

Philips reported that nine Park seasonal workers return on March 16; there will probably be a reduced season. Removing part of the Marys River boardwalk will be one of the first jobs. The Parks and Rec District Feasibility Study is moving forward; the contractor is Conservation Techniques, of Portland. The contractor has interviewed six other districts in Oregon to find out what has worked and what has not. The department is reviewing the results and will be meeting with local stakeholders, including 509J School District, Benton County, the City of Philomath and the City of Adair Village. One of the anticipated issues for discussion will be tax district boundaries. 509J Liaison Bogatin asked about Parks and Rec redistricting; Phillips replied that he would email him a summary. In response to a query, Phillips related that the Corvallis Loop pipeline project has approached Development Services on two right-of-way pipeline alternatives, not on Park property.

VII. CITY COUNCIL LIAISON REPORTS. None.

VII. BOARD REPORTS. Griffiths distributed the 2011 Greenbelt Land Trust Strategic Plan. She highlighted the Corvallis Sustainability Coalition Town Hall on March 1. She related that the group working to establish Friends of Parks and Recreation has met several times; they are looking for one more board member. They are working on the group becoming a 501(c)3 corporation; they are currently developing articles of incorporation and bylaws.

Hays related that a Siuslaw National Forest contractor building security fences around antennas at Marys Peak destroyed a native plant recovery area, ignoring a considerable number of laws and regulations. The area was completely bulldozed; they will be doing restoration of the area.

VIII. SET APRIL DATE FOR BENTON NATURAL AREAS AND PARKS, GREENBELT LAND TRUST AND PNARB MEETING. DeGhetto suggested scheduling the joint meeting for Wednesday, April 11, perhaps 6:30 p.m., possibly at the Avery Park admin conference room.

IX. EXECUTIVE SESSION. 7:25 p.m.

X. ADJOURNMENT: Meeting adjourned at 8:05 p.m.

Community Development
Planning Division
501 SW Madison Avenue
Corvallis, OR 97333

Approved as submitted, March 7, 2012

CITY OF CORVALLIS
PLANNING COMMISSION MINUTES
February 1, 2012

Present
Jennifer Gervais, *Chair*
Frank Hann, *Vice Chair*
Tad Abernathy
James Feldmann
Tony Howell
Roger Lizut
Jim Ridlington
Ronald Sessions
Jasmin Woodside
Roen Hogg, *Council Liaison*

Staff
David Coulombe, Deputy City Attorney
Ken Gibb, Community Development Director
Kevin Young, Planning Division Manager
Jeff McConnell, Development Engineering Supervisor
Matt Grassel, Development Review Engineer
Bob Richardson, Associate Planner
Terry Nix, Recorder

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I.	Visitors' Propositions			
II.	Reopened Public Hearing: Harrison Apartments (PLD11-00004, SUB11-00001)			The record was held open until February 8, 2012; deliberations are scheduled for February 15, 2012.
III.	Planning Commission Minutes: January 4, 2012			Approved as presented.
IV.	Old Business	X		
V.	New Business A. Planning Division Update	X		
VI.	Adjournment – 10:42 p.m.			

Attachments to the February 1, 2012 minutes:

A. Written testimony, submitted by Deb Kadas.

B. Written testimony, submitted by Lori Stephens, Broadleaf Architecture PC.

CONTENT OF DISCUSSION

The Corvallis Planning Commission was called to order by Chair Jennifer Gervais at 7:10 p.m. in the Downtown Fire Station Meeting Room, 400 NW Harrison Boulevard.

I. VISITOR'S PROPOSITIONS: There were no propositions brought forward.

II. REOPENED PUBLIC HEARING – Harrison Apartments (PLD11-00004, SUB11-00001)

A. Opening and Procedures:

The Chair said the Planning Commission held the initial public hearing on this proposal on December 14, 2011, during which, concerns were heard about the proposed development. The Planning Commission acted on a request to hold the record open by granting one additional week for the submittal of written testimony, and scheduled deliberations for January 4, 2012. As part of their final written argument, the applicants requested that the Planning Commission postpone deliberations further and allow more time for them to prepare revisions to the application in response to testimony received. On January 4, the Planning Commission decided to allow more time for those revisions and to reopen the public hearing to allow testimony on the revised proposal on February 1, 2012. The Planning Commission also decided not to limit the scope of testimony to the proposed changes but to allow testimony on all aspects of the proposed development. Public notice of the reopened public hearing was provided consistent with Land Development Code requirements and staff has prepared an analysis of the proposed revisions and their compliance with the applicable decision criteria. Tonight, we will reopen the public hearing with this revised application. Anyone testifying tonight should be aware that if they have already spoken or submitted written testimony, that testimony is on the record and will be considered and does not need to be repeated for them to have legal standing. People testifying are encouraged to focus their testimony on the revisions to the application and how the revisions have affected the application's compliance with applicable decision criteria.

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

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

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

The Chair opened the public hearing.

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

Commissioner Woodside said she was not present at the December 14 public hearing, but she has listened to the tapes of that meeting and reviewed all of the written materials and she is prepared to participate in this public hearing.

1. Conflicts of Interest: Chair Gervais said that she sometimes volunteers for Good Samaritan Hospital. Commissioner Hann said that he occasionally works for Good Samaritan as a casual employee and his wife is employed by them. Commissioner Feldmann said he lives somewhat close to the subject site. All said that these associations will not affect their ability to make a fair and impartial decision.
2. Ex Parte Contacts: None.
3. Site Visits: Commissioners Feldmann, Hann, Howell, Ridlington, and Woodside declared site visits.
4. Objections on Jurisdictional Grounds: None.

C. Staff Overview:

Associate Planner Bob Richardson reviewed the subject site and surrounding uses. He reviewed Comprehensive Plan and Zoning Map designations for the site and surrounding area. A Planned Development Overlay was placed on the site in 1969 as part of the Good Samaritan Hospital development. The property is near the College Hill West and OSU National Register Historic Districts but it is not within either of them, so historic preservation provisions of the Land Development Code will not apply. As first proposed, the applicant sought approval of a Planned Development Major Modification to construct a new 105,000 sq. ft., 91-unit apartment complex on a 2.08 acre site. As part of that original proposal, the applicant requested to vary from 15 development standards. As revised, the applicant now proposes to construct 90 units, to vary from four development standards, and to waive solar access standards (permitted by Land Development Code Chapter 4.6 – Solar Access). The applicant also seeks approval of a Major Replat to consolidate Lots 9-14 of Block 2 and Lots 4-9 of Block 3 of the Arnold Way Heights Subdivision.

D. Legal Declaration:

Deputy City Attorney Coulombe said the Commission will consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they believe are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the decision-makers an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue.

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

E. Applicant's Presentation:

Anyeley Hallova and Tom Cody, Project Ecological Development, came forward. Ms. Hallova said this presentation will follow the applicant's January 17, 2012, letter to Planner Richardson. She will not recap the whole project but will say that the principals of design, community, connections, green development, and memory continue to be very much part of the plan. The submitted adjustments are a response to public comments received. She reviewed revisions to the application, as follows:

Building: Set the building back to be within the setbacks, except where courtyards exist.

Utility Easement: Provide 7' wide franchise utility easement.

Outdoor Space: Increase common and private outdoor space; screen private outdoor space.

Tot Lot: Will now be included.

Parking: Increase parking stalls to 197 spaces, increase parking stall widths and lengths, eliminate mechanical parking and tandem parking stalls.

Bike Parking: Move bike parking from within the apartments to a new covered area within the parking structure.

Landscape: Provide parking area tree islands, increase landscape buffer widths.

Trash Enclosure: Move trash enclosure to more than 20' from the building.

Unit Mix/Count: Now at 90 units, 279 beds.

Materials: Change direction of wood siding on floors 2-4 from vertical to horizontal.

Roof: Change metal roof to dark-colored architectural composition.

Ms. Hallova then reviewed the requested variances and waiver, and compensating benefits, as follows:

Planting screen easement: The requested variance would allow for a building facing both Short Avenue and Harrison Boulevard to create a pedestrian environment, eyes on the street, and a residential feel, as opposed to a 20' screening buffer on the southern side of the property on Short Avenue. Compensating benefits are window architectural features, porches, pedestrian-oriented experience on Short Avenue, more efficient use of land, and increased security. This variance is supported by the Comprehensive Plan.

Detention facilities designed to maximize storm water infiltration: Although detention facilities will be provided to reduce peak runoff, due to subsurface conditions they will not be designed to maximize stormwater infiltration. The compensating benefits are that the condition is improved over existing conditions by mimicking predevelopment characteristics, use of pervious pavement on the site, and a green roof on the Harrison Blvd. wing of the building. The applicant believes infiltration is maximized by this plan. This is supported by the Stormwater Master Plan and Comprehensive Plan.

Off-street parking and access standard: The requested variance is to use the Institute of Transportation Engineers (ITE) standard, a universally accepted national standard, for the drive aisle dimensions in the covered parking structure. The variance reduces the size of the area dedicated to parking-related circulation and provides for more landscaped area between the north wing of the building and the sidewalk on Harrison Boulevard. Compensating benefits include more efficient use of land, smaller consumption of energy and resources to build the structure, a more compact urban form, relocation of covered bicycle parking to a more secure location, a smaller quantity of impervious surface on the site, and more parking than required.

Landscape buffer adjacent to the property: The requested variance is to not provide a landscape buffer along the south, southwest, and west side of the property. Adjacent property owners currently enter the property to access the rear portions of their lots where they have parking. The compensating benefits include that the variance allows for permissive access to adjacent off-site parking and does not adversely affect an existing parking situation.

Solar protection for adjacent residential buildings: The intent of the Solar Access chapter appears to be very much about energy supply. Part of the requirement for the waiver is that loss of solar access is mitigated by a substantial increase in energy efficiency. The building is targeting LEED Gold with an energy savings of between 14 percent and 26 percent above Code. The wavier is allowed by meeting at least one of the subsections in 4.6.60. The applicant believes they have met subsections c and d.

Ms. Hallova reviewed compliance with some of the compatibility factors, as follows:

Compensating Benefits: Compensating benefits for the variances requested are outlined above.

Basic Site Design: Regarding organization of uses on the site, the proposal is for a building to be placed along two major streets, with attractive streetscape, ground floor apartments and porches that face the street, a pedestrian environment, a large interior common outdoor space, and parking under the courtyard. Regarding relationship to neighboring properties, the site is zoned RS-20 and all properties adjacent to the site bear that same zoning.

Visual Elements: The buildings are of an appropriate scale and compatible with the underlying zoning designation and neighboring properties. The proposed development complies with the development standards for the site and meets the criteria with regards to density, height, lot area, and setbacks. The developer feels that the first thirty feet of a building are what the community experiences, so particular attention was paid to this area to make a rich and layered experience. Regarding structural design and form, the site is not subject to historic review standards and the applicant has chosen not to mimic historic building details, but to develop a contemporary building with appropriate design and form for the site and zoning, while incorporating aspects typical of a larger historic building.

The applicants then reviewed ways in which the proposal fulfills the intent and standards set forth in the Comprehensive Plan and the City's 2020 Vision Statement. Mr. Cody said that the application is consistent with RS-20 zoning, meets compatibility factors defined by Code, and provides more parking than required and fewer trips than historical uses on the site. It is a model project as it relates to the Comprehensive Plan and 2020 Vision Statement. The development team has been proactive, honored the process, listened and adjusted.

Commissioner Hann said that testimony was received with concerns about the rooftop public area; he asked how the applicants would mitigate visual intrusion and noise. Ms. Hallova said

those concerns would be addressed in design and management. The location would be buffered by the building and gable roof, and hours of access would be limited so that it is not a nuisance. Commissioner Howell asked about areas where the gable roof does not provide a buffer. Ms. Hallova said there is a large parking area to the south so those houses are further away. To the east, the design would create inhabitable areas among vegetation. The developer has another project with a rooftop deck that has worked well with no noise issues. Mr. Cody said that a condition of approval addressing management practices associated with the rooftop area would be acceptable.

In response to an inquiry from Commissioner Sessions, the applicants said the plantings on the rooftop area would be a mix of shrubs and plants with shallow root systems as recommended by the landscape architect.

In response to an inquiry from Commissioner Howell, the applicants described the bicycle parking areas as shown in the application materials.

Commissioner Howell said a compensating benefit for the variance on storm water infiltration cites the use of pervious pavement; however, the site doesn't have pervious soil. He has trouble giving that much of a reduction for pervious pavement that will not be completely pervious. Lyle Hutchens, Devco Engineering, said that the underground detention system would facilitate groundwater recharge and allow water to have contact with the surrounding soils. The potential for soil-water contact is greatly increased with the use of pervious pavement. The detention facility is being designed as if there were not pervious pavement because of what is known about the soil conditions.

Commissioner Howell said that, in the past, flexibility has been shown for violating solar access standards within a development; less so when it impacts existing properties outside of the development, i.e., the structures on the north side of Harrison. Ms. Hallova reviewed the applicant's calculations and analysis related to solar access. Commissioner Howell said that it would be one thing if, in meeting the restrictions of the site, the developers were not able to provide solar access; however, they would be able to provide solar access at a lower height. He asked if consideration was given to variations such as a flat roof in some sections. Mr. Cody said that removal of the gabled roof on the north building would solve the problem but would conflict with compatibility issues. The applicants felt that the Code establishes criteria under which they could potentially be granted a solar access waiver if they could show substantial energy savings.

Commissioner Howell referred to public testimony that the gabled roof added to the massiveness of the development; he invited comment. Ms. Hallova said there are Code provisions that encourage the gable roof and it was also an architectural design decision. In response to inquiry from Commissioner Sessions, Mr. Cody said that the design is a product of its context. He has never constructed a building of this nature with a gabled roof but he felt it was important for compatibility in this case. The pitch of the roof is a judgment call; he believes the building is an attractive, compatible building, and that is his best judgment. Brief discussion followed.

In response to an inquiry from Commissioner Howell, the applicants reviewed access off of Harrison Boulevard. All of the entering movements are off of local streets.
In response to an inquiry from Commissioner Woodside, Mr. Hutchens said all of the maples on the south side of Short Avenue are intended to remain.

Commissioner Feldmann asked if there is a limit on the number of people per apartment. Mr. Cody said the lease is typically designed to limit occupancy to one adult per bedroom. In response to further inquiry, he said that he would need to look at the lease language to see how it would impact 17-year-old students. Brief discussion followed regarding how the limit would work with couples or children.

Commissioner Woodside asked why the number of bedrooms was increased. Mr. Cody said that an underground parking area was added at great cost; the additional beds provide revenue to help make up for that expense in a minor way.

F. Staff Report:

Planner Richardson said much of what he had intended to present was covered by the applicant. He will hit on a few points and take questions. The applicant is proposing to reduce the number of units by one and increase the number of bedrooms by nine. The minimum required number of parking spaces would be 197 spaces. The applicant is no longer asking to reduce the number of parking spaces, and many of the parking-related variances previously requested are no longer proposed. The applicant is proposing to move bicycle parking from the apartments into the underground parking areas. The building has been shifted to comply with setback standards and the applicant can now comply with the requirement to provide a 7-ft. utility easement. The applicant has changed the proposed siding and roofing materials. There are no requests to vary from standards related to outdoor space or trash enclosures.

Planner Richardson reviewed the City's off-street parking and access standards as they apply to the proposal; the applicant is requesting to use ITE standards. The staff analysis supported the request to waive the solar access standard because it was felt that the criteria had been satisfied; some of the points mentioned were the setback standards, density requirements, PODS requiring a gabled roof, and existing trees adjacent to the property. He reviewed each of the requested variances to the Land Development Code as detailed in the written staff report.

Planner Richardson said that staff has reviewed the application and the subsequent revisions and finds that the proposal complies with applicable Land Development Code standards. In the instances where it is requested to vary from standards, compensating benefits have been provided. The variations are consistent with the direction laid out in the Comprehensive Plan.

G. Public Testimony in Favor of the Application:

Bill Newland said he previously presented written testimony. He believes this is a well planned project that will be of benefit to university students and the community as a whole. He has known the development team for several years; they are a first class team with a proven record of building LEED-certified, pedestrian-oriented, student projects, including two projects in Eugene. He recommended approval of the request.

Nate Buddress said he has had the opportunity to work with the applicants on a number of projects and his experience has been that they take a conscientious and thoughtful approach, taking into account the relationship with the community and area. He previously resided in the subject neighborhood and understands the issues surrounding the lack of housing. This development would help with that issue and he thinks it should be approved.

H. Public Testimony in Opposition to the Applicant's Request:

Ed Epley said that a high roof on the proposed building will impact the amount of winter light he gets on his property across the street to the north. He assumes most of the information presented tonight is in answer to the proposed revisions; however, those revisions brought up other questions. He cited Land Development Code Section 2.5.40.02.c., which says that after an application is accepted as complete, any revisions to it that result in the need for an additional public notice shall be regarded as a new application with additional filing fees. He understands that a new application would need to be submitted the last Monday of the month which, if it has not been submitted yet, would require the applicant to wait until the last Monday of February. He questioned the legality of what is being done here tonight.

In response to an inquiry from the Chair, City Attorney Coulombe suggested that the Commission consider the question and follow up with staff to the extent that they want to as decision makers.

Tom Jensen said that, since corporations are given all the rights as individuals, it would be nice if they were also given the same limitations. A team of people are paid to prepare these items which are contested by citizens who must do so on their own time and with their own money. The setback is necessary; it provides green space and a home-style atmosphere. Regarding the detention facility, yes we have clay soils and clay soaks up a lot of water. After the recent floods, there were high-water areas on 27th; the infrastructure cannot handle this proposal. The developers need to provide parking. Beyond the statutes and regulations, there needs to be consideration of the limitations that will be put on people in the surrounding neighborhood. He expressed concern about parking and traffic impacts, and that people to the north will be in the shade of this structure. He said the applicants do not need any variances; they need to build what they can within the regulations. The neighborhood needs the Commission's protection for their quality of life and neighborhood livability.

Zel Brook said she lives in a historic house in this neighborhood. She expressed concern about parking. More beds will likely equal more cars, both from residents and their visitors. This would put pressure on a neighborhood already stressed by parking that does not match building occupancy. Student occupancy will grow and place increasing pressure on the neighborhoods. She lives next to a residence that was given a variance to house a religious organization with four parking spots; that organization has now grown and is parking on adjacent streets. It is extremely difficult for residents to find on-street parking. She asked for concern for long-time residents.

Ann Nolin referenced the Land Development Code criteria re: compatibility factors. Her concern is the basic site design and visual elements. While the height may be below the limit, her concern is the volume of the structure. There is no similarly sized structure anywhere around this site. The structural design and form is far more urban and contemporary than exists in the area. She expressed concern about noise associated with the party deck, which the applicants call open space. She calls the police due to noise concerns and they don't want to spend time repeatedly dealing with her. If the common open space is to be lit, that needs to be addressed as well. Another concern is safety issues associated with the students who make the trek from the neighborhood to Jefferson School on bicycles each day.

Deb Kadas submitted and reviewed written testimony (**Attachment A**). She expressed appreciation for staff and acknowledged that the developer has made some changes based on public input. She believes the project is still too big to be compatible with the neighborhood

and now a new concern has emerged - the rooftop garden. She expressed concern about the mass of the building. Reducing the size and number of tenants would solve most of the compatibility problems and help the development be more impact-neutral in the areas of parking, scale/mass, open space/green space, solar, and safety. Neighbors are not against increasing housing in the neighborhood; they are just opposed to this proposal as it currently stands. She does support the variance for a planting screen easement on Short Avenue. She noted that there is no left turn going west on Harrison, so getting to the development will be difficult. She said there is a need for student housing for couples and she wonders if limiting to one occupant per bedroom is discriminatory, or even legal.

Gary Angelo, President of the College Hill Neighborhood Association (CHNA), said that, while recognizing that the developer has made significant changes to the plan and that the project team reached out to neighborhood representatives, the CHNA continues to oppose the plan as it currently stands. What is at stake is the integrity of one of the last intact neighborhoods in the City's core. While the subject site is not in a national historic district, the development needs to be of a scale, design and use compatible with the historic neighborhood; the CHNA does not see the proposal as meeting this test. The proposed development is out of scale with nearby neighborhoods. The Land Development Code and Comprehensive Plan are there to properly manage the scale, compatibility, safety, and utility of planned developments and the current circumstances do not warrant waiving the requirements when there are plenty of alternatives. The applicant uses mitigation factors that are property management; these are not relevant unless they would continue on with the property if ownership changes. Regarding parking, the applicant's revisions are appreciated; however, this project, combined with another upcoming project, will exacerbate already existing parking shortfalls. An obvious solution would be to scale back the number of bedrooms in the proposed development. The scale of the project is driving the need to request a waiver of the solar access requirements. If granted, this wavier would subject properties across Harrison Boulevard to increasing shading in the fall and winter months. The applicant uses as a mitigating factor the shape of the property; however, the site could easily fit lower-height buildings and rearranged smaller buildings. He expressed concerns about noise and light associated with the rooftop area. CNHS does not feel that the applicant has offered appropriate and sufficient mitigating factors to warrant the granting of the requested variances. It is of a scale that could generate significant issues with the adjacent traditional and historic neighborhoods through increased traffic and parking issues. It is of a higher density and scale not consistent with the goal of developing compatible, multi-family residences for people of all ages. Without a more systemic planning process, Corvallis will likely head towards a future that was not desired in the Vision 2020 Statement. The proposed development may be the right building but it would be in the wrong location. He strongly urged the Planning Commission to disapprove the proposed project as it currently stands.

Mark Histand expressed agreement with testimony by Ms. Kadas and Mr. Angelo. He believes the scale of the project is out of compliance with requirements that it be compatible with the neighborhood. He understands the report says that there will be no net impact on traffic. With 200 additional vehicles making an estimated one to two trips per day during prime times, traffic is a very important consideration. Arnold Way has a large amount of bicycle and pedestrian traffic. He is pleased that the developers have listened and made changes but they still have a way to go. He is in support of the variance to allow continued use of the 10 parking spaces by residents.

Dave Eckart said he is pleased that the development is using permeable pavers and vegetative roots. That said, he doesn't fully agree with some of comments made. The comment that soil doesn't drain in the area may be true in places, but he doesn't think one could make that blanket

statement. The area won't be returning to predevelopment conditions due to compacted soils. He fails to understand the concept of allowing a variance for infiltration due to the addition of permeable pavers. He made a request that the four maple trees on 27th Street be saved; they are very healthy and the best trees for the area. He believes that denying properties solar access is denying property rights.

Ed Miller said he agrees with the testimony by Ms. Kadas and Mr. Angelo. He emphasized that the neighborhood is not against a student project in this location, but this plan overwhelms the neighborhood with its scale and potential tenants. He reviewed calculations related to persons per acre. His property houses five people on 1/8 of an acre which would equate to 42 people per acre. 20 dwellings per acre x 5 people per dwelling would equal 79 people per acre. This proposal would have 220 people per acre which is way out of scale for the area and overwhelming for the neighborhood.

Hugh White said he and his wife have lived in this neighborhood for 35 years. He asked that a majority of the Planning Commission deny granting the variance for the drive aisle width. The reduction from 26' to 23' will not work and should be denied. He suggested that decision makers not be fooled by comparisons to projects in Eugene which are in a completely different setting than this neighborhood, or by the staggered trips-per-day calculations. He suggested they not be swayed by Samaritan Health Services. The citizens who have come to testify contribute more to the City's general fund than a nonprofit elephant.

Lori Stephens submitted written testimony (**Attachment B**). She said the applicant claims it has achieved compatibility of building scale by breaking up the northern building into four parts, in effect acknowledging that what would be compatible would be four separate and smaller buildings. Angling a massive building does not achieve the desired effect; it would simply make it look tall, long, and angled. She showed a model of the proposed building and the surrounding neighborhood, intended to help decision makers better understand the massing of the building in the neighborhood. She said the building is out of scale and it is not compatible.

In response to inquiries from the Commission, Ms. Stephens said that her data came from the applicant's revised plans and from estimating the heights and roof pitches of other building in the neighborhood. The angled building and roof pitch is not typical for the neighborhood. She quickly revised her model to show the proposed building with the roof in place and with the roof removed at 3:00 p.m. She acknowledged that removing or reducing the gabled roof would bring down the massing but she thinks the length would still need to be broken up.

Ms. Stephens requested that the record be held open for seven days. City Attorney Coulombe said that in a regular public hearing, a request to hold the record open would be automatically honored. In this reopened public hearing, it is up to the Planning Commission to decide whether to hold the record open.

I. Neutral Testimony: None.

The Chair reminded people that speaking neutrally removes rebuttal rights.

Questions of Staff:

Chair Gervais asked for a staff response to the public testimony regarding process and whether this revised application should be considered a new application. Planning Manager Young reviewed Land Development Code Section 2.0.50.06.n., which states that a closed hearing shall be reopened only upon a majority vote of the hearing authority and only after a reasonable showing that there is evidence that was not reasonably available at the time of the hearing, that evidence is now available to the person seeking to reopen the hearing, and that the evidence is factual, substantial, and material. In this case, the applicant requested to modify the design to address concerns expressed at the December 14 public hearing. The Planning Commission decided to honor that request, and staff suggested that notice be applied as a courtesy to ensure that all parties had the opportunity to come forward.

In response to inquiries from Commissioner Lizut, Planner Richardson said the 10 private parking spaces are not included in the applicants' parking calculations. He reviewed standards that require lights to be down directed and full cutoff; the applicant submitted a lighting plan with their application which would be reviewed with the building permit, should the application be approved. There are standards which limit height and setback, but nothing that gets to the issue of volume.

J. Rebuttal by the Applicant:

Tom Cody said that the applicant felt that the gabled roof was the appropriate response given the nature of the conflicting challenges. If the Planning Commission feels differently, he would defer to it on balancing the factors at play. Regarding stormwater, the proposed system was designed by engineers based on geotechnical data; the applicant is not averse to seeking an infiltration permit if that is added as a condition. The model shown by Ms. Stephens was not rendered with windows, porches, trees, etc., and does not accurately represent the building. Regarding comments about this being a traditional neighborhood, the area includes fraternities, sororities, hospital facilities, and an assortment of multi-family and single-family homes. The project is not a dormitory; it is a multi-family apartment building. He sees in the testimony the prevailing sentiment that this is the right building in the wrong location. He would ask, if this is not the right location considering the zoning, then what is?

K. Sur-rebuttal:

Ed Miller said he disputes that this is not a dormitory; this building is specifically designed for students. He feels that this is the right kind of development to have at this location, except not this big. If the proposal was for three stories and for two or three buildings, we wouldn't be here. The proposed building is just too big.

Lori Stephens said that her model didn't show windows, etc., on the proposed development because those features were not shown on the other structures; she simply wanted to compare size and mass. She suggested that the roof could have portions of pitched roof and portions of flat roof; a pitched roof for whole length gives a monotonous look.

Gary Angelo said his written testimony states that this is the right building in the wrong location. There is plenty of space that could be leased by the University for a development such as this. This is an intact, traditional neighborhood with predominately owner-occupied single-family homes.

L. Hold the Record Open:

MOTION: Commissioner Feldmann moved to hold the record open. Commissioner Woodside seconded the motion.

Commissioner Howell said he thinks it would be appropriate to hold the record open; this is a complex issue and he would like time to more carefully read the materials provided tonight. Commissioner Woodside agreed. Commissioner Sessions said the Commission has already heard a tremendous amount of public input and leaving the record open would do nothing more than delay the decision; he is strongly opposed to keeping the record open. Commissioner Hann said he feels that he has enough information to make a decision on this issue. Commissioner Howell said the public should have an opportunity to address new information presented by the applicant. Brief discussion followed.

The motion **passed** by a vote of 6-3:
Yes: Commissioners Feldmann, Gervais, Howell, Lizut, Ridlington, Woodside
No: Commissioners Abernathy, Hann, Sessions

The record will be held open for additional written testimony until February 8, 5:00 p.m. Deliberations will be held on February 15, 7:00 p.m.

M. Close the public hearing:

MOTION: Commissioner Hann moved to close the public hearing. Commissioner Howell seconded the motion and it **passed** unanimously.

III. PLANNING COMMISSION MINUTES:

A. January 4, 2012:

MOTION: Commissioner Lizut moved to approve the minutes as presented. Commissioner Abernathy seconded the motion and it **passed** unanimously.

IV. OLD BUSINESS: None.

V. NEW BUSINESS:

A. Planning Division Update:

Planning Division Manager Kevin Young briefly reviewed upcoming meetings. He advised that the recruitment for an assistant associate planner position has been suspended for budgetary reasons.

Commissioner Sessions referred to discussion at the last meeting regarding his e-mail correspondence related to the Harrison Apartments. He had told staff he would miss the meeting and planned to provide input, and Planning Manager Young asked that the input be sent directly to him. He made a decision to send it to Commissioners as well; he apologized for this error in judgment.

VI. ADJOURNMENT: The meeting was adjourned at 10:42 p.m.

To: City of Corvallis Planning Commission
From: Deb Kadas, 3105 NW Jackson Avenue
Date: February 1, 2012
Re: Proposed Harrison Apartments

TESTIMONY IN OPPOSITION
TO REVISED APPLICATION

Dear Commissioners,

Thank you for this opportunity to provide testimony. Thanks also to the city staff (especially Bob Richardson) for being helpful, professional, thoughtful, and thorough.

I also want to thank the developer and architect, for aspiring to build "green" apartments in Corvallis that address the growing need for student housing. I appreciate the fact that they listened to public testimony, and made changes to their original plan, including improvements to parking, setbacks, and building materials. That being said, I believe the project is still too big to be compatible with the surrounding neighborhood, and now a new concern, the rooftop garden, has emerged.

No one disputes that the Good Samaritan site is ideal for a dense housing development. Already zoned to the maximum allowable RS-20 density, 40 units on this 2-acre site would provide high-density housing near OSU and fit in with the surroundings. At 90 units however, this monolithic monstrosity is just too massive, and remains incompatible with the surrounding, older neighborhoods. Their size, mass and scale will make them stick out like a sore thumb.

LDC 2.5.40.04 requires Planned Developments to demonstrate compatibility with surrounding uses and neighborhoods, and the Corvallis Comprehensive Plan, Article 9, states land use decisions shall protect and maintain neighborhood characteristics, and that new developments must be compatible in terms of scale, **mass**, and orientation. (Please see specific code references in my testimony dated 12.14.11.)

We all remember from elementary school math…

Mass = Width x Depth x Height

There are no housing structures in the surrounding neighborhood that matches the mass of the proposed Harrison Apartment buildings. The schools the applicant cites are similar in length, but only one story tall. Furthermore, they have giant setbacks and green spaces that keep them from overpowering their surroundings. The neighboring fraternities and sororities have 2-3 stories, but are a fraction the length, and most of them have their 3rd story in the roofline.

So, what is the solution? What would make this proposal compatible?

(continued)

Attachment A

REDUCE THE SIZE OF THE DEVELOPMENT

Reducing the size (and number of tenants) of this development would solve most of the compatibility problems, and would help the development be more impact-neutral in the following ways:

1. **Parking**- Reducing the number of units/tenants would mean there would be a parking spot for almost every tenant, ensuring no negative impact on the already-problematic neighborhood on-street parking.
2. **Scale/Mass** – Reducing the development means that the buildings would either be shorter in height or length, or ideally both, thereby making the mass and scale of the buildings compatible with the surrounding single family homes, Greek residences, and schools.
3. **Open Space / Green Space** – Reducing the size means there would be a higher percentage of open space and green space relative to the buildings. Patterns of development on Harrison could be maintained by having a series of somewhat smaller buildings separated by lawns, walks and other open spaces.
4. **Solar** – Reducing the size of the development would improve the solar access for the buildings across Harrison, as well as improve the solar access to lawns and gardens in between the buildings.
5. **Safety** – Reducing the number of units/tenants would eliminate the need for (and liability associated with) student rooftop gardens.

I'm sure the developers and their partner, Good Samaritan Hospital, will say that reducing the size of the development doesn't fit their profit-model. As a reminder, profit is not a criterion in the Corvallis Code. Furthermore, 279 bedrooms x $5-600/month rent will generate $1.5-2 million in gross receipts a year. (Skybox in Eugene rents some bedrooms for as much as $695/month.) It's hard to believe there isn't wiggle-room in the budget, and there is no reason to put short-term profits ahead of long-term neighborhood livability and compatibility.

You commissioners have a very difficult task at hand. Like a good parent, you have the responsibility of making tough decisions…saying "yes" when it makes sense, but saying "no" when you need to, even if unpopular. **There IS code to support a denial**. How the surrounding neighborhood's livability will be impacted in the future depends, in part, on the decision you make this evening.

Finally, neighbors aren't against increasing available housing in our neighborhood. We love living near OSU and the low carbon footprint lifestyle that living near campus offers, and we love the vibrancy students who live here bring to the neighborhood. We are just opposed to this proposal, as it currently stands. Good Samaritan's construction of a building this massive on this site is not being a good neighbor. Super-sized is not super-better. Denying this proposal isn't saying "no" to students, or "no" to development. A denial now, simply says that this proposal, needs more work before approval. I urge the Planning Commission to deny this application as it currently stands, and I thank you for your time and consideration.

Sincerely, Deb Kadas

February 1, 2012

To the Corvallis Planning Commission :

I had previously submitted written testimony concerning the Harrison Apartments proposal. After reviewing the revised plans and application for this project, I see no reason to change my written testimony as very little was altered in the revised application concerning compatibility of the project with the surrounding neighborhood. My previous critique of visual elements is still relevant, so I will address the issue of compatibility in the revised application as it pertains to LDC Chapter 2.5.40.4.a, item #3: visual elements (scale, structural design and form, materials, etc).

The applicant claims they have achieved compatibility of building scale by breaking up the northern building into four parts through angling portions of the building. The applicant states *the building is designed to be perceived as four separate and smaller buildings*. In effect, they acknowledge that the proposed building is out of scale to the neighborhood, and four separate and smaller buildings would make the building compatible with the neighborhood. I argue that simply angling a massive building does not achieve the desired effect, but simply makes it look tall, long, and angled. Designing four separate and smaller buildings would make the design look like four separate and smaller buildings.

So, where do you draw the line for a building to be considered incompatible with a neighborhood? In this example, I believe the form and mass of the buildings make them incompatible. Nowhere is there an example in the neighborhood of a structure even close to the proposed building's unbroken height of 63ft to the roof peak (51ft to roof midpoint) and continuous length of roughly 366ft as measured parallel to the street. They compare their buildings to low profile buildings such as Fred Meyer, Harding and Franklin Schools. They could not provide an example of similar massing because there is none. Where this building would be compatible in scale is an urban area on the east side of Portland where the massing of existing buildings are long, tall, and continuous. However, this building is not compatible in Corvallis where building forms are on varied and smaller residential scale.

Based on the revised plans, I have quickly modeled the massing of Harrison Apartments along side the massing of other buildings in the neighborhood. Attached are some views and sections showing the relationship of the proposed building to the surrounding neighborhood to help you better understand the massing of the buildings in the neighborhood. I have also attached photos of buildings directly adjacent to the proposed project so you can see their scale, variation, and articulation.

534 NW 4th Street, Corvallis, Oregon 97330 ◉ tel 541-753-2900
email info@broadleafarchitecture.com ◉ web http://www.broadleafarchitecture.com

As I stated at the previous meeting, the developers of the Newman Center realized their project was not compatible with the neighborhood and revised their design. Today it is a success story in our community. The applicant could have tried to follow this example but chose not to. They could have proposed a building with greater variation in height, roof lines, and general building articulation in order to break up the massing so it would be compatible with the neighborhood. However, doing so might mean that the developer wouldn't make the maximum profit they desire. As a reminder, the code does not state that the city must ensure the developer make a maximum profit. Code states the building shall be compatible with the neighborhood.

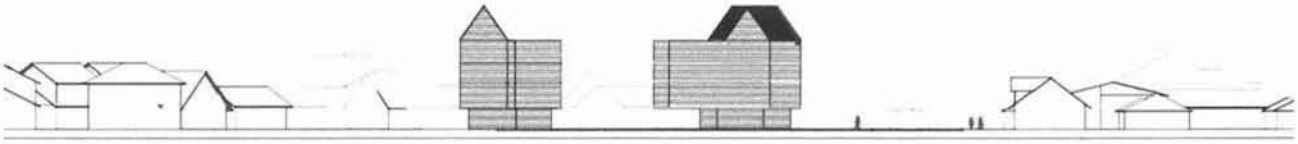
Sincerely,

Lori Stephens
Architect, AIA

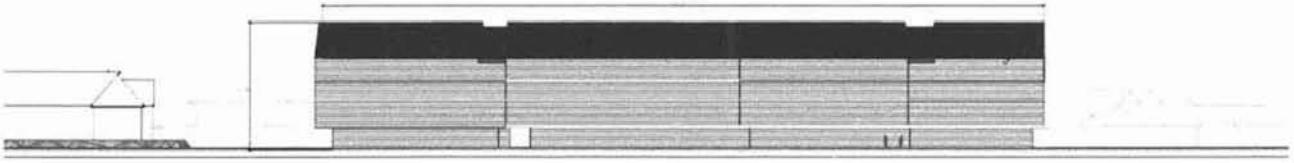
Broadleaf Architecture PC
534 NW 4th St,
Corvallis, OR 97330

Images of buildings directly adjacent to proposed Harrison Apartments.

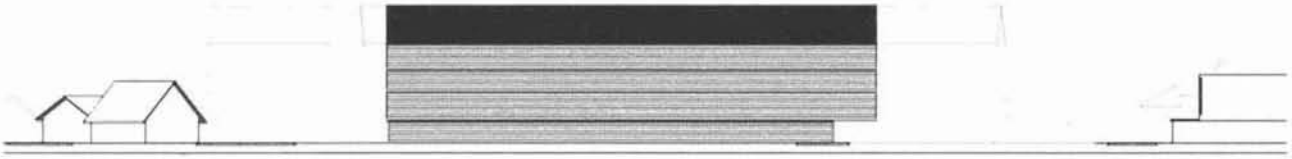
ELEVATIONS OF BUILDING SCALE.



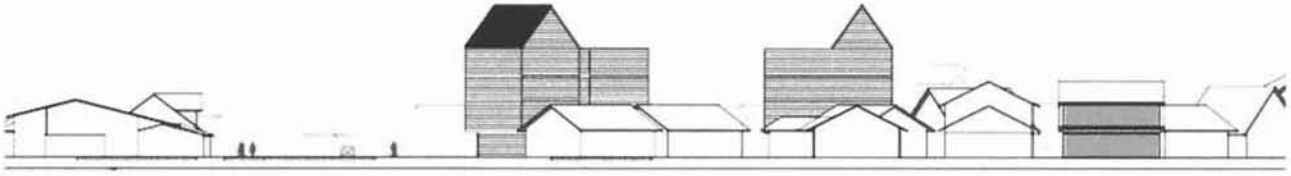
East Elevation.



North Elevation.

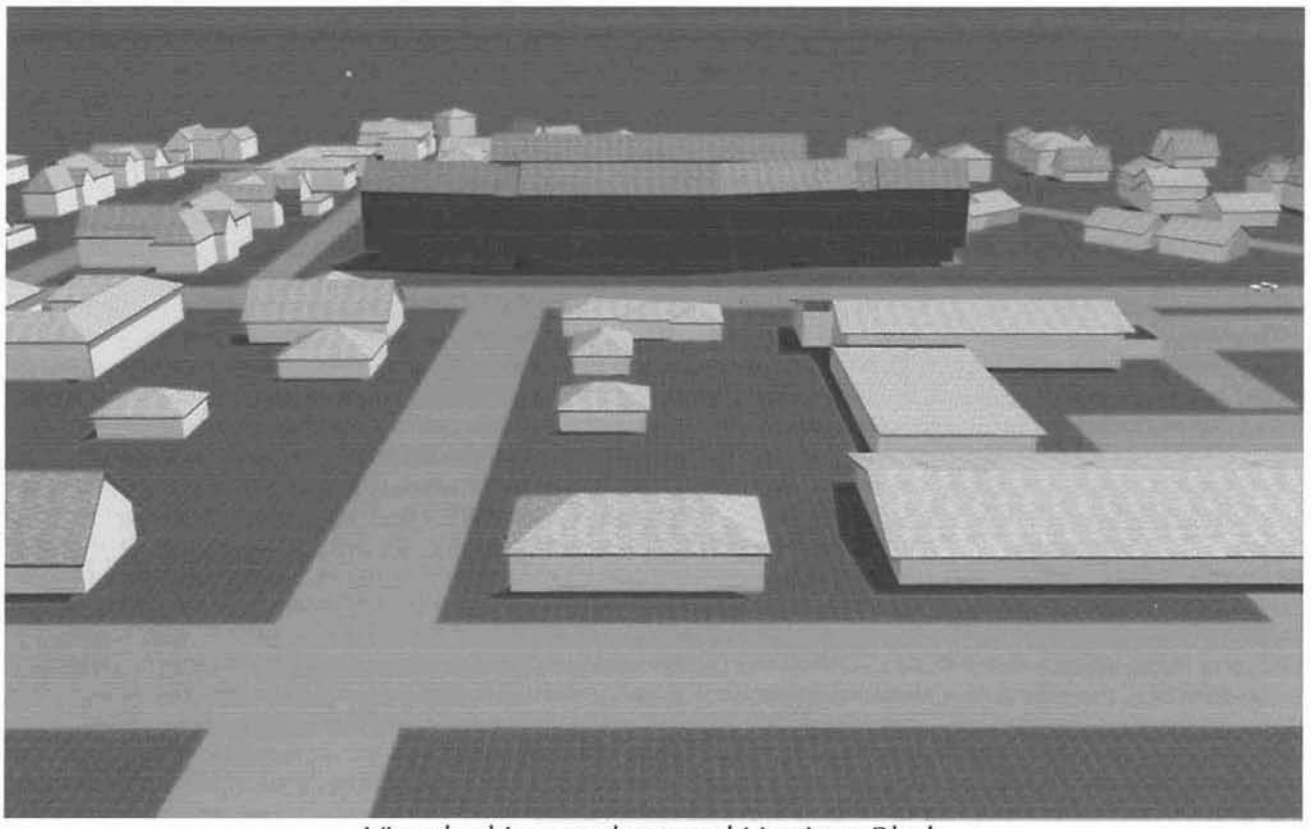


South Elevation.



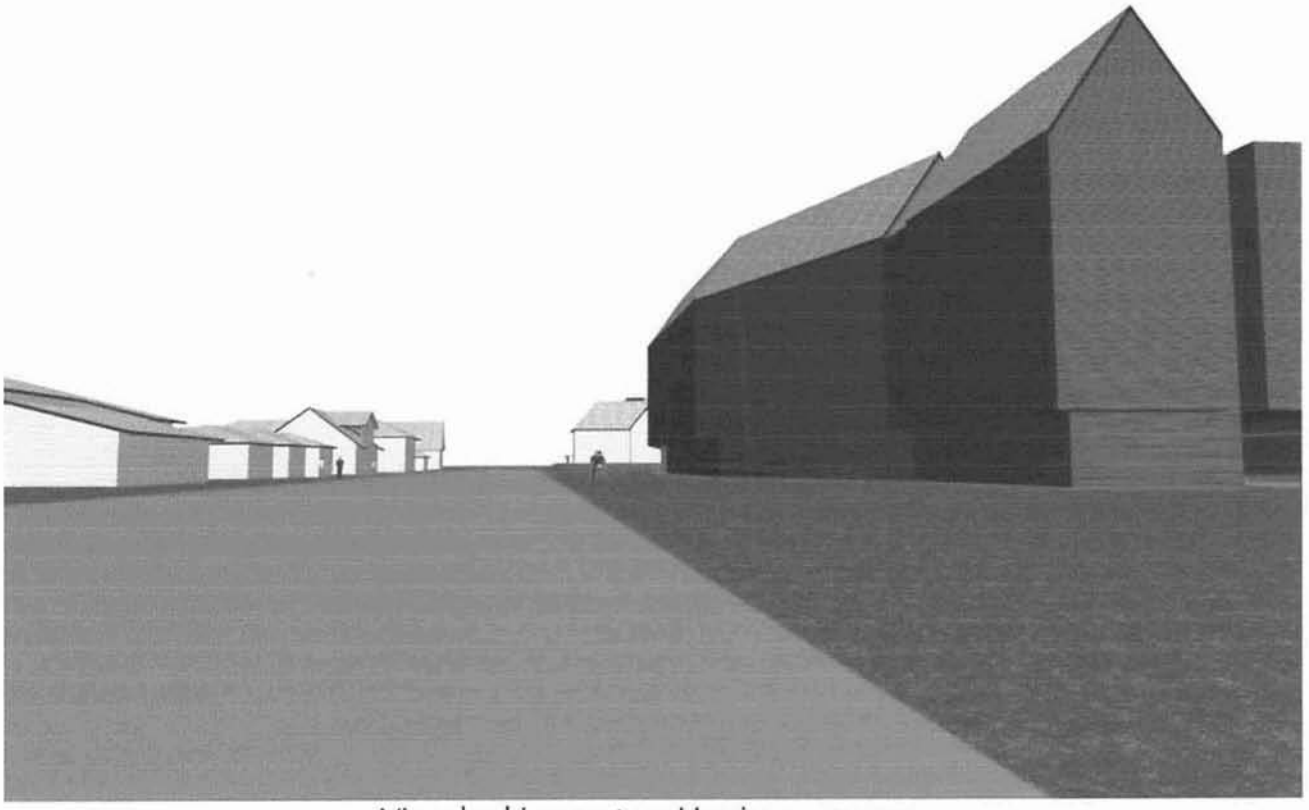
West Elevation.

534 NW 4th Street, Corvallis, Oregon 97330 ● tel 541-753-2900
email info@broadleafarchitecture.com ● web http://www.broadleafarchitecture.com



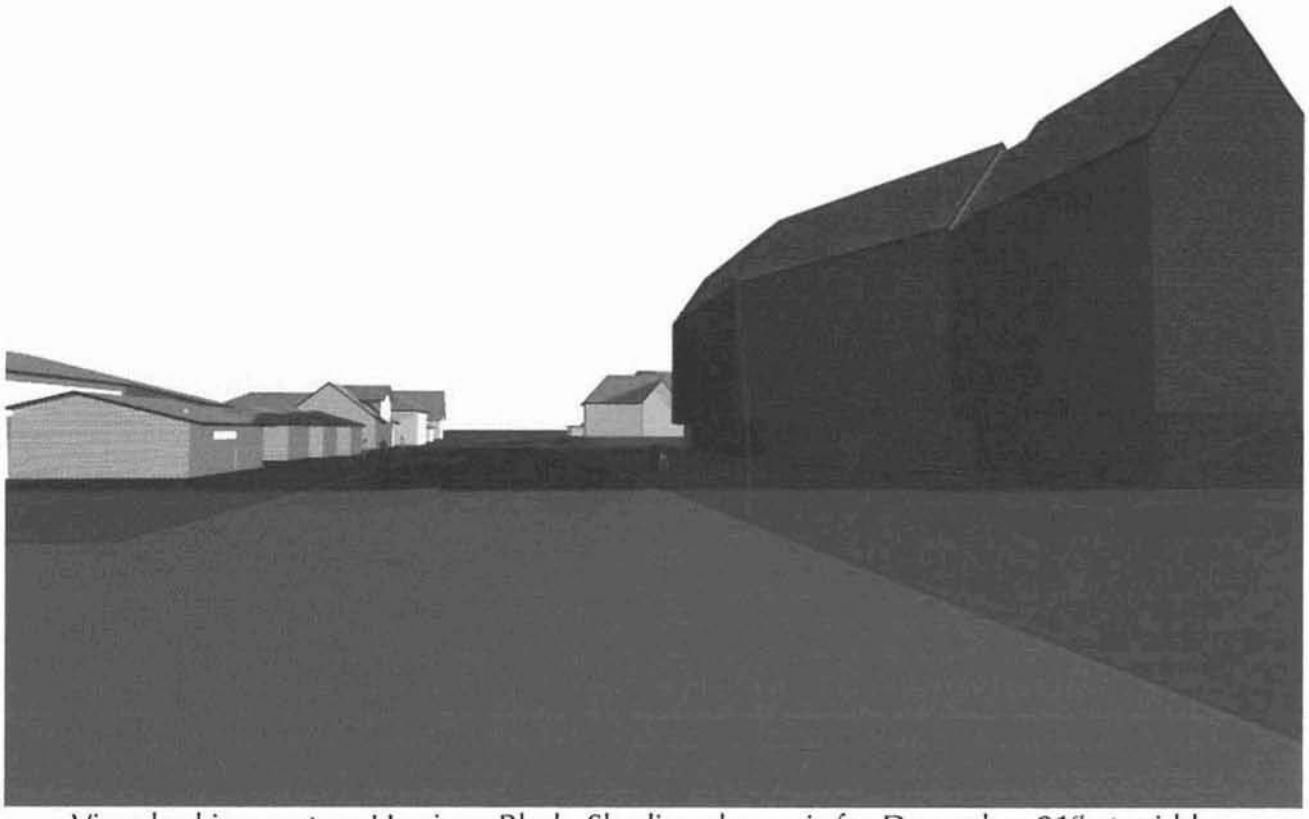
View looking south toward Harrison Blvd.

534 NW 4th Street, Corvallis, Oregon 97330 ◉ tel 541-753-2900
email info@broadleafarchitecture.com ◉ web http://www.broadleafarchitecture.com



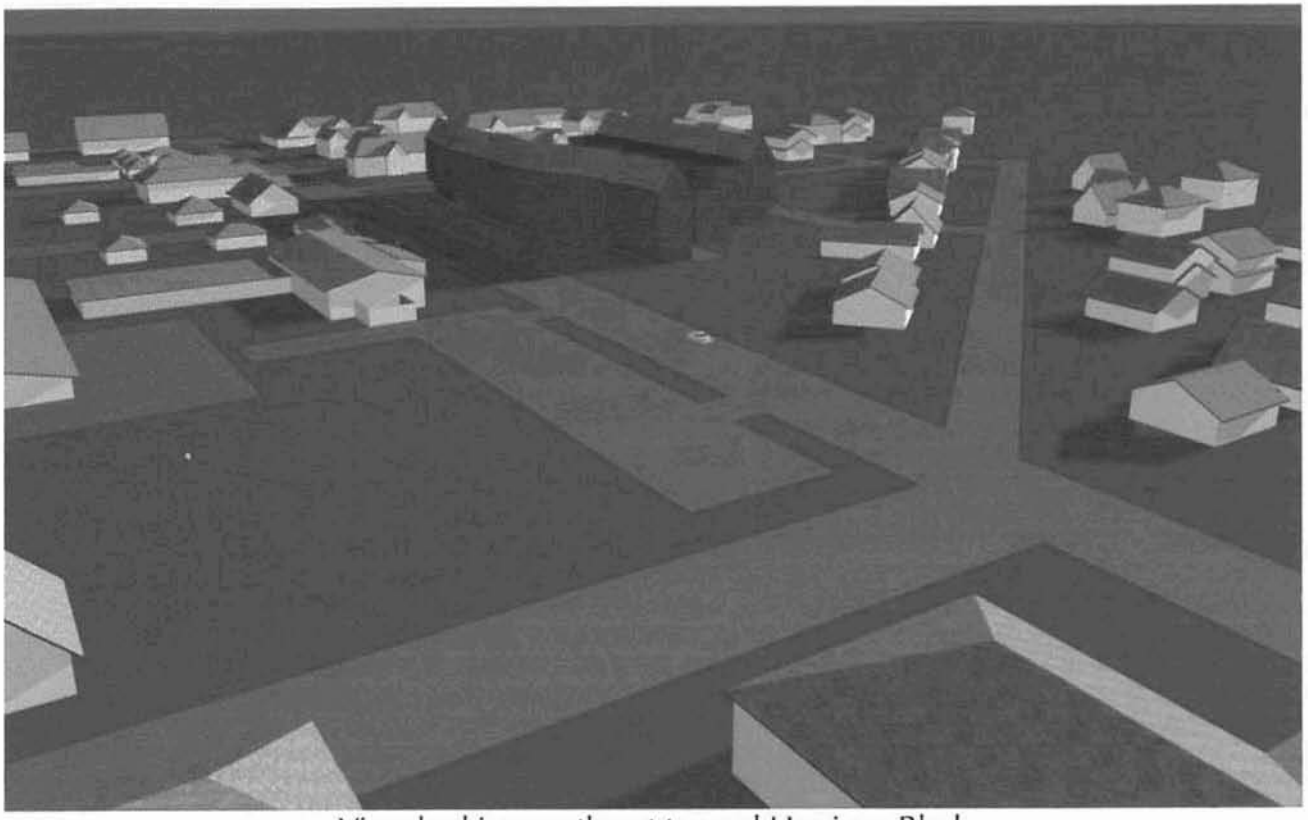
View looking east on Harrison - no sun.

534 NW 4th Street, Corvallis, Oregon 97330 ◉ tel 541-753-2900
email info@broadleafarchitecture.com ◉ web http://www.broadleafarchitecture.com



View looking east on Harrison Blvd. Shading shown is for December 21st at midday.

534 NW 4th Street, Corvallis, Oregon 97330 ◉ tel 541-753-2900
email info@broadleafarchitecture.com ◉ web http://www.broadleafarchitecture.com



View looking southeast toward Harrison Blvd.

Community Development
Planning Division
501 SW Madison Avenue
Corvallis, OR 97333

Approved as corrected, March 7, 2012

CITY OF CORVALLIS
PLANNING COMMISSION MINUTES
February 15, 2012

Present
James Feldmann
Jennifer Gervais, *Chair*
Frank Hann, *Vice Chair*
Tony Howell
Roger Lizut
Ron Sessions
Jim Ridlington
Jasmin Woodside

Staff
David Coulombe, Deputy City Attorney
Ken Gibb, Community Development Director
Kevin Young, Planning Division Manager
Bob Richardson Associate Planner
Jeff McConnell, Development Review Engineer
Claire Pate, Recorder

Excused Absence
Roen Hogg, Council Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I.	Visitors' Propositions			None
II.	Deliberations **Harrison Apartments(PLD11-00004, SUB11-00001)**			Deny approval of applications
III.	Planning Commission Minutes A. January 18, 2012			Approved w/ revisions
IV.	Old Business			None
V.	New Business A. Commissioner Abernathy's resignation			
VI.	Adjournment			9:30pm

Attachments to the February 15, 2012 minutes:

A. Staff Recommended Revisions to Applicant Proposed Conditions of Approval, submitted by Planner Richardson.

CONTENT OF DISCUSSION

The Corvallis Planning Commission was called to order by the Chair Gervais at 7:00 p.m. in the Downtown Fire Station Meeting Room, 400 NW Harrison Boulevard.

I. VISITOR'S PROPOSITIONS:

There were no visitor propositions.

II. DELIBERATIONS - Harrison Apartments(PLD11-00004, SUB11-00001):

Chair Jennifer Gervais welcomed citizens and stated that the Public Hearing on this item was held on February 1, 2012. By request, the record was held open for 7 days for additional written public testimony. The applicant's final written comments were received on February 14, 2012. Planning Commissioners have received both the additional testimony and the applicant's final written comments. Tonight is the time for deliberations.

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

1. Conflicts of Interest - none
2. Ex Parte Contacts - none
3. Site Visits
4. Objections on Jurisdictional Grounds

B. Staff Update:

Planner Richardson gave an update on the case, and called attention to the applicant's final written comments in response to the testimony submitted after the public hearing was closed on February 1, 2012, but before the record was closed on February 8, 2012. He gave a brief overview of the project, which was first heard by the Planning Commission on December 14, 2011. In response to a request, the record was kept open until December 21, 2011. On December 28, 2011, the applicant submitted their final written response, in which they requested that the Planning Commission re-open the public hearing on February 1, 2012, to allow time for the applicant to revise their application to address concerns expressed during the public hearing. The Planning Commission granted their request and voted to re-open the public hearing on February 1, 2012, to allow the opportunity for public testimony. At the February 1, 2012, hearing the record was held open for seven days.

The applicant submitted their final written response on February 14, 2012. As part of the response, the applicant proposed three new Conditions of Approval for consideration as a means of mitigating some of the concerns raised in testimony. They relate to solar access, noise attenuation, and storm water infiltration.

The revised request for a Planned Development Modification and a Major Replat has been revised down from 91 apartment units to 90 units, with parking spaces increased from 179 to 197 spaces. In the request, they asked for variances from three standards, along with a waiver from the solar access standard. As mentioned, the applicant has proposed three Conditions of Approval, and if the Planning Commission wishes to

consider them, staff have provided some revised language for those three conditions, including renumbering them to fit into the existing proposed Conditions of Approval. (**Attachment A**)

Development Review Engineer McConnell discussed the storm water infiltration language in Condition of Approval 29 as proposed by staff, and noted that in the last sentence the word "or" should read "order." He further stated that staff believes this proposed language would meet the requirements of LDC Section 4.0.130.b.1. Staff can not support a subsurface detention system that infiltrates the combined sewer area. This would be a violation of the City's NPDES permit. Installing an infiltration detention system would be a violation of the City's NPDES permit.

Planning Director Young addressed the issue raised in testimony about the procedural legality of the process. The applicant has asked the Planning Division to regard the revised application as a new application, and has paid the appropriate fees.

In response to a question raised by Commissioner Feldmann regarding whether there is a definition of "mass" as it relates to structures, staff suggested that LDC section 2.5.40.04.a.3, relating to visual elements, might be of some help in evaluating massing and compatibility.

C. Discussion and Action by the Commission:

Questions from the Commission:

In response to questions from Commissioners Sessions and Howell related to storm water management, staff stated that the installation of a check valve or backflow device would not be appropriate for this system. Staff's chief concern is subsurface in that a below ground piping system would typically need to be three feet above the groundwater level or there will be infiltration of ground water into the piped system. They are supportive of the rain garden proposal for retention and infiltration of storm water runoff. Commissioner Sessions opined that it would be better to have the results of a percolation test to determine whether measures beyond the amount of pervious pavement being proposed would be necessary.

With regard to solar access, Commissioner Howell asked if staff was able to verify the accuracy of the applicant's projections leading to proposed Condition of Approval 1.a and 1.b contained in their final written response. Staff stated that they did not have the expertise to verify those statements, though the solar study in the record would lead one to believe that this proposal would reduce the amount of shading to the neighboring properties to the north. Commissioner Howell suggested that as a part of future solar studies staff might want to ask an applicant to submit a depiction that shows what height is required to meet the solar standard, so it can be used as a reference point. He referred to the written testimony of Lori Stephens, showing an image of the shading created by a building of 32.5 feet in height, and compared this with the applicant's proposal for a reduction to 36 feet and pointed out that the 36 feet would still allow for a four-story building while the 32.5 feet would only allow for a three-story building. He further stated that the submitted solar study does not reflect the revised solar proposal, so there is no way of knowing how much shading will still occur.

In response to a question from Commissioner Ridlington, Planner Richardson said that if the Planning Commission does not approve the solar variance, the application would need to be denied. The applicant would then have two options: one would be to appeal the decision to City Council and through the "de novo" process they could revise the application; and the second would be to accept the decision and come back with a new plan. Another approach is through conditioning the application so that it can be brought into compliance; however, if a condition of approval makes a major change this can raise other issues with parking, site configuration, etc.

Commissioner Howell asked staff for their views on how to evaluate testimony related to mass and scale. Staff's interpretation is that a compatibility review is for when there are variations requested from the code. If an application meets all of the code requirements, a compatibility review is not as applicable, though LDC section 2.5.20.g can be interpreted to allow for additional evaluation for compatibility, which would include visual elements. One can also look to Corvallis Comprehensive Plan policies 3.2.2 and 3.2.3 for additional discussion of compatibility. If the Planning Commission deems the project to be incompatible, it would be important to identify which elements are incompatible.

Commissioner Feldman opined that Corvallis Comprehensive Plan policy 9.2.5.D refers to consideration of compatible building transitions in terms of scale, mass, and orientation but Land Development Code section 3.8.30.02 only discusses height. Due to public concerns regarding massing, Commissioner Feldmann asked for clarification on definition and whether or not it should be defined by setbacks and height only or if there were other considerations. Staff agreed this was the case and agreed that mass is a consideration of more than just the one dimension of height.

Commissioner Howell asked whether the City would be able to enforce the condition of approval relating to the roof top garden noise attenuation. Manager Young said that it could be enforced either by the Police Department or by a code enforcement officer. It was further explained that the roof top garden was at a different elevation than the open courtyard.

Commissioner Ridlington said he views this building as a dormitory, and asked how the City would be able to ensure that they continue to have resident assistants on duty, and limit the number of persons to one/bedroom. Staff replied that they view the structure as being apartments, not a dormitory. The applicant is expected to live up to what has been stated in the application, though this can be difficult to enforce. In terms of limiting occupancy, they are also governed by federal housing laws and other regulations.

Commissioner Howell agreed that there are a number of areas where the applicant proposes nonstructural elements for compatibility reasons. Examples of this are the one person per bedroom, on-site management, a We Car program, etc. It would be important to have enforcement for these elements so that the development will be consistent with submitted plans. Staff reiterated that the project complies with the parking requirements, and though there might be speculation about how many people will be living in the units, fair housing standards will apply and the City will follow through to ensure that the development is built and occupied the way it should be.

Commissioner Sessions asked why there was no variance included for the parking aisle widths. Staff noted that the applicant had simply asked to use a different standard than the City usually applies. However, staff noted that the City's parking standards are not

contained in the Land Development Code, but are located in the Corvallis Off-Street Parking and Access Standards. The standard they have asked to apply is the Institute of Transportation Engineers standard, a universally accepted national standard.

Commissioner Hann expressed his concern for finding a way to write a condition of approval that could deal with mass versus the solar access requirements. He conjectured that it might be possible to vary the building height and roof configuration on various parts of the building, so as to lessen the impact but still allow for the project to go through. Staff reiterated their concern about any conditions being crafted which might change the nature of the project enough to impact other site design aspects.

Commissioner Woodside expressed her concern that the parking space requirement of two spaces for units with three-bedrooms-or-more does not seem to reflect the reality for housing geared towards students. In reality, students tend to each have a car creating a need for more parking spaces or increasing the impact on off-site parking. The Land Development Code should be revised to look at this requirement.

Commissioner Howell asked whether the applicant's proposed Condition of Approval 1.a should be interpreted as applying only to the roof facing NW Harrison Boulevard. Staff thought that the language might need clarification. Commissioner Howell also stated that in the previous code language for the RS-12 zone there had been articulation standards, but now they have been rolled into the Pedestrian-Oriented Design standard. Staff agreed that they disappeared with the application of the maximum setback concept.

MOTION: Commissioner Hann **moved** to approve the Harrison Street Apartments Conceptual and Detailed Development Plan Major Modification (PLD11-00004) as conditioned in the December 2, 2011, and the January 25, 2012, Staff Reports to the Planning Commission, and including the three Conditions of Approval proposed by the applicant in final written testimony, with the language as revised by staff. This motion is based on findings in support of the application presented in the December 2, 2011, and January 25, 2012, staff reports to the Planning Commission, and findings in support of the application made by the Planning Commission during deliberations on the request. Commissioner Lizut **seconded** the motion.

Commissioner Howell asked which of the two solar access conditions should be applied, and Commissioner Hann suggested that there might be elements of both, with staff possibly crafting appropriate condition of approval language.

Commissioner Howell said that the revised proposal has underground parking and he asked how this impacted the public pedestrian and bicycle access way through the property. Planner Richardson said that the Condition of Approval is for a twelve-foot wide public access easement, as well as proposed pedestrian way finding signage. Speed tables will be installed where it crosses drive aisles. They are not applying the five-foot buffer on each side of the sidewalk.

Commissioner Howell then addressed the off-site parking impacts, and said that there was testimony about potential expansion of parking districts to include areas to the immediate east. If this building were to be considered a part of the parking district, that would defeat the issue. He asked if there was a way to restrict this property from being

part of a parking district. Staff responded that it was too early to determine whether a parking district would be established in this area and what methodology might be used to allocate parking within such a district.

Commissioners Howell and Feldmann expressed concerns about the traffic issue and testimony relating to concerns about direction of travel and inability to make a left hand turn off Harrison Boulevard except onto either 26th Street or 30th Street. Commissioner Howell asked if there could be stacking issues at NW Monroe and Short Avenue with the right-turn-only out onto the alley from the parking area, and further asked if the impact on Harrison Boulevard would be that great if they were to allow a right in/right out from Harrison into the alley as a means of accessing the applicant's property. Engineer McConnell said that the alley was restricted to emergency traffic only for accessing the Harrison Apartments property, but there are other current users of the alley who would be impacted with a right in/right out limitation.

Commissioner Howell reviewed some of the problematic elements which in his opinion would need to be resolved in order to support the proposal. The proposal meets solar standards within the development because it is considered one building. It is more problematic when neighboring properties are impacted by shading. Land Development Code sections 4.6.60.c and d are being cited as reasons for the solar access waiver, but he does not think these apply because there is not a requirement for this building to be as high as proposed or built with as many units. He does not really see a clear basis for granting the waiver. If there are compensating benefits, in the past they have given reductions. In this case, where it completely shades one of the buildings for the whole time period, it is not justified. Though limiting the height of the building to 32.5 feet in height might come close enough to allow for the waiver, there is no data to substantiate the shading impacts of either this or the 36 feet in height proposed by the applicant.

Commissioner Sessions opined that there seemed to be two conflicting code requirements in that the zoning regulations would allow for a building of up to 65 feet in height, but it cannot shade neighboring buildings. In other jurisdictions, it seems that they would step the building back, but there are the Pedestrian-Oriented Design standards in the code that also come into play. His opinion is that they do not need to grant a variance and if they were to do so there could be litigation. The most interesting elevations on the buildings are on the ends, and, unfortunately, with a flat roof that interest would be gone. A flat roof is not really compatible with the neighborhood.

Commissioner Howell said that, in his view, the 65-feet height maximum is not really in conflict with the solar access standard, since this simply sets the maximum height as a design option, and does not require that it be that high. Other requirements impact whether a building can be built to that height. The applicant has to show that they meet the requirements for a waiver of the solar access code requirements, and he is not sure that they have.

Commissioner Woodside agreed with Commissioner Howell's comments about solar access and shading, but wanted Commissioner Hann to explain how he thought they might condition it so that the project could move forward. Commissioner Hann said he would like to leave the language open enough to that the applicant would have some flexibility to work out a roof design that would minimize solar shading.

Commissioner Feldmann said he also agreed with Commissioner Howell's comments about the solar waiver. Where he differs from much of the testimony is that he would rather see a reduction in the number of parking spaces than an increase. If the parking areas were reduced in size, the buildings could be spaced out more and have less solar shading impact. The public concerns about vehicles might eventually be lessened if the parking of cars is not facilitated. If students have a need to bring a car with them, OSU should work towards having off-site parking arrangements for cars to be kept when not in use. This location is close enough to campus so that it would be more of a hassle to drive than to walk or ride a bike.

Commissioner Howell said that, in reality, for this type of development, parking is already restricted. The code provision for number of required parking spaces is really written for units that will be occupied by families and not by students. These units provide a challenge.

Chair Gervais took a straw poll on the application which showed that a majority of commissioners were against the proposal as it stood. In response to a question from Commissioner Hann about whether there were additional conditions of approval that might satisfy some of the commissioners' concerns, Commissioner Howell said that there are some compatibility issues that would need to be addressed such as with on-street parking impacts, which might be mitigated by restricting the building from being part of a parking district; and traffic impacts, which might be offset by allowing residents to use the alley which would take some of the traffic flow off NW 27th and NW 30th Streets. He is also struggling with the mass of the building, but believes that this is more of a failure of the code to address the issue of mass. Finally, he does not believe that they meet the criteria for a solar waiver.

Commissioner Sessions said that the project meets the parking requirements, so it is largely conjecture about what the impact will be on the neighborhood. There is already a parking problem in that area. Playing off Commissioner Feldmann's idea of a reduction in parking spaces, the reality is that that site is so close to campus it would be impractical to use a car. The solar shading impact has a lot to do with the massing of the building. In this area the massing of the building looks out of place. The public has expressed concern with the size. On campus it would be fine. He will be against the proposal until the design of the building is more compatible. Having wood trim or mullion windows are not a solution to articulation. In terms of storm water infiltration, they cannot have an intelligent discussion until there is data to support it, such as a percolation test. He would like to know the permeability of the soil and what the water table is in that area. The Corvallis Comprehensive Plan states that we will have mixed use occupancies that meet a variety of needs, and meeting a variety of needs provides for long-term housing. There is no private space with this development and it will likely be short-term student housing.

Commissioner Ridlington said that he will vote against it because of solar access impacts. He does not want to grant a waiver.

Commissioner Feldmann said that in terms of noise attenuation he does not agree with having a condition that requires no noise after 9pm. If people want to chat with each other they should be able to. He also shares the same concerns about solar access as expressed by other commissioners.

Commissioner Lizut called for the question. In response to questions about which proposed Condition of Approval relating to solar access was considered a part of the motion, Commissioner Hann made a friendly amendment, accepted by Commissioner Lizut, to include the applicant's proposed Condition of Approval 1.a, with text as revised by staff.

VOTE ON THE MOTION: The motion failed unanimously.

MOTION: Commissioner Lizut **moved** to deny the application for the Harrison Street Apartments Conceptual and Detailed Development Plan Major Modification (PLD-00004), and Commissioner Woodside **seconded** the motion. They accepted a friendly amendment by Commissioner Howell to add in the language "based on the deliberations of the Planning Commission on this date."

Commissioner Howell said that, for the record, he is in favor of some of the variances. For instance, he finds in favor of the parking aisle width variation in terms of its function, and the request to vary from the requirement for a 20-foot planting screen easement along Short Street. In this case, where there are two fronts to the building, it is more appropriate to have it designed without it. In terms of solar access, he pointed out that the testimony provided by Lori Stephens uses a citation of Land Development Code section 2.18, which really applies to permitting of solar collection systems and does not apply here. LDC section 2.6, solar access, applies in this case. His reasoning for rejecting the waiver is that a Planned Development process allows for modifications that have a net benefit. The solar waiver does not show a net benefit; though the case can be made for the shading of portions of the building on-site. Strict criteria listed in LDC section 4.6.60.c would allow for a waiver for physical land development constraints, but the shape of the site is not the issue; the issue is the height of the building. Obviously, it is a financial decision to build a structure of this height and mass. Perhaps the applicant can redesign it so that it can either meet the solar standard or supply data that shows it only has minor shading. This is their obligation. The building might be four-story in some parts and shorter where it needs to be to lessen the impact, and offsets might be able to be used. Other concerns, as already discussed, relate to off-site parking impacts which could be mitigated by use of a parking district proposal and traffic concerns for which a strategy could be proposed for improvements.

Commissioner Hann said he agrees with many of Commissioner Howell's comments, however he does not agree with the need for additional work relating to off-site parking, since they meet the parking requirements. He continues to have a concern for how the applicant addresses the Pedestrian-Oriented Design standards without some impacts to solar access. He said he felt the Planning Commission had an obligation, if possible, to

see if the project could be conditioned in such a way to meet the requirements of the Land Development Code, and he felt that the Commission was falling short of that obligation.

In response to a question from Commissioner Woodside, it was reiterated that the commissioners could not deny the solar access waiver and still approve the application without knowing what the redesign would be and what other impacts it might have.

Commissioner Feldmann again stated that he would like to see them take advantage of the fact that this is a location in which it would make sense to reduce the amount of parking, and thereby discourage the use of cars. He supports density of housing in this location with its proximity to campus, and the ability to walk and bike.
Commissioner Sessions said that the use of a flat roof to mitigate the solar access issue could exacerbate the issue of design and compatibility with the context of the neighborhood. He further stated that it was not up to the commissioners to solve the problem. The developer and his architect have to offer an appropriate solution. Until then, the application should be rejected. He cautioned against using Lori Stephens' depictions and testimony without the data to back it up. Commissioner Howell said that as far as he was concerned Lori Stephens and the applicant's contention relating to solar access have equal weight without any data backing them up. Another solar study showing what the maximum height of a building would need to be to meet the code would have been useful.

VOTE ON THE MOTION: The motion **passed** to deny the application, with Commissioner Hann voting in opposition.

After some discussion about the disposition of the application, the commissioners were reminded that they still needed a motion relating to the Major Replat application.

MOTION: Commissioner Feldmann **moved** to approve the Harrison Street Apartments Major Replat application (SUB11-0001) as conditioned in the December 2, 2011, and the January 25, 2012, Staff Reports to the Planning Commission. This motion is based on findings in support of the application presented in the December 2, 2011, and January 25, 2012, staff reports to the Planning Commission, and findings in support of the application made by the Planning Commission during deliberations on the request. Commissioner Hann **seconded** the motion.

Commissioner Howell suggested that it might not be appropriate to approve the Major Replat if there was no specific development application to tie it to. Commissioner Sessions added that if the owner wanted to sell the lots, the replat might tie them to something they would not like. Staff agreed that given the way that the plat is entwined with the development proposal, and that street improvements are associated with the replat, it might be more appropriate to also deny this application.

VOTE ON THE MOTION: The motion to approve **failed** unanimously.

MOTION: Commissioner Lizut **moved** to deny the Harrison Street Apartments Major Replat application (SUB11-0001). Commissioner Woodside **seconded** the motion which **passed** unanimously.

D. Appeal Period:

The Chair explained that the decision will be effective 12 days from when the Notice of Disposition is signed, unless an appeal is filed with the City Recorder.

III. MINUTES:

Planning Commission, January 18, 2012:
Commissioner Howell asked for three revisions:

- Page 4, bottom paragraph: on second line, insert word "precise" before conceptual. On last line, strike conceptual and replace with "more definitive."
- Page 16: paragraph B, second line: after larger buildings insert "that face both streets".

MOTION: Commissioner Hann **moved** to approve the minutes with two revisions as proposed by Howell. Commissioner Woodside seconded the motion and it **passed** unanimously.

IV. OLD BUSINESS: None

V. NEW BUSINESS:

Manager Young announced that Commissioner Abernathy had resigned, due to increasing obligations at home and at work.

VI. ADJOURNMENT: The meeting was adjourned at 9:30 p.m.

Staff Recommended Revisions to Applicant Proposed Conditions of Approval
February 15, 2012

In their final written argument, the applicant proposed three new conditions of approval that address solar access, noise attenuation, and storm water infiltration. If the Planning Commission is interested in applying the conditions of approval proposed by the applicant, Staff recommend the conditions be revised as shown below. Text recommended to be deleted is struck-out. New text is underlined.

~~1.~~ 27. Solar Access (Alternatives are provided as follows)

a. To enhance solar access to the properties across Harrison ~~Street~~ Blvd to the north, Applicant shall decrease the pitch of the gabled roof and thereby drop the peak of the roof by six (6) feet. The roof shall have at least a 6:12 pitch.

Or

b. To enhance solar access to the properties across Harrison ~~Street~~ Blvd to the north, Applicant shall eliminate the gabled roof entirely and thereby drop the peak of the roof by fifteen (15) feet. Applicant is hereby granted an adjustment or varation in acordance with ~~LDC 2.12 and LDC 4.10.3~~ LDC Chapter 2.5 - Planned Development and LDC Section 4.10.30.c to eliminate the pitched roof, otherwise required by LDC 4.10.60.04.b of the Pedestrian Oriented Design Standards.

~~2.~~ 28. Noise Attenuation

Applicant shall prohibit outdoor use of the 8,240 sq. ft. Common Outdoor Roof Garden Space area for gatherings of any kind after 9 PM and before 8 AM, and shall post a notice to that effect in a prominent place in or near the said open space. Prior to occupancy, Applicant shall record a deed restriction implementing this prohibition and against the property, running with the land in form and substance satisfactory to the counsel for the City. This restriction does not apply to the approximately 15,803 sq. ft. elevated courtyard area above the parking area and between the north and south wings of the building.

~~3.~~ 29. Storm Water Infiltration

In addition to the proposed detention system in the application, the applicant shall provide a minimum total of 1,200 square feet of "rain garden" areas. These rain garden areas shall receive controlled quantities of roof drainage for retention and infiltration. To maximize infiltration of the detention system, the Applicant shall also utilize the voids in the porous rock base of the pervious pavement as a portion of the required detention system. Perforated pipe under-drains in the rock section shall connect to the detention system in or to limit outflow to historical rates.

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 • WMAC changes, new board members and meeting times/places. • Public Testimony from Jim Fairchild • "Know Your Forest and Help Us Care for It" Discussion questions and how to proceed.	X		
VII. New Business • 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

Willamette Criminal Justice Council

MINUTES

Wednesday – January 18, 2012 3:00-4:30 PM

In Attendance:

□ Angie Baca	■ Mike Beilstein	■ Marco Benavides	□ Kevin Bogatin	□ Gary Boldizsar
■ Ed Boyd	■ Floyd Collins	□ Mark Cotter	□ Bill Currier	□ Jay Dixon
□ Ken Elwer	■ Max Frederick	■ John Haroldson	□ Rick Hein	■ Linda Hukari
□ Sharon Konopa	□ Steve Harder	■ Al Krug	■ Steve Mitchell	■ Jeanne Nelson
■ Gail Newman	□ Jim Patterson	□ Rich Riffle	■ Jack Rogers	■ Jon Sassaman
■ Dan Schwab(p)	■ Diana Simpson	□ Angie Stambuk	■ Stewart Wershow	□ Deb Williams
■ Locke Williams(p)	□ Karen Zorn			

■ Present □ Absent

Members Present: = 17 **Quorum** (32 positions filled: quorum requirement **17**)

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

Staff: Jodi Robin

Guests: Toni Ryan, Scott Jackson, Penny York

ACTIONS:

☑ **Action Item** – November 2011 minutes approved as submitted.
☑ **Action Item** – The Full Council approved the Executive Committee's recommendation on how to fund the APD and BCSO Grant requests.

UPCOMING MEETINGS (3:00pm – 4:30pm):

- February 15th
- March 21st
- April 18th
- May 16th
- June 20th

Call to Order & Introductions

Diana Simpson called the meeting to order. The attendance roster was circulated and introductions made.

1. November 2011 Minutes

☑ **Action Item –** November 2011 minutes approved as submitted.

2. WCJC Committees, Projects and LPSCC Activities

A. WCJC Lay Committee Update- Rick Hein Not Here

The Lay Committee did not meet today. The Lay Committee will be making a recommendation to the Full Council that the WCJC support a motion of recommendation to the Board of Commissioners that a bond measure be placed on the November 2013 ballot supporting a new Benton County Jail. Rick Hein will be presenting this motion to the Full Council at a future meeting.

B. WCJC DUII VIP Grant Update- Diana Simpson

Two Grant Proposals were submitted:

1). **Albany Police Department-** Requested Amount: $3,890.00
Funds were requested to send a training officer to a Traffic Reconstruction Update Class, $2,190.00, and to purchase three portable breathalyzers, $1,700.00.
Amount Awarded: $2,560.00

2). **Benton County Jail**- Requested Amount: $1,440.00
Funds were requested to purchase three portable breathalyzers, $1,440.00.
Amount Awarded: $1,440.00

The Executive Committee voted to fully fund the Benton County Jail request at $1,440.00 and to partially fund the Albany Police Department request at $2,560.00.
Total Awarded Funds: $4,000.00

Funds for this grant come from the Benton County DUII Victim Impact Panel fees.

☑ **Action Item –** The Full Council approved the Executive Committee's recommendation to fund the APD and BCSO Grant requests as specified.

C. Drug Treatment Court Update- Judge Holcomb

The Benton County Drug Treatment Court (DTC) held its 10 year anniversary celebration in December 2011 at the Majestic Theater. The Benton County DTC received the "Community Transformation Award" from the National Association of Drug Court Professionals. A proclamation was read by Senator Ron Wyden on the Senate floor congratulating the Benton County DTC on its 10 year anniversary. Dave Dahl, of Dave's Killer Bread, and the CEO of the National Association of Drug Court Professionals, both were keynote speakers at the celebration.

The Benton County DTC recently received forfeiture funds from the City of Corvallis, which Judge Holcomb thanked law enforcement for their support.

Currently, participant numbers are a little low and they are looking for more referrals. Two drug free babies were recently born to participants, and the Benton County DTC hosted a New Year's Eve bowling party.

Total Active Participants: 46

3. Other Business- Diana Simpson

A. Center Against Rape and Domestic Violence(CARDV)- Toni Ryan, Executive Director (Handout available)

CARDV is a well-established agency, with strong board and community support, that serves both Linn and Benton County. CARDV provides support services, education and leadership to victims of domestic violence and sexual assault. CARDV has an emergency response focus. Last year in Benton County, CARDV responded to 1,118 crisis calls on their confidential hotline. Their emergency shelter housed 26 adults and 31 children from Benton County. CARDV provided emergency support at the hospital to 17 adults and 16 teenagers, who were mostly victims of sexual assault in Benton County. CARDV helps people with restraining orders, and last year they assisted 170 adults and 14 teenagers. CARDV also hosted 31 support group meetings, and gave 42 community presentations.

CARDV is currently building an Advocacy Center in South Corvallis that will be opening in April 2012. CARDV was looking for a more permanent housing solution for their clients beyond emergency shelter and has formed a partnership with Willamette Neighborhood Housing to provide 10 units dedicated to Domestic Violence survivors. CARDV will provide these clients support services, transitional housing help, financial literacy training, childcare, and mental health counseling. CARDV will be hosting an open house in May for the new Advocacy Center.

CARDV is also focusing on a Violence Prevention Strategy. CARDV is working on this in collaboration with OSU College of Public Health and the Benton County Health Department to look at developing a strategy. The outcome will be to come up with what the community will support towards violence prevention. This group plans to hold a community forum in May or June to start work on this plan.

CARDV is increasing their volunteer engagement. They use volunteers for the crisis hotline and to provide transportation needs to clients, as well as a variety of other tasks. CARDV hosts a volunteer open house once per month on the third Tuesday and encourages all who are interested in becoming a volunteer to attend. CARDV is looking to improve their community partnerships. CARDV would like to see more calls from Law Enforcement. Ms. Ryan mentioned CARDV's desire to start a Domestic Violence Response Team in Benton County, which would serve as a Multi-Disciplinary Team.

Marco Benavides, the District Manager of DHS, stated that locally DHS will soon have two or three new positions focused on domestic violence added to their Department and that they look forward to working closely with CARDV in that capacity.

Ms. Ryan invited the WCJC to schedule one of our future meetings at their new Advocacy Center's conference room and to have a tour of the new facility once it's open.

B. Addictions/Mental Health Residential Treatment Facility Siting Process-

Darcy Strahan and Anthony Guillen, from the Addictions and Mental Health Division of Oregon Health Authority, have cancelled their presentation for today, as changes are being made to the mental health residential treatment facility siting process before they will be ready to present the information. This presentation will be rescheduled for a future WCJC meeting date.

Call for Additional Agenda Items- Diana Simpson

No additional agenda items noted.

Jack Rogers notified the WCJC of an incident on the Oregon State University campus today concerning a potential bomb in the Kerr Administration building. A suspicious package was found near the mail station that turned out to be well-packaged, used computer parts. The Emergency Notification Alert System was activated and the Oregon State Police bomb techs from Salem were called in to investigate. Mr. Rogers stated this incident served as a good trial run in case there ever is a bomb threat on campus.

Adjournment The meeting was adjourned at 3:50pm

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor JJM/lc

Date: March 14, 2012

Subject: Confirmation of Appointment to Parks, Natural Areas, and Recreation Board

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As you know, at our last regular meeting I appointed the following person to the Parks, Natural Areas, and Recreation Board for the term of office shown:

Carolyn Ashton
Term expires June 30, 2013

I ask that you confirm this appointment at our next Council meeting, March 19, 2012.

1021

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor

Date: March 14, 2012

Subject: Vacancy on Parks, Natural Areas, and Recreation Board

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Elizabeth Westland has resigned from the Parks, Natural Areas, and Recreation Board to seek a position on Arts and Culture Commission. Elizabeth's term on the Board expires June 30, 2014.

I would appreciate your nominations of citizens to fill this vacancy.

1019

MEMORANDUM

To: City Council Members

From: Julie Jones Manning, Mayor

Date: March 14, 2012

Subject: Appointment to Arts and Culture Commission

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

Elizabeth Westland
Term expires June 30, 2014

Elizabeth was appointed to the Parks, Natural Areas, and Recreation Board last December. Her application for that appointment indicated that she volunteers with several community organizations (Soroptimist, Ducks Unlimited, Girls on the Run, OSU Gymnastics events, and Linn Benton Food Share). While not a Rotarian, she volunteers for various Rotary activities. She is interested in contributing her talents, time, and energy to keep Corvallis a wonderful community.

I will ask for confirmation of this appointment at our next Council meeting, April 2, 2012.

1020

MEMORANDUM

March 9, 2012

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director

RE: Scheduling a public hearing to receive input related to draft FY 12-13 CDBG/HOME Program Action Plan

In order to meet public participation requirements and carry out planning activities related to the development of an FY 12-13 Action Plan for the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs, the City must conduct two public hearings prior to submitting the final Plan for HUD consideration and approval.

The first of the two City Council hearings, to receive input prior to drafting the Plan, was held on January 3, 2012. This memo requests scheduling of the second CDBG/HOME public hearing for the City Council meeting of April 16, 2012, in order to receive citizen comments related to the draft Action Plan. The draft Plan is being completed following the Housing and Community Development Commission's final review during their meeting of March 7, and will be made available for public review beginning no later than March 16.

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

MEMORANDUM

DATE: March 13, 2012

TO: Mayor and City Council

FROM: Ken Gibb, Community Development Director

SUBJECT: Scheduling a Public Hearing to Consider Re-authorizing the Economic Improvement District (EID) for Downtown

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The current five-year Economic Improvement District (EID) is scheduled to expire the end of FY11-12. To continue the District, Council must hold a public hearing in accordance with Municipal Code 10.07 to consider the proposed renewal of the EID. A second hearing will be held in June.

It is requested the City Council schedule the first public hearing on April 16, 2012.

MEMORANDUM

DATE: **March 14, 2012**

TO: **Mayor and City Council**

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

RE: **Planning Work Program Update**

Background:

The Community Development Department develops a prioritized bi-annual planning work program after receiving public input and in consultation with the Planning Commission. The Planning Commission then makes a recommendation to the City Council which approves the priorities for the two year time horizon.

The City Council endorsed the current work program priorities in April 2011. At that point, the Council goals were not finalized but it was acknowledged that there were several goals that would result in a major staff role for Community Development and therefore would impact the planning work program priorities. In addition, there was discussion of several other efforts such as the FEMA required update of the City's floodplain management regulations that needed to be completed in 2011 prior to addressing the 2011-12 work program priorities.

Discussion:

Attached is a matrix that provides a snapshot review of planning related projects. It is important to note that this list does not include the review of land use applications and other current planning work as well as general staff support for the work programs of the Historic Resources Commission, Downtown Commission, Committee for Citizen Involvement and the Planning Commission.

The matrix categorizes activities into City Council goals, planning work program priorities and other assignments and then provides a status report on each activity.

This review shows that 6 items have been completed, there has been significant progress on 4 others and there are 3 items that have been initiated, but which will require significant additional attention over the balance of this work program's term.

The Council will note that the latter group all relate to the Land Development Code Update priorities – Tasks A, B and C. Work has been initiated at a staff level but as discussed later in this memo, there is limited staff capacity available and that challenge will continue in the foreseeable future.

Regarding the City Council's goal of strengthening access to and availability of local food, Community Development staff have been actively engaged in this matter over the last year, in concert with the Benton County Health Department and Parks and Recreation staff. A specific area called out in the goal is potential changes to the Land Development Code. Staff has developed a menu of options and has been internally evaluating these options with the goal of developing recommendations for the Planning Commission and City Council to consider. Attached is a list of potential LDC related changes that are being currently "vetted" by Staff in preparation for a presentation to decision makers.

In summary, Staff believes that substantial progress has been made on a significant list of projects. The following factors will impact the pace of future progress:

- A 29% reduction in Planning Division staffing and a 93% reduction in planning project funds compared to the recent 10 year average
- Resignation of the Senior Planner (the sole position dedicated to long range planning) in November 2011. This position has not been filled due to budget concerns
- Expectations from the City Council and boards/commissions that planning staff time be allocated to other activities, e.g. potential OSU assumption of Historic District responsibilities, development of a food cart ordinance
- The number and complexity of land use applications that are received. Processing of these applications is the #1 priority in order to meet State mandated 120 day time lines and customer service goals. There has been a recent uptick in submitted and prospective land use applications and several are major proposals
- Because there is no longer a planning position that can be dedicated to long range planning, planning work program items are being assigned to staff who have current planning and other on-going responsibilities. Therefore, staff will need to "fit in" these additional assignments as best possible

Community Development will continue to move forward with the package of LDC Updates – Lists A, B and C, as planning staff resources permit.

Requested Action:

Feedback is encouraged but no other action is requested at this time.

Review and Concur:

Jim Patterson, City Manager

Planning Work Program Update

Activity	Completed	Significant Progress	Initiated	Comments
CC Goals				
AIP Master Plan Update	√			County Zoning Change is pending, with some associated City staff work.
ED Strategies	√			Strategy approved with staffing/implementation next.
Create Collaboration Plan with OSU	√			Multi-year work plan has begun – likely a major role for Planning Staff.
Local Food Goal – LDC Related Actions		√		Substantial staff investment, tentative list of LDC options has been developed.
Planning Work Program Highest Priority				
List A: Housekeeping Items			√	Staff assigned – initial work underway.
List B: Incorporating Infill Task Force Recommendations into LDC			√	Staff assigned – initial work underway.
List C: Substantive Issues Related to Streamlining LDC			√	Staff assigned – initial work underway.
Other Assignments				
Complete FEMA required LDC Changes	√			Completed in Mid-2011.
Package of Downtown Related LDC Changes	√			Completed in Fall-2011.
Food Cart Ordinance	√			Completed in Fall-2011.
Consider OSU Managing Historic District		√		Scoping work underway – presented concept to HRC.
Consider On the Record Hearing		√		Report back to CC this spring.
Technical Assistance on Downtown EID		√		Work in progress through June.

Ideas to Facilitate Opportunities for Increased Local Food Production

Generally speaking, small scale food and agricultural production within City limits is not heavily restricted or regulated. Private gardens, orchards, and the keeping of bees and livestock are permitted with relatively little restriction by the Corvallis Land Development Code and Municipal Code. There does not appear to be any reason to add more regulations or make existing regulations more restrictive.

There are changes that could be made to the Land Development Code that would further facilitate food and agricultural production within City limits. Ideas under consideration include the following:

Idea #1: **Allow vacant lots to be used for Row and Field Crops (Crops).**

Idea #2: **Remove personal-use limitation for Crop production in residential zones**

Idea #3 **Allow Crop production for personal-use in non-residential zones that allow residential uses**

Idea #4 **Establish greenhouse production as a new use type**

Idea #5 **Allow temporary commercial Crop production in industrial zones.**

Idea #6 **Allow aquaculture in industrial zones and certain commercial zones**

Idea #7 **Community Gardens**

Idea #8 **Facilitate temporary farm stands and farmers markets**

FOR IMMEDIATE RELEASE

March 12, 2012
Contact: Eric Adams
541-971-2456
pm.corvallis.osu@gmail.com

Work Groups Announced for Corvallis-OSU Collaboration Project

Approximately 30 community members have agreed to serve on one of three initial work groups formed to address issues related to traffic and parking, neighborhood planning and neighborhood livability as part of a three-year collaboration effort involving the City of Corvallis and Oregon State University.

The collaboration is designed to recommend and implement policies, programs and strategies to maintain high standards of livability in Corvallis as OSU continues to grow and develop. A 16-member Steering Committee, co-chaired by Mayor Julie Manning and OSU President Ed Ray, was formed in December to oversee the collaboration. The work groups will formulate many of the recommendations to be considered by the Steering Committee and, ultimately the City Council and OSU leadership.

Each work group is chaired by a member of the Steering Committee. Work group members are:

- **Parking/Traffic (Steve Clark, Chair):**
  Gary Angelo
  Courtney Cloyd
  Jerry Duerksen
  Rainier Farmer
  David Hurwitz
  Stan Nudelman
  Matthew Palm
  Dawn Thomason
  Brandon Trelstad

- **Neighborhood Planning (Patricia Daniels, Chair):**
  John Corden
  Betty Griffiths
  Frank Hann
  Eric Hansen
  Tony Howell
  Lyn Larson
  Mike Middleton
  Jim Moorefield
  Michael Pope

- **Neighborhood Livability (Dan Schwab, Chair):**
  Tammy Barnhouse
  Charlyn Ellis
  Judy Gibson
  Karen Levy Keon
  Phil Histand
  Victoria Nguyen
  Jim Patterson
  Robert Reff

Work group members include residents of neighborhoods adjacent to campus, OSU students, faculty and staff, former Corvallis city council and planning commission members, local property owners and rental housing owners and managers, and members of city advisory boards and commissions.

A two-part orientation for all work group members will be held in March and early April. In addition, the work groups will host general public meetings in April to share information and gather feedback relative to their efforts in each of the three topic areas.

Project Manager Eric Adams has been hired to help coordinate the collaboration in conjunction with city and university staff. In addition, Group McKenzie, a traffic engineering firm, has been engaged to conduct a traffic and parking study of the area. As part of an inter-governmental agreement completed in January, OSU and the city will equally share the related costs of the project, estimated to be $300,000 over the three-year period.

A project website is being developed to provide ongoing updates and meeting information. It will be accessible from both the city's and OSU's website.

CORVALLIS
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March 13, 2012

RE: Letter of Support for Gaza Cultural Exchange

I am pleased to write this letter of support for the Oregon-Gaza Cultural Exchange scheduled to take place this summer in Corvallis.

This program connects school children in Oregon and Gaza through art and photography in an effort to foster cultural understanding and awareness. Last summer, in partnership with the United Nations Relief Works Agency, Corvallis residents Jessica Campbell and Emmet Whittaker spent five weeks working with school children in Gaza City. This summer, we look forward to welcoming teacher Amani Rafiq Shehada Inshasi to our community to continue this effort.

It is our hope that programs such as these will continue to reinforce positive relationships as we learn how much our cultures have in common.

Sincerely,

Julie Jones Manning

Julie Jones Manning
Mayor, City of Corvallis

2018

City Manager Monthly
March 2012

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City Report Card – A message from Jim Patterson

The City's Annual Report Card will be mailed to Corvallis households at the end of March as a special edition of "the City" newsletter. I encourage you to read this award-winning publication, which evaluates your City's progress toward meeting the Corvallis' 2020 Vision Statement.

The Vision, which was created in 1997 through the efforts of nearly 2,000 residents, is divided into the areas of Where People Live, Education and Human Services, Governing and Civic Involvement, Economic Vitality, Central City, Cultural Enrichment and Recreation, and Protecting Our Environment. Results from the 2011 Citizen Survey and annual Performance Measurement data are the primary sources we used to assess how well City programs and services are connecting with these specific areas along with our five overarching core responsibilities of resident well being, livability, public safety, infrastructure, and economic vitality.

The Citizen Survey focuses on rating local government services, community characteristics, and issues of public trust. Results are used by the City Council, Budget Commission, and City staff for planning, resource allocation, and program and policy evaluation. In 2008, Corvallis began participating in a national level survey which provides the added bonus of comparing ourselves with communities across the nation. In 2011, of the 37 services for which comparisons were available, Corvallis had 28 that were above the national benchmark. The full survey report, including results, methodology, and comments from survey participants, is available online at www.ci.corvallis.or.us/survey and at the Library's Reference Desk.

Performance Measurement is another tool the City uses to gauge its performance over time. Many of the measures we track are tied to the overarching City Council goals of Sustainability, Community Involvement, Cost Efficiency, and Diversity. Through our participation in the Center for Performance Measurement (CPM) consortium, we can better measure, compare, and improve service delivery to the Corvallis community. The CPM currently assists over 200 cities and counties in the United States and Canada with the goal of providing accurate, fair, and comparable data.

I am very pleased and proud of the work being accomplished by City employees and citizen volunteers. Current fiscal challenges require all of us to figure out ways to do more in service to our citizens with declining financial resources. The Report Card shows despite these challenges, Corvallis continues to have high service ratings and is coming ever closer to achieving the Vision our residents developed for our community. Check out the Report Card and see for yourself! Thank you all for your service to the City of Corvallis!

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

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CITY MANAGER'S REPORT

MARCH 15, 2012

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2012-02

REPORTING PERIOD: FEBRUARY 2012

I. ORGANIZATIONAL HIGHLIGHTS

- City Manager Patterson appointed Captain Jon Sassaman as Corvallis' new Police Chief, effective June 1, 2012.

II. MAYOR'S DIARY

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

Speaking Engagements

- Annual Public Forum and Progress Report, Ten-Year Plan to End Homelessness in Benton County
- All-Service Club Luncheon
- High School Career Fair
- Press conference announcing new Police Chief
- Event recognizing 2012 as the International Year of Cooperatives (also read proclamation)
- Oregon State University (OSU) Women in Policy group
- High school leadership/government students from South Africa
- Linus Pauling birthday celebration and commemorative event at Linus Pauling Middle School

Special Meetings

- Attended Benton County Cultural Coalition annual award event
- Attended League of Oregon Cities board meeting
- Attended economic development workshop organized by the League of Oregon Cities
- Attended meeting of the three-county regional task force addressing issues related to homelessness

- Co-chaired two meetings of the OSU/City Collaboration Project Steering Committee
- Co-chaired monthly meeting of the Ten-Year Plan to End Homelessness in Benton County oversight committee
- Met with Mark VanPatten to discuss the Willamette Innovators Network (WIN) and local economic development efforts
- Met with Assistant to City Manager/City Recorder Louie and Visit Corvallis Executive Director Dave Gilbert to discuss Corvallis' hosting of the 2013 Oregon Mayors Association summer conference
- Attended meeting of the Regional Workforce Investment Board to discuss potential collaboration concerning workforce training and job creation
- Met with Crescent Valley High School Principal Cherie Stroud about organizing an Ethical Decision Making Workshop this spring in conjunction with a local Rotary club

Proclamations
- International Year of Cooperatives

Appointments
- Board of Appeals
- Capital Improvement Program Commission
- Committee for Citizen Involvement
- Downtown Commission Parking Committee
- Public Art Selection Committee

III. LIBRARY

A. Department Highlights

- During February, 51,165 people visited the Corvallis Library – an average of 2,046 per open day. Another 63,244 users accessed Library services from their computers. System-wide, 136,392 items were checked out, including 24,107 held items picked up.
- System-wide, 103 programs were held in February, with 3,054 attendees of all ages.
- New door counters were installed in all the public entrances, as well as the elevators and stairs to the second floor. These new counters will give detailed reports about how many people are entering the Library and where they are going within the building. The Friends of the Library funded this purchase.
- Felicia Uhden, presently Technical Services Manager at the Seattle Public Library, will become our new Access Services Manager effective March 26. Felicia worked here as our cataloging librarian back in the 1990s.

- Administration staff, with input from Library Management Team, created a new organizational scheme for electronic document storage on the Library's portion of the City network. However, at this time, the City has no target date for implementation.
- Another eReader clinic was held to assist patrons in using their devices to download materials from the Library2Go service. These programs continue to be extremely popular.
- Pioneer Telephone Cooperative will pay to repair part of the damage done to the Alsea Library meeting room during the January flood. The exact amount has yet to be determined. An incorrectly installed conduit siphoned water into the building from a nearby flooded ditch.
- Early Literacy Coordinator Peik-Kuan Lim received the Linn Benton Chapter Oregon Association for the Education of Young Children 2012 Networking Award for outstanding contributions on behalf of Oregon's young children.
- Early Literacy Coordinator Peik-Kuan Lim will begin driving the Bookmobile on Tuesdays. This will allow Youth Services to explore some different options for early literacy outreach.
- Starting in March, the Bookmobile will be stopping at the RFP Store on Oregon State Highway 99 West in South Benton County on the second and fourth Wednesdays from 12:00pm until 1:00 pm. The store is a popular lunch spot for people who work in the area.

IV. PARKS AND RECREATION

A. Department Highlights

Administration/Planning

- Managed multiple Parks and Recreation Master Plan Focus Groups.
- Supported Fiscal Year 2012-2013 budget process.
- Distributed spring Activity Guide and responded to registrations.
- Distributed Master Plan survey to 4,000 random households; the survey was also available online.
- Staff and Conservation Technix, the contractor conducting the Parks and Recreation District Feasibility Study, met with Randy Kugler of the City of Philomath and with Benton County Commissioner Jay Dixon to discuss district potential and to gain advice and insights.

Aquatic Center

- Participation Statistics:
  - 3,420 people in more than 100 facility rentals.
  - 1,167 children registered in Swimming and Water Safety Lessons.
  - Certified 41 Public Works employees in Red Cross cardiopulmonary resuscitation (CPR) and automated external defibrilator (AED).

- 1,134 adults and seniors participated in Fitness and Therapy classes.
- The first Valentine's Day Amazing Race fund-raiser event was a huge success, with more than 200 citizens participating.

Parks and Natural Areas

- Planted four Japanese Maples in the improved Central Park Plaza, in preparation for the ribbon-cutting and naming ceremony to occur on May 6. Staff was assisted by volunteers, Citizens Advisory Commission on Civic Beautification and Urban Forestry (CBUF) and Gaia Landscaping; funding was provided by a State grant.
- Meetings are continuing with Northwest Natural in an effort to agree on the most appropriate alignment for the Corvallis Loop pipeline, planned to provide natural gas to the OSU campus and points west.
- Permits are being solicited for a tree-thinning project at Kendall Natural Area. Portions of the 80-acre natural area were planted with a mix of hardwood and conifer species 12 years ago, and survival is better than expected. The thinning project will release trees with the most morphological potential, increase spacing to allow for understory invasive species treatments, and hopefully increase ecosystem benefits provided by a healthier urban forest.
- CBUF volunteers are embarking on a project to enhance beautification in the Downtown area by improving aesthetics through increased trash collection, weeding, and maintaining of tree wells and curbs. Staff and CBUF sent Downtown business owners a letter describing the project and requesting input and assistance. Staff will coordinate a volunteer clean-up day for the end of March.

Recreation

- Staff is working with Samaritan Heart and Vascular Institute on hosting a checkpoint booth at the HeartChase event scheduled for May 19th. T. Gerding Construction will sponsor the Parks and Recreation Booth for the event.
- The Division is preparing a grant request from The Benton County Foundation to continue to fund Youth Parks Corp, Youth Volunteer Corps (YVC), and inclusive programming at Osborn Aquatic Center.
- Planning for the Teen Summit at LaSells Stewart Center on April 18th. Staff will host an outreach booth for teen involvement in volunteer and recreation opportunities.
- Planning the YVC Spring Break Projects – three days of planned activities.
- Staff is working on the summer Activity Guide for April distribution.
- Adult, High School, and youth gym programs are winding down without scheduling challenges among user groups.
- Designing spring and summer programs to improve efficiencies and required staffing levels.

Senior Center

- Held several drop-in programs that encourage socialization and stimulate the minds of older adults in our community. During February, 305 older adults participated in this type of programming.
- Four different support groups met, offering support and information for older adults and their loved ones dealing with memory loss, caregiving for someone with memory loss, Parkinson's disease, and low vision. Sixty-four people attended support group meetings during the month.
- Ballroom dance is a great way to exercise and socialize. We had 118 participants in the three February dances.

V. POLICE

A. Department Highlights

Officers investigated 2,009 incidents this month. Following are the highlights:

- Detectives were assigned to follow up on several residential burglaries. Very distinctive shoe prints were located at three of the residences. Detectives were able to identify several persons who were possibly involved. They contacted one of the suspects and asked if they could search for stolen property and were given permission. While looking for stolen property they located a pair of shoes that looked similar to the prints found at the residences. They seized the shoes and compared them to the shoe prints and they were identical to the prints left at the scenes. Detectives later contacted the 29-year-old man and charged him with three counts of Burglary, three counts of Theft, and two counts of Criminal Mischief.
- Day shift officers investigated incidents involving the theft and subsequent use of credit cards from numerous vehicles throughout Corvallis. Officers obtained a good suspect description by checking video surveillance at many of the businesses where fraudulent transactions occurred. Officers detained a Corvallis resident who matched the description and connected him to numerous crimes occurring over the past several weeks. He was arrested and charged with Unlawful Entry into Motor Vehicle, Theft, Fraudulent Use of a Credit Card, and Identity Theft.
- Detectives were assigned to investigate a suspicious injury to a ten-month-old child. The child was originally taken to Good Samaritan Regional Medical Center with a broken elbow and then transferred to Legacy Emanuel Hospital (LEH) in Portland, Oregon. Doctors at LEH told detectives that the explanation given to them by the father was not consistent with the type of injury the child had. After interviewing neighbors, relatives, and the other children in the residence, detectives went to interview the father, who had been home with the child at the time of the injury. The father initially lied about how the child was injured but eventually admitted he might have set

him in his crib harder than he should have. The 29-year-old man was charged with Assault and Criminal Mistreatment.

- Officers responded to a call of a woman who was angry with her husband after a scuffle and fired at least three rounds at his car with her 9mm handgun. She was arrested and charged with Harassment, Unlawful Use of a Weapon, and Reckless Endangering. A search warrant was obtained to retrieve ballistic evidence from the vehicle.
- Officers investigated a complicated case of fraud in which several employees of a grocery store were using store coupons to obtain free food and cash, with the top three suspects netting more than $7,000 over the course of a few months. They were each charged with Theft.

9-1-1 Center Calls for Service

- The Corvallis Regional Communications Center dispatched 2,978 calls for police, fire, and medical assistance this month as follows:

POLICE		FIRE AND MEDICAL	
Corvallis Police	2,009	Corvallis Fire/Ambulance	481
Benton County Sheriff	378	Other Fire/Medical	22
Philomath Police	88		
TOTAL	2,475	**TOTAL**	503

B. Other

- Corvallis Police Auxiliary started recruiting for Cops and Robbers Class No. 33, which will begin April 4.
- Cadet Emily Schroff was promoted to Cadet Sergeant.
- Sergeant Goodwin spoke with numerous Fraternities about the Greek Liaison Program.
- Officer Hinckley had a presentation and dinner with TKE fraternity.
- Officer Lawrence completed an officer friendly presentation at The Old Mill Preschool.
- Sergeant Zessin and Officer Hurley attended a three-day Homicide Death Investigators Training in Tigard, Oregon.
- Officer Kantola co-instructed the Standard Field Sobriety Test (SFST) Refresher course.
- Sergeant Goodwin attended Rapid Response Team refresher training (Civil Disobedience) with Portland (Oregon) Police Bureau.
- On February 11th, the third annual Polar Plunge Corvallis event took place at the Crystal Lake Boat Ramp. This is a fund-raising event for Special Olympics Oregon as part of the Law Enforcement Torch Run. The Plunge involved participation from law enforcement and community members alike from Benton, Linn, Polk, and Marion Counties. While the exact figures are

still not finalized, current estimates are that more than 350 people participated in the event, which raised an estimated $54,000 for Special Olympics Oregon.

- Evidence staff received 645 items during February. An additional 364 items were either returned, purged, or permanently transferred.
- Received 50 reports via the Coplogic on-line reporting system.

VI. PUBLIC WORKS

A. Department Highlights

Administration Division

- Held a third stakeholder meeting to develop draft citizen and retailer surveys and to gather input on possible recycling options for the reduction of single-use plastic bags in the community.
- Worked with the Finance Department to establish a cash receipts process for Public Works to offer citizens another way to pay for department services.

Engineering Division

- Design is in progress for the Fire Department Facilities Relocation, Corvallis-to-Albany Trail, 2012-2013 Sanitary Sewer Rehabilitation, 2012-2013 Local Street Reconstruction, Dunawi Creek Fish Barrier, NW Ninth Street Pedestrian Crossing, Sidewalk In-Fill, NW 36th Street/NW Grant Avenue Water Pump Station, and Taylor Water Treatment Plant Improvements.

Transportation Division

- The Oregon Department of Transportation Rail Division Spur Grant funded rehabilitation of the Airport Industrial Park (AIP) rail spurs. The project was completed, passed safety inspections, and was opened for use by AIP tenants and other area businesses needing rail access to Venell Farms Railroad and the Union Pacific mainline.
- Transit staff gave a presentation at the Northwest Transportation conference, held at OSU, titled *Fareless Transit, One Agency's Experience.*
- Replaced the westbound traffic signal heads at NW 27th Street and NW Circle Boulevard with larger-diameter red, yellow, and green liquid-emitting diodes (LEDs) to improve visibility.

Utilities Division

- Water treatment staff conducted a manual (no automation) start up, normal run duration, and shutdown of the Taylor Water Treatment Plant as part of the continued emergency operations effort to be prepared in case of a pandemic event.

- Completed the annual timber thinning harvest on the Corvallis Forest. Approximately 35 acres were thinned to promote forest health.
- Proactively replaced a corroded fitting at the North Hills water booster station. This scheduled fitting replacement required a thirty-minute interruption of water service to about forty homes. An unscheduled replacement would have taken longer and provided no advance notice to customers.
- Completed riparian restoration work on 3,000 linear feet of the main stem of Rock Creek in the City's watershed.
- Surface water staff inspected and cleaned 600 storm water system catch basins in Northeast and Northwest Corvallis, removing ten cubic yards of debris that would have ended up in urban streams.

B. Other

- Traffic Order 12-03 was signed by the City Manager, allowing staff to relocate a Corvallis Transit System bus stop from the south side of SW Western Boulevard at SW Ivy Place to the south side of SW Western Boulevard in front of Westside Community Church.
- Traffic Order 12-04 was signed by the City Manager, allowing staff to remove parking on one side of NE Byron Place to allow for safe passage of emergency vehicles.
- Traffic Order 12-05 was signed by the City Manager, allowing staff to remove the stop sign for westbound traffic on SW Washington Avenue at SW Ninth Street.

VII. CITY MANAGER'S OFFICE

A. Department Highlights

- Received one Notice of Tort Claim; information is available for review in the Assistant to City Manager/City Recorder's office.
- City Manager Patterson was elected to serve on the Oregon City and County Management Association Board of Directors representing the Willamette Valley and larger cities.
- Began labor negotiations with the International Association of Fire Fighters-represented unit.
- Conducted training for safety committees.
- Completed the health care primer meetings and held a budget-in-brief meeting with labor and management negotiating and leadership teams.
- Explored options to improve customer service in the City Hall Lobby to make it a more welcoming environment for visitors. The front counter will be

opened in late-March, and a new City Hall Ambassador volunteer program will begin in April.

- The Corvallis Area Move to Amend group filed a Prospective Petition for an advisory question to support a Constitutional amendment regarding corporate personhood.
- Forwarded May 2012 annexation measure materials to Secretary of State's Office Elections Division for advocacy review.
- Provided notice to all elected officials, Planning Commissioners, Historic Resources Commissioners, and the Municipal Court Judge regarding the annual filing of Statement of Economic Interest required by state law.

VIII. COMMUNITY DEVELOPMENT

A. Department Highlights

- Development Services Division staff processed 21 residential and 24 non-residential plan reviews for proposed construction projects and conducted 1,161 construction inspections during February.
- Created 85 new Code Enforcement cases as a result of citizen complaints received.
- Of the 216 plumbing, mechanical, and electrical permits issued during February, 49 (or 23 percent) were issued online.
- Planning Division staff received eight land use applications, including four Historic Preservation Permit applications and a Planned Development application for Phase II of the Good Samaritan Regional Medical Center Master Plan.
- Planning Division staff issued three land use decisions, including the Planning Commission's decision to deny the Harrison Apartments application.
- Planning Commissioner Tad Abernathy resigned from the Planning Commission February 3, due to increased employment demands and family commitments. It is anticipated that his seat will be filled as part of the annual Planning Commission recruitment in the spring.
- Housing Division staff received 52 Rental Housing Program-related contacts outlining 73 separate issues, with 26 issues related to habitability and 47 of a non-habitability nature. Twenty of the habitability issues reported are or may be subject to the Rental Housing Code, so Housing Division staff is working with complainants to achieve resolution or move to enforcement.
- The Housing and Community Development Commission met the evenings of February 15 and 16 to hear proposals from agencies requesting Community Development Block Grant and HOME Investment Partnerships Program funding from the City's programs for Fiscal Year 2012-2013. The Commission developed a set of recommended funding allocations as an

outcome of these sessions, and their recommendations will be considered by the City Council during a public hearing scheduled for April 16.

- The Economic Development Commission met twice during February to develop their recommendation to the City Council for Fiscal Year 2012-2013 Economic Development funding.
- The OSU/City Collaboration Project Steering Committee hired Eric Adams as the Project Manager, approved a project calendar, and began creating Work Groups to address each of the project areas.

IX. FINANCE

A. Department Highlights

- Budget staff facilitated two Council work sessions for presentation of service priorities and other budget information from Department Directors.
- Budget staff worked with departments on potential reduction packages.
- Administrative staff submitted all required documentation for best practices to qualify for City County Insurance Services premium incentives.
- Treasury staff is continuing bank conversion work with the projected conversion to occur mid-March.
- Treasury staff is continuing to provide information to departments on purchasing card program and to continue to expand the program.
- Accounting staff continued working on preliminary audit preparation.

X. FIRE

A. Department Highlights

Operational

Response Activity - February 2012	City	Non-City	Total
Fires	7	0	7
Overpressure/Rupture	0	0	0
Requests for Ambulance	261	78	339
Rescue (Quick Response Team)	146	16	162
Hazardous Condition	9	1	10
Service Requests	34	9	43
Good Intent	31	10	41
False Calls	31	4	35
Other	0	0	0
TOTAL RESPONSES OVERALL	**519**	**118**	**637**

- Contract negotiations with the International Association of Firefighters union are underway.
- The Web-based weed reporting system (in cooperation with AlseaGeo) will undergo beta testing beginning March 5.
- Emergency Services Consulting International's final report on areas of possible collaboration with Albany Fire is complete and will be presented to the City Council March 19 and to Albany's City Council during the week of March 12.
- The Department would like to thank Fire Prevention Officer Jim Patton for arranging for a free screening of *After The Fire* on February 22 at LaSells-Stewart Center.

XI. MISCELLANEOUS

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

James A. Patterson
City Manager

CORVALLIS
ENHANCING COMMUNITY LIVABILITY

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CITY ATTORNEY'S OFFICE
REPORT TO CITY COUNCIL: HIGHLIGHTS

February 2012

The following are highlights of the City Attorney's Office activities during February 2012:

1. Participation in CPOA Mediation.
2. Advice to Planning Department regarding Land Development Code interpretation.
3. Review language for proposed Mary's Peak Communications lease and advise City Council.
4. Meeting with Parks & Recreation Department regarding Northwest Natural Gas matter.
5. Assistance to Planning Department regarding HSC Appeal.
6. Assistance to Planning Department regarding Harrison Street proposal.
7. Assistance to City Manager's Office regarding Advisory Questions.
8. Meeting with Parks & Rec regarding Campus Crest Development.
9. Assistance to Development Services and Public Works Departments regarding personnel issues.

Ongoing/Future Matters:

1. Representation of the City before the Oregon Supreme Court in *State ex rel. McElroy v. Corvallis Municipal Court* (Peremptory Writ of Mandamus case); before the Oregon Court of Appeals in *State ex rel. McElroy v. CMC* (formerly *v. Gardner*) - appeal of mandamus and of ORCP 71 motion for relief from mandamus judgment; and before the Benton County Circuit Court in *Corvallis v. Crescent Valley Company (*contempt of court - code violations).
2. Enforcement actions re: code violations (building, rental housing, land development code).
3. Continued work on public records requests.
4. Continued assistance on internal investigations, employee grievances and other employment matters.
5. Assistance in preparing findings for land use decisions.

****

COUNCIL REQUESTS

FOLLOW-UP REPORT

MARCH 15, 2012

****

1. Process to Identify 2013 as Year of Culture in Corvallis (Hirsch)

   Councilor Hirsch asked how to initiate a process for a proclamation and recognition of 2013 as the Year of Culture in Corvallis. The Majestic Theatre, the Arts Center, and da Vinci Days will each have a significant anniversary in 2013. The three organizations have begun preliminary planning for a year-long celebration of culture and will work with other organizations, including Oregon State University. The Arts and Culture Commission agreed to work with this effort and will lead the City's involvement, including developing a proclamation.

2. Vehicles Parked in Bicycle Lanes (Beilstein)

   This question came before Council because several vehicles were parked in a bicycle lane near Osborn Aquatic Center on a Sunday morning. The responding officer, instead of issuing the vehicles citations, went into the Aquatic Center and advised persons to move the illegally parked vehicles. Seven of the nine illegally parked vehicles were moved prior to the officer having to leave the area to respond to another call for service.

   At issue was why the vehicles remaining were not towed away. Corvallis Police Department policy states that for vehicles parked unlawfully on the streets, where there is no clear and present traffic safety need, the owner will be contacted and asked to move the vehicle or the vehicle may be cited. It will not be towed away. When an officer finds an unattended vehicle that constitutes an obstruction to traffic, it may be towed depending upon the circumstances.

   Unlike the issuance of a parking citation, when a vehicle is towed, it represents government taking an action against the due process property interests outlined in the 14th Amendment of the United States Constitution. The decision to take possession of that property must be supported by substantial evidence for the need to take such actions. While it is possible that a vehicle parked in a bicycle lane on NW Highland Drive on a Sunday morning might be a safety hazard to a bicyclist, it is not probable; and those circumstances do not provide the substantial evidence

required to take personal property away from a citizen and require them to pay $200 to $300 to get their property returned to them.

Another equally important issue is the proper use of authority and discretion in an effort to gain voluntary compliance, instead of imposing unnecessary penalties to persons visiting our community.

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
Process to Identify 2013 as Year of Culture in Corvallis	Hirsch	02-22-12	03-13-12	Emery, K.	CCR 03-15-12	
SDC-eligible Projects Planned by Comparator City Silverton	Beilstein	03-05-12	05-29-12	Steckel		
Vehicles Parked in Bicycle Lanes	Beilstein	03-05-12	03-27-12	Boldizsar	CCR 03-15-12	
On-the-Record versus de Novo Public Hearings Update	O'Brien	03-12-12	03-27-12	Gibb		
Oregon State University Historic Preservation Application Processing Update	O'Brien	03-12-12	03-27-12	Gibb		

City of Corvallis

Sustainability Annual Report

2011

In 2004, the Corvallis City Council adopted a Sustainability Policy to ensure that City departments achieve a more sustainable workplace through plans and programs that promote a balance of environmental, economic and social equity values in the expenditure of public funds. The policy requires an annual report that identifies the progress achieved and sustainability objectives for the next reporting period.

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Sustainability means using natural, financial and human resources in a responsible manner that meets existing needs without compromising the ability of future generations to meet their own needs.

— City Council Policy on Sustainability

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The Sustainability Program in 2011

The City of Corvallis has been a leader in sustainability since before the word became mainstream. In the 1990s, staff began tracking energy consumption, perhaps more out of an interest in cost savings than environmental protection. However, around 2002 the City began tracking operational improvements in terms of sustainability impact. While it seems surprising today, such actions were way before their time.

The City Council's adoption of a Sustainability Policy in 2004 was also ahead of most US cities, and a key goal of the policy was to demonstrate leadership as an organization before rolling out sustainability initiatives in the community. Over the years, City staff not only have moved the organization toward sustainability, but have taken their commitment and knowledge into the community. For some milestones on the City's path to sustainability leadership, see Table 1.

Cover photo: Solar panels heat water and generate electricity at Fire Station #4 (Tunison)

Table 1

The Path to Leadership	
2000	Corvallis joins Cities for Climate Protection campaign
2001	City signs up for renewable energy through Pacific Power Blue Sky program
2004	City Council adopts Sustainability Policy for municipal operations
2005	City Council passes resolution urging residents and businesses to purchase renewable energy
	Environmental Protection Agency (EPA) designates Corvallis a "Green Power Community"
	Sustainability Steering Committee formed (City Manager, Department Directors)
2006	Sustainability Supervisor hired to develop comprehensive sustainability program
2007	Development of ISO 14001-based Sustainability Management System begins
	City becomes founding member of Corvallis Sustainability Coalition
	City becomes founding member of International Society of Sustainability Professionals (ISSP)
2008	City-wide Sustainability Core Team established
	Sustainability fund created to allow departments to explore innovative in-house projects
	Energy Trust of Oregon chooses Corvallis for Oregon's first community energy challenge
	Organization develops five overarching organizational sustainability goals
	City partners with Corvallis Sustainability Coalition on Community Sustainability Action Plan
	Corvallis joins ICLEI — Local Governments for Sustainability
	City earns Julian Award for Sustainability from Oregon Chapter of American Public Works Association
	City earns League of Oregon Cities Award of Excellence for sustainability planning
2009	City Council sub-committee develops *Community Energy Strategy*
	Staff complete City's first greenhouse gas inventory for municipal operations
	City uses its $511,600 federal Energy Efficiency and Conservation Block Grant (EECBG) to fund community programs (not infrastructure like most other cities)
	City awarded $78,750 from Pacific Power's Blue Sky program for Fire Station #4 solar project
	Sustainability Program Specialist position created
2010	Council adopts Community Sustainability Policy
	Council passes Sustainability Initiatives Fees for transit, urban forests, and sidewalk maintenance
	EPA chooses Corvallis for its first Green Power Community of the Year award
	EPA awards Corvallis a Climate Showcase Communities grant for $491,762
2011	City awarded $144,000 from Pacific Power's Blue Sky program for Fire Station #1 solar project

Today, the City's sustainability program is at a crossroads. In 2011, it passed its five-year anniversary, marking much progress toward incorporating sustainability into City operations. At the same time, however, the program shares with every other City department and function the challenges of an unprecedented budget shortfall. Because sustainability is, by definition, forward looking, it can be difficult to execute a long-term sustainability plan when faced with an immediate crisis that threatens the program's existence.

Many public-sector sustainability programs are facing the same problem—so much so that in February 2012, *Sustainability: The Journal of Record* published an article entitled, "Budget Cuts and Sustainability: Turning Crisis into Opportunity." The author states that, "budget cuts can provide a unique and temporary opportunity to advance sustainability in a way that would not be possible during good times, when the status quo is harder to change."[1] In short, when budget cuts are a high priority, sustainability programs can help because they are specifically focused on consuming fewer resources.

The following are some of the budget-related benefits the City of Corvallis has derived from focusing resources on developing and implementing sustainability initiatives:

- ***Cost Savings.*** A strategic approach to sustainability reduces operational costs by encouraging staff to evaluate expenditures in a way that considers the entire life cycle of a product and to find innovative ways to conduct their work. Quantifiable savings have come from reducing energy, solid waste and materials; identifying and purchasing new technologies; and finding ways to complete projects in house that might otherwise have been outsourced. By reducing energy use in 2011, the City saved $28,000 and collected more than $60,000 in state energy conservation incentives.
- ***Funding for projects.*** Sustainability program staff look for potential external funding sources and for financial incentives to implement projects. Successes include:
  - Facilitating the creation of the year-long Corvallis Energy Challenge, during which the Energy Trust spent more than $128,000 in the community.
  - Securing an Environmental Protection Agency (EPA) Climate Showcase Communities grant of $491,762 to fund community energy conservation programs.
  - Securing $224,785 in state energy conservation incentives since 2007.
  - Securing $253,000 in grants for solar projects from Pacific Power's Blue Sky program.
- ***Economic Development/Job Generation.*** Programs initiated by City staff have resulted in the employment of community members and generated work for local businesses. The 2008 Corvallis Energy Challenge created four jobs through the Corvallis Environmental Center's (CEC) Resource Efficiency Program, and the Climate Showcase Communities grant supports the equivalent of 4.25 positions (15 people) at four organizations, including support for the City's Sustainability Program Specialist position for fiscal years 10/11 and 11/12.

Devoting staff to sustainability has enabled the organization to carry out Council directives and to exercise leadership at the local, regional, and even national level. Recognition awards from the EPA Green Power Program (2010), the League of Oregon Cities (2008) and the American Public Works Association (2008) set the stage for the City to be awarded subsequent revenue grants (Energy Trust, Pacific Power, EPA) because they underscored the commitment to sustainability. In 2011 the EPA asked the City's Sustainability Supervisor to present a case study on Corvallis as a Green Power Partner and Climate Showcase Community for its "Making an Impact on Energy Use in Your Community" webinar. Commenting on the lesson he took away from the presentation, one participant said, "Leadership pays."

[1] "Budget Cuts and Sustainability: Turning Crisis into Opportunity, *"Sustainability: The Journal of Record.* February 2012. St. Clair, Matt.

2011 Program Accomplishments

The City's sustainability program staff are tasked with leading the organization to take a systematic approach to enhancing the sustainability of operations and sharing lessons learned with the community. The Sustainability Supervisor is responsible for developing and implementing a comprehensive City-wide program that integrates with existing planning processes and business goals. The part-time Sustainability Program Specialist conducts external outreach and develops metrics for the City's organizational and community-focused sustainability program and goals. The Franchise Utilities Specialist tracks the City's electricity and natural gas consumption and solid waste, promotes conservation practices, and documents cost savings. Given the interdisciplinary nature of the program, a City-wide team consisting of staff from all departments meets regularly to develop ideas and accelerate implementation.

Key accomplishments of the sustainability program in 2011 include:

Administering and implementing grants. The Franchise Utilities Specialist has administered the City's Energy Efficiency and Conservation Block Grant (EECBG) allocation since 2009, as well as researching and helping to implement funded projects (see page 24). In 2011 staff began administration of the three-year Environmental Protection Agency Climate Showcase Communities grant. "Energize Corvallis" is a joint project with the Corvallis Environmental Center, OSU-Benton County Extension Service, and The Resource Innovation Group, a non profit climate change research organization based in Eugene. The project will result in a measurable reduction in energy use and carbon emissions from homes and businesses throughout the community, while creating new work for energy conservation businesses.

- Staff submit quarterly reports to the EPA describing how the programs associated with "Energize Corvallis" are performing against stated timelines and metrics.
- The Sustainability Supervisor attended a three-day workshop in Denver, funded through the grant, that covered strategic planning, training on tools and resources, managing cooperative agreements, and reporting requirements.
- Staff assisted with forming an advisory committee for Green Shares, which teaches employees in the fields of residential energy and water use to encourage climate-wise behaviors from their customers. The committee discussed audiences, actions, outreach, and reporting strategies.
- Staff convened a meeting with representatives from Corvallis School District 509J and the Corvallis Environmental Center (CEC) to explore opportunities to get high school students involved in Energize Corvallis. Both high schools are now working with the CEC to develop a program through which high school students can volunteer and/or earn academic credit by working with Corvallis residents to reduce energy consumption.

Energize CORVALLIS

http://energizecorvallis.org/

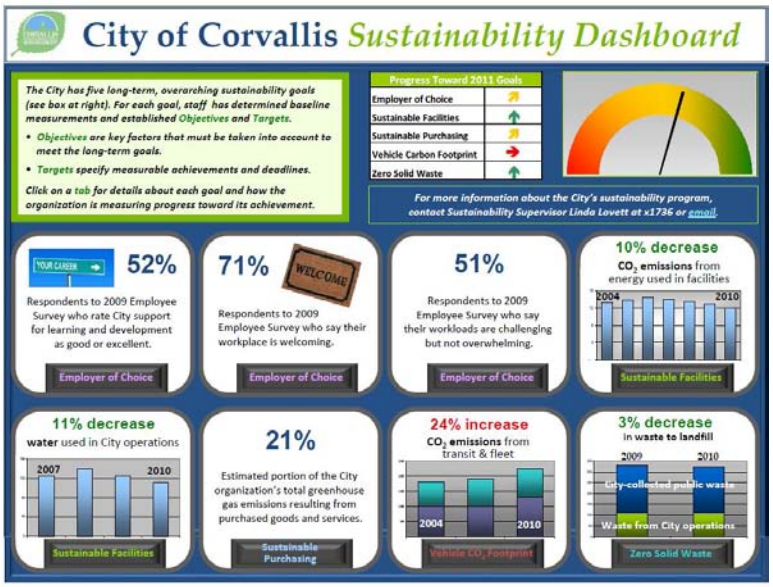
Identifying organizational sustainability impacts. Staff facilitated meetings in six City departments to identify what sustainable operations would look like within their service responsibilities. The City's Sustainability Management System outlines procedures by which the organization will identify significant impacts and their associated activities, prioritize those impacts, and select improvement projects (see Table 2). The organization has committed to mapping its impacts every three years; the first time was in 2007-08. Public Works completed this brainstorming process in 2010 through work group meetings, identifying more than 40 improvement projects that it is now implementing, and the Police Department will pilot an online version in 2012. The projects that are implemented as a result of the brainstorming sessions help the organization to be more efficient and effective with human, financial and environmental resources, which is particularly important as budgets tighten.

Table 2

Departmental Impacts and Projects		
City Department	**Significant Impact**	**Project Example**
City Manager's Office	Customer service—internal and external	Increase communication throughout organization
	Communication and outreach	Educate young people about City government
Community Development	Paper consumption	Streamline reports for Commissions, Council, etc.
	Increase efficiency	Review plans for new developments electronically
Finance	Electricity consumption	Low-voltage computer hardware at desktop
	Paper consumption	Use more electronic files instead of paper backups
Fire	Building energy consumption	Upgrade energy management system at Station #1
	Water consumption	Plant drought-tolerant landscapes at stations
Library	Energy consumption	Window coverings to reduce heat gain in summer
	Solid waste	Electric hand dryers to reduce paper towels
Parks & Recreation	Water consumption	Expand water-wise/pesticide free landscapes
	Solid waste	Create rental guidelines for recycling/composting
Police	NA – brainstorming not yet completed	
Public Works	Energy consumption	Solar lighting for bus shelters
	Purchasing	Increase use of sustainable office products

A Sustainability Management System or SMS is a set of processes and practices that enables an organization to integrate its sustainability efforts with existing planning processes and business goals. The City of Corvallis SMS is built on the ISO 14001 International Standard, which follows the Plan, Do, Check, Act model to foster continuous improvement of the system.

Creating a "Sustainability Dashboard." Hosted on the Sustainability section of the City's Web site, the Dashboard provides an at-a-glance view of the organization's progress toward meeting its five overarching sustainability goals. The Dashboard grew out of staff's work to develop metrics. It provides information on how the City defines and measures each goal, trends since baseline years, actions to be taken, and targets for milestones and deadlines. The Dashboard is updated regularly as the relevant data changes.



Challenges

Uncertainties related to the City's budget pose the biggest challenge to the sustainability program. In the second year of the program (2008)—prior to the addition of the Sustainability Program Specialist position—the annual report noted that the heavy workload would be difficult to meet with existing staffing: the Sustainability Supervisor orchestrated all of the organization-wide efforts, led the City-wide Core Team and departmental sustainability teams, facilitated the Sustainability Steering Committee, and served on the board of the Corvallis Sustainability Coalition. Since 2008, the program has taken on even greater responsibilities with the EECBG and EPA grant administration and increasing demands from the community. Program staff will be challenged to provide the coordination, effort, and energy needed to drive an organization-wide effort — not to mention facilitate community-generated initiatives such as the plastic bag process — if staffing is reduced.

That said, staff will work to develop and implement a strategic plan for the future of the sustainability program when the budget outcome is clear. There are a variety of opportunities for the program to provide support to employees and to build capacity within resource-constrained departments in ways that fall within sustainability program responsibilities. Some ideas include:

- Grant identification and writing assistance—sustainability program staff frequently receive information about grants that could help departments with various projects, but staff in those departments do not have time to follow through on them.
- Life-cycle analyses (e.g., electric hand dryers vs. paper or cloth towels, plastic vs. paper bags)
- Communication—internal and external (e.g., highlighting department and organization accomplishments, responding to public requests for sustainability information)
- Research (e.g., best practices, new technologies, policies, grants, request for proposal language)
- Targeted training (e.g., recycling, life-cycle analysis, purchasing)

Sustainable City Report Card

During 2011, the organization made progress on all five of its overarching sustainability goals, making some progress on most of the key objectives itemized in the 2010 sustainability report. Out of the 13 projects on the scorecard, all but two showed progress.

Meets/exceeds goal ↑ **Some progress toward goal** ↗ **No progress toward goal** →

2011 Objective	Status	Comment
Goal: Employer of Choice		
Improve content and increase awareness of resources available on intranet for in-house training and education opportunities.	↑	The training library index is posted on the intranet. An employee newsletter article was published to increase awareness.
Investigate applicability of existing and planned software solutions for designing and creating a calendar for in-house training and continuing education opportunities.	↑	Investigation completed. Training calendar will be created in SharePoint in 2012.
Complete the pilot project in the Fire Department to improve performance management practices by making the employee evaluation process more understandable and relevant to positions and job duties. Determine next phase of project.	↗	Focus groups and a management survey are done. A draft performance review form has been submitted for management review. Pilot will be completed with one shift of the Fire Department in 2012.
Goal: Sustainable Facilities		
Document requirements and costs to benchmark and possibly register the P&R Administration Building for LEED for Existing Buildings (LEED-EB).	↑	Research on LEED requirements and examples was completed and reported to the Steering Committee in September.
Develop green cleaning policy to align with LEED-EB requirement.	↗	Draft of administrative policy is under review. Expect to adopt in early 2012 and to educate employees and vendors over the year.
Using funds from the Sustainability Initiatives Funding (SIF), implement the Urban Forestry Management Plan's goals for structural pruning, hazard tree removal, and public education.	↗	Using the current tree inventory, roughly 25% of public trees were identified as being dead or in poor or very poor condition. Trees were prioritized for removal by site history, follow-up inspections and hazard tree condition ratings. Removals were carried out using budgeted funds and SIF funds. Structural pruning will begin in spring of 2012.
Evaluate Sunset Park using Sustainable Sites Initiative performance benchmarks.	→	Staffing was insufficient to make progress on this project.
Complete audits of irrigation systems under City control. Goal is at least 80% efficient.	→	Interns audited about half of the City's parks in 2010. No interns were available in 2011 so irrigation audits were not conducted.

Goal: Sustainable Purchasing		
Provide green purchasing training to procurement staff and supervisors.	↗	Staff is working with external sustainability consultants to customize training for Corvallis to take place in May, 2012.
Require least economic cost analysis on purchases over $2,500.	↗	This has been implemented for bid projects, but state procurement law requiring lowest cost makes it difficult to implement for purchases.
Goal: Vehicle Carbon Footprint		
Document departmental procedures for reviewing vehicle budgets for Sustainability Steering Committee review.	↗	Information was collected from several departments and reported to the Steering Committee. The determination was made that policies and procedures require overhauling. Research and revisions will take place in 2012.
Goal: Zero Solid Waste		
Complete department-specific waste management plans.	↗	Plan for Public Works has been drafted and is under review. Once approved, it will serve as a template for other departments.
Develop plan to improve recycling in public areas of City buildings.	↗	Parks and Recreation Osborn Aquatic Center has started recycling paper towels from public restrooms, but there has been no progress toward an organization-wide approach.

The Osborn Aquatic Center became the first City facility to recycle paper towels from public areas (see page 19 for details). In 2012, staff will begin developing an organization-wide plan to improve recycling of waste that the City collects from the public.

Progress Toward Organizational Goals

The organization has adopted five core sustainability goals, described in detail below. In 2010, staff worked to define how to monitor and measure progress by determining baseline performance indicators and setting targets. This 2011 report marks the first year of evaluating progress against those performance indicators. The next few pages describe each goal, highlight staff involvement in various projects, and outline some next steps for 2012.

2011 Progress				
Goal	**Indicator**	**Improving**	**Declining**	**Inconclusive**
Employer of Choice	Employee survey respondents who say their workplace is welcoming to them		3% decrease since base year	
	Employee survey rating of career development opportunity	24% increase since base year 2010		
	Employee survey respondents who say their workload is manageable			Changes to survey wording prevent year to year comparison
Sustainable Facilities	Reduction in greenhouse gas emissions from energy used in City operations	13.8% reduction since base year 2004		
	Reduction in water used in City operations	17.5% reduction since base year 2007		
Sustainable Purchasing	Reduction in impacts from purchases (i.e., emissions, waste, toxicity)			Sufficient metrics not in place
Vehicle Carbon Footprint	Reduction in greenhouse gas emissions from City vehicles (fleet, transit)		22.2% increase since base year 2004	
Zero Solid Waste	Reduction in waste to landfill from City operations	29% reduction since base year 2009		

Employer of Choice

An Employer of Choice is one whose practices, policies, benefits and overall work conditions enable it to successfully attract and retain talent. Employee Development, Diversity, and Workload are the related social sustainability issues the organization is focusing on. To assess progress, City sustainability teams track responses in the annual employee survey. Targets were set for 2012 to allow adequate time for progress.

Increase and Accept Diversity

Goal Progress: The City slightly reversed progress toward its 2012 target of 75% of respondents to the Employee Survey saying their workplace is welcoming for them.

- Baseline: 2009/10: 71.1% agree
- 2011: 68.1 agree
- **Decrease = 3% below base year**

The City began implementation of its Diversity and Inclusion Plan with a primary focus on employee multicultural skills to improve retention and recruitment. One high-priority action item was the creation of a Mentoring Program to increase employees' comfort and confidence with cultural differences. The City partnered with Oregon State University's PROMISE internship program, which is designed to provide OSU students with professional, managerial, or technical paid work experience in state and local government agencies. The City's intern worked with the Diversity and Inclusion Steering Committee (DISC) to research mentoring programs and develop a pilot program that included implementation steps, program goals, and metrics to measure success.

- The City partnered with the Employer Partnership for Diversity to offer employees training in topics such as difficult conversations, serving people living in poverty, and the future of work in Oregon.

"We envision that in 2020 Corvallis will be…. a community that honors diversity and is free of prejudice, bigotry and hate…"
-- Corvallis 2020 Vision Statement

Diversity is one of four overarching values adopted by the City Council (diversity, sustainability, citizen involvement, and cost efficiency).

The Diversity and Inclusion Steering Committee (DISC) was formed in March 2008. In 2010 the Committee completed the Citywide Diversity and Inclusion Plan as a framework for the actions necessary to fulfill the Diversity Initiative. The Plan has three focus areas: the City of Corvallis as an Employer, the City as a Service Provider, and Employees.

Enhance Employee Development

Goal Progress: The City significantly exceeded its 2012 target of 57% of respondents to the Employee Survey who rate the City's support for lifelong learning and development as good or excellent.

- Baseline: 2009/10: 52.3% agree
- 2011: 76.3% agree
- **Increase = 24% above base year (although the survey language change from "good" to "somewhat of a good job" may account for part of the increase)**

Manage Workload

Goal Progress: The City appears to be making progress toward its 2012 target of 55% of respondents to Employee Survey saying they "have a workload that is challenging but not overwhelming." However, a direct comparison cannot be made because of changes to the wording of the survey.

- Baseline: 2009/10: 51% agree
- 2011: 79.1% agree that their workload is challenging; 34.6% agree that their workload is not overwhelming

Next Steps for Employer of Choice Goal:

- Create a calendar in SharePoint for in-house training and continuing education opportunities.
- Complete the pilot project in the Fire Department to improve performance management practices by making the employee evaluation process more understandable and relevant to positions and job duties. Determine the next phase of the project.

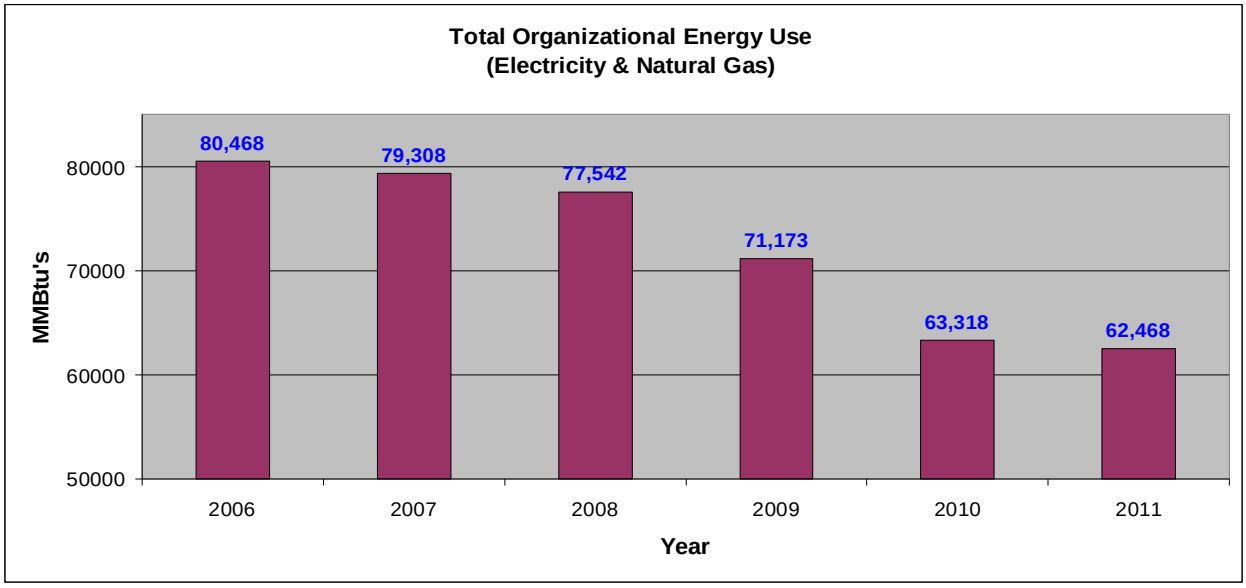
Sustainable Facilities

Sustainable facilities are those built, maintained, and operated in a manner that reduces both consumption of energy, water, and materials and harm to human health and the environment. They include occupied buildings and facilities such as parks and water and wastewater pumping stations.

Energy

Goal Progress: The City significantly exceeded its target to reduce greenhouse gas emissions from energy used in municipal operations to 1.5% below the baseline year.

- 2004 baseline: 13,307 metric tons carbon dioxide equivalent (MT CO_2e)
- 2011: 11,471 MT CO_2e
- **Reduction = 13.8% below base year**



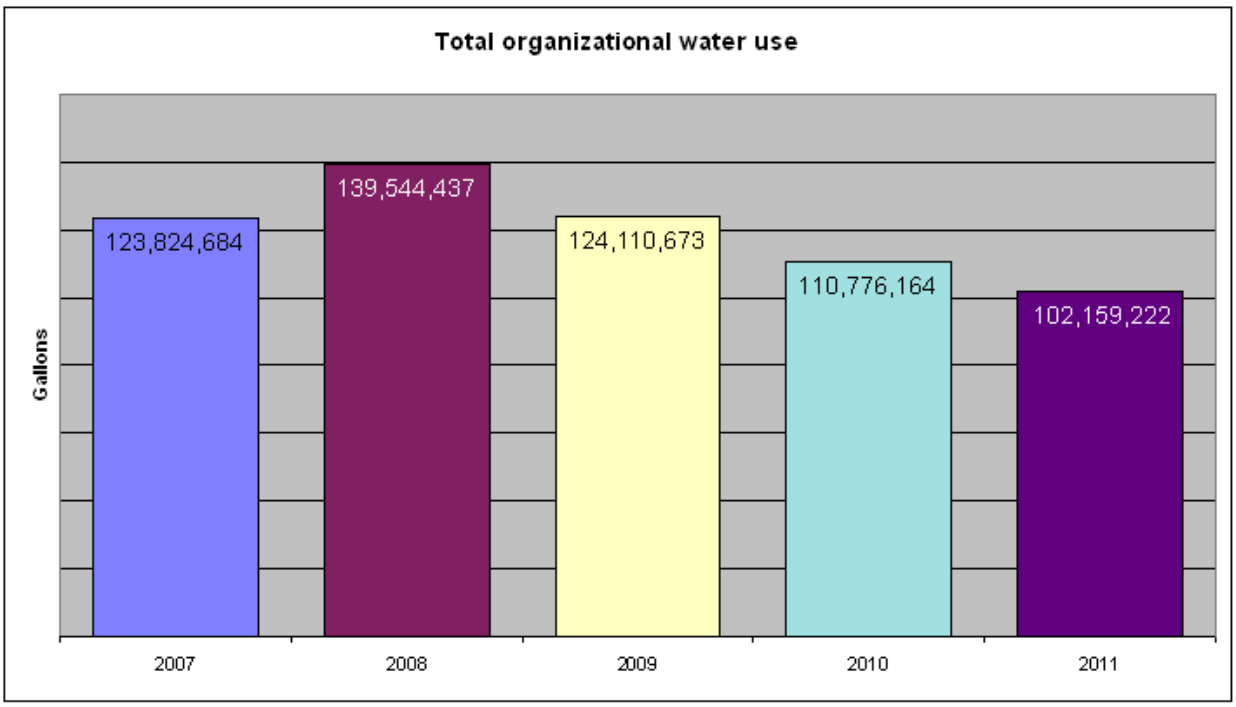
In 2011, the organization reduced electricity consumption by more than 555,000 kWh but used about 10,500 more therms of natural gas than in 2010. The overall reduction in energy consumption saved about $28,000 over fiscal year 09/10. The City also received more than $60,000 in energy conservation incentives. Projects included:

- The airport and library garage both upgraded lighting to more energy-efficient inductive fixtures. The new lights are brighter and use 60-70% less energy. Because of the long bulb life, routine maintenance costs also will be reduced.
- The City completed its first solar electric generation project with funding from Pacific Power's Blue Sky program and the Energy Trust of Oregon. The 15kW system on the roof of Fire Station #4 (Tunison) is expected to provide more than half of the station's annual electricity demand.
- Pacific Power awarded another $144,000 Blue Sky grant for a 25kW solar photovoltaic system at Fire Station #1. The Energy Trust of Oregon will provide an additional $31,000. Electricity produced by the system is estimated to result in about $2,000 per year in energy savings.

Water

Goal Progress: The City significantly exceeded its target to reduce water used in municipal operations to 3% below the baseline year (normalized to account for weather conditions).

- 2007 baseline: 123,824,684 gallons
- 2011: 102,159,222 gallons
- **Reduction = 17.5% below base year**



In 2011, the organization's water consumption declined by more than 8.6 million gallons as compared with 2010. It is likely that some of the reduction is due to the cooler and wetter spring and summer.

- Parks and Recreation replaced aging manually operated shower valves in the men's and women's locker rooms at the Osborn Aquatic Center with metered valves that automatically shut off after 45-55 seconds. The total project of $14,064 was funded through a grant from the Public Works water conservation program. The valves reduced water consumption by an estimated 2 million gallons in the first six months.
- Parks and Recreation installed two more water-wise, pesticide-free landscapes. The first was a 6,850 square foot area at Sunset Park and the second expanded the existing water-wise landscape at Riverfront Commemorative Park to a total of 3,880 square feet.
- Public Works funded the purchase and installation of efficient irrigation technology for the Starker Arts Garden for Education (SAGE) community garden at Bruce Starker Arts Park. The project could save water and provide the opportunity to raise a wider selection of produce.

Ultra-Violet Disinfection Saves Water, Chemicals, Health

Most public pools rely on chlorine to kill algae, mold, and bacteria such as cryptosporidium and E. coli. However, when chlorine reacts with organic material (e.g., perspiration, urine), it creates combined chlorine, or "chloramines." Chloramines cause the bleach-like odor, eye and skin irritation, and respiratory problems associated with chlorine.

Because of these health hazards, chloramine levels are limited by State law. For years, the Osborn Aquatic Center combated chloramines by diluting the pools with fresh water — an expensive undertaking given the need to produce, heat, and chlorinate the fresh water.

Ultra-violet (UV) light sanitizing systems can reduce the need for chlorine by up to 50 percent, thereby dramatically reducing chloramines and the risk of waterborne illnesses. In June, a UV system was installed on Osborn's therapy/instructional pool. The $12,022 project was funded through grants and patron donations.

Feedback from the public and employees has been positive. Staff is currently fundraising for a UV system for the 50-meter pool.

- In addition to reducing water consumption, the City saw the completion of an innovative water quality project with the construction of rain gardens on Northwest Beca Avenue. The four gardens are designed to filter pollutants out of rainwater and slow the water's entry into storm drains, which empty into local streams. Public Works will evaluate how well the gardens perform and look for opportunities for future projects.

Next Steps for Sustainable Facilities Goal:

- Approve and implement green cleaning policy.
- Using research available from LEED-EB investigation, begin developing "operating manuals" for City buildings.
- Investigate the utility of using Sustainable Sites Initiative performance benchmarks to evaluate City parks, using Sunset Park as the pilot.
- Complete audits of irrigation systems under City control.

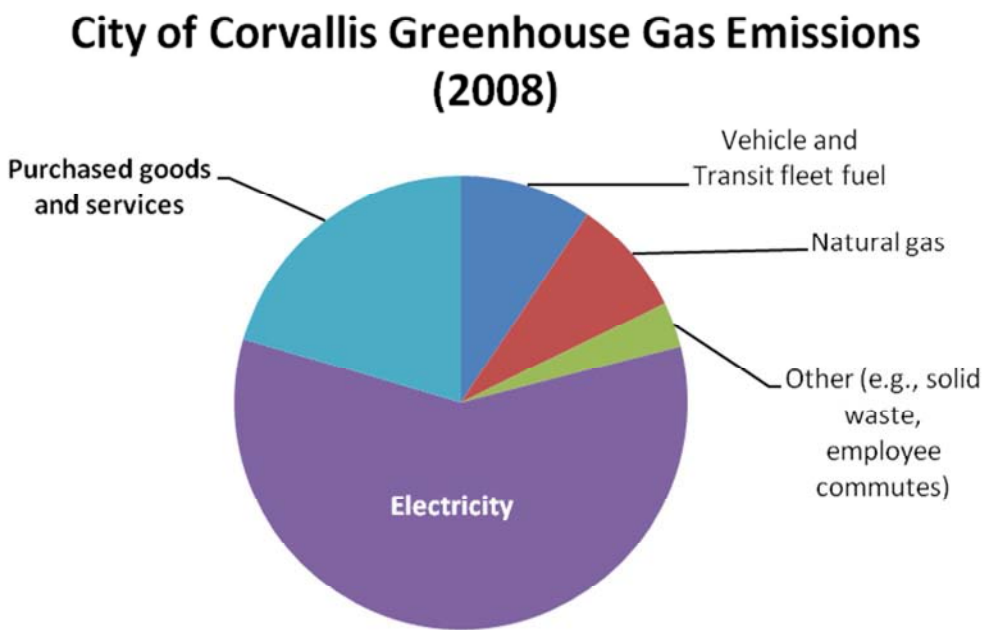
Sustainable Purchasing

Sustainable purchasing considers the triple bottom line (environmental, economic, and social impact) in purchasing decisions. Useful tools include: life-cycle costing to determine lowest economic cost; specifications that include environmentally preferable characteristics; and third-party certifications (e.g., ENERGY STAR) to identify products.

Goal Progress: The City does not track all of its purchases in a manner sufficient to determine whether negative impacts (e.g., greenhouse gas emissions, waste, toxicity) are being reduced from one year to the next.

Staff continues to struggle with metrics to determine whether the City is making progress on the sustainable purchasing goal. When conducting the organization's greenhouse gas inventory in 2009, staff used 2008 purchasing records and the Economic Input-Output Life-Cycle Analysis (EIOLCA), a public-domain tool developed by Carnegie-Mellon University, to estimate the emissions associated with producing the goods and services purchased by the City. These emissions were conservatively estimated to be 4,144 metric tons of CO_2 equivalent — second only to electricity in the categories that the City measures.

- When the inventory is updated in 2012, staff will be able to compare 2011 data against the 2008 baseline and get a better idea of whether there has been progress.
- Staff also will continue to work on developing metrics for purchases, such as the amount of recycled content in common items and the quantity of material that the City itself reuses in projects, thereby avoiding the purchase of new materials.



Another challenge has been determining specific products that are environmentally preferable and finding time to train staff on their procurement. This is challenging due to the decentralized nature of procurement in the City organization, the wide variety of purchases made in City departments, and the shortage of staff time to investigate product options and provide training.

Despite these difficulties, sustainable purchasing is becoming embedded in the organization's operations. For example:

- The City's procurement manual includes life-cycle costing analysis and guidance on how to build sustainability into purchasing decisions.
- Standard contracts ask for recycling or reuse of construction materials and contractors are asked to use materials that meet Leadership in Energy and Environmental Design (LEED) standards where possible.
- The City's energy conservation policy requires new or replaced computers and appliances to be ENERGY STAR or equivalent products, and the new Green Cleaning policy will require that third-party certification be used to identify environmentally preferable products.
- The Finance Department collaborated with Office Max to provide training on sustainable office products and encourages departments to purchase office supplies through the Office Max sustainable office products program.

Because sustainable purchasing is more a process than a project, it is often incorporated into other City sustainability goals and may simply not be as visible and easy to report as, for example, a building project that gets highlighted under Sustainable Facilities. For example, inductive lighting in the Library garage is an example of sustainable purchasing, although for purposes of this report it is categorized under Sustainable Facilities.

- An example that clearly falls into the sustainable purchasing category is the City's purchase in 2011 of 900 megawatt hours of renewable energy through Pacific Power's Blue Sky program, which had an environmental benefit equivalent to avoiding 490 metric tons of CO_2 emissions.

Inductive fixture in the Library garage

Next Steps for Sustainable Purchasing Goal:

- Update municipal greenhouse gas inventory, including embodied emissions from supply chain.
- Provide green purchasing training to procurement staff and supervisors.

Vehicle Carbon Footprint

Vehicle carbon footprint is measured in the organization's greenhouse gas inventory. The City aims to decrease its use of fossil fuels by using more energy-efficient, alternative-fuel, and hybrid vehicles and by changing driving behaviors.

Goal Progress: The City did not meet its target to reduce greenhouse gas emissions from City vehicles (fleet, transit) to 1.5% below the baseline year.

- Baseline: 2004: 1,801 MT CO_2e
- 2011: 2201 MT CO_2e
- **Increase = 22.2% above base year**

In 2011, the organization increased the use of fuel in City vehicles by 1.9% as compared with 2010. City fleet fuel consumption rose by 0.6%, and transit fuel use rose by 3.6%. In 2011, fuel consumption generated approximately 16% of the City's greenhouse gas emissions. The City will continue to pursue efforts and adopt new technologies to reduce emissions, which will have the dual benefit of saving money and reducing the impact on the environment.

The organization did see some positive developments related to fuel savings in 2011:

- In March, the Library took ownership of a new Sprinter van converted for use as a bookmobile. Although smaller than the old Bookmobile, the Sprinter has nearly the same capacity for materials but much better fuel mileage and lower overall operating costs.
- The Fire Department installed equipment for an e-learning initiative, which features two-way, real-time communication between the stations and headquarters. This will enable crews to remain in their districts for most classroom-type trainings and briefings, thereby saving fuel and time.
- City employees participating in Get There Another Way Week in May reduced their own carbon footprints by avoiding nearly 7,000 miles of travel by single-occupancy vehicles.

Out with the old -- 6 miles per gallon . . .

In with the new -- 16 miles per gallon.

Next Steps for Vehicle Carbon Footprint:

- Separate existing Equipment Management System administrative policy into one policy focused on garage operations and another that addresses sustainability aspects of the vehicle fleet, such as replacement schedules and the types of vehicles and fuel purchased.

Zero Solid Waste

Zero solid waste encourages staff to use resources in a manner that reduces waste to the landfill to zero. It promotes reuse, recycling, and waste prevention from reduced consumption and considers the entire life cycle of a product. Staff conducts waste audits and measures success by the diversion of waste from the landfill, an increase in materials recycled or reused, and financial savings from smaller garbage bins.

Goal Progress: The City met its target to reduce waste to the landfill from City operations to 25% below the baseline year.

- Baseline: 2009: Waste to landfill from City operations roughly 113 tons.
- 2011 Result: Roughly 80 tons sent to the landfill.
- **Reduction = 29% below base year**

In 2011, the City reduced its waste to the landfill by about 20 tons as compared to 2010. Waste audits conducted in staff areas of all facilities revealed very little material in the garbage that could be recycled. Public garbage containers, however, contained much recyclable material.

Staff has initiated a variety of innovative material reduction and recycling solutions:

Reduce

- By reformatting the City services bill into a tri-fold statement, the Finance Department eliminated the need for 180,000 envelopes, saving $4,000 per year. The Department also replaced shut-off notification letters printed on letterhead with postcards to reduce postage and paper.
- Twenty-five percent of registrations for Parks and Recreation programs are now being done online, which reduces paper waste and staff time.
- Parks and Recreation began publishing its Activity Guide in a new size and format to facilitate mailing along with “the City” newsletter. Bundling the two publications has reduced paper use and mailing expenses and increased distribution of the Activity Guide.

Reuse

- Public Works delivered surplus traffic signal poles and cabinets to Benton County for reuse at a new traffic signal at 53rd Street and Reservoir Road.
- Public Works used 100 cubic yards of sweeper debris in the construction of the Police evidence compound, saving about $750 in waste disposal costs and another $1,000 in material costs.
- Parks and Recreation donated more than 12,000 square feet of pavers from the Central Park plaza reconstruction to the Habitat for Humanity Re-Store.

Recycle

- Public Works gave 600 gallons of used oil to Oregon HEAT, an organization that helps low-income families pay for utilities. The Department also partnered with the local gleaners to re-purpose wood waste from a project into firewood for low-income residents.

Paper Towel Recycling Expands to Public Areas

In 2010, Allied Waste began offering organics collection in yard carts, which provided the City the opportunity to dispose of paper towel waste in yard carts. Staff began collecting paper towels from non-public areas along with food waste from lunch rooms for this organics collection. By the end of the year, paper towel recycling had been implemented in staff areas at most City buildings. During 2011, three facilities (Library, Fire Station #1 and the airport) reduced their garbage enough to downsize their containers or to purchase (versus rent) their own dumpsters and/or decrease collection frequency. The combined savings to the City was approximately $2,600. For all containers purchased in the past two years, the annual savings will be $5,000.

City-owned dumpsters are labeled with, "STOP: Items placed in this container are going to the landfill. Are you sure they're not recyclable?"

Concerns about contamination prevented implementation in public restrooms, but in 2011 Parks and Recreation began working with Allied Waste on a pilot program to collect paper towels from public areas at the Osborn Aquatic Center. City staff, volunteers, and non-profits using the facility receive recycling training.

Because of the successful test, Osborn sends about one-half cubic yard less waste to the landfill every week and plans to purchase a smaller dumpster instead of renting one. Parks and Recreation plans to roll out the program at the Senior Center as well.

Next Steps for Zero Solid Waste:

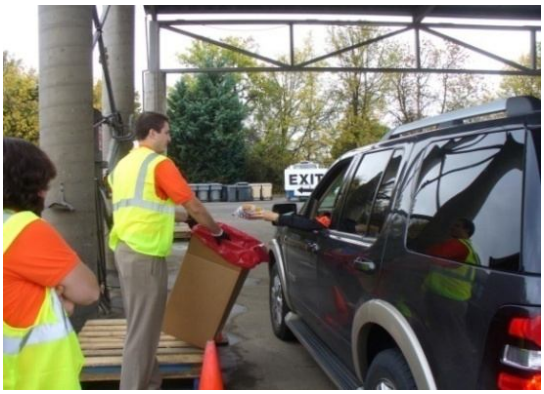
- Complete department-specific waste management plans.
- Develop plan to improve recycling in public areas of City buildings.

Community Capacity Building

As directed by the City Council Organizational Sustainability policy, this report focuses on progress achieved by the City's internal sustainability program and objectives for the next reporting period. However, City staff play a large role—often as volunteers—in community sustainability as well.

City employees sponsor or participate in many community education and outreach events each year:

- Police and Public Works Department employees participated in two "National Take Back Initiative" events hosted by the federal Drug Enforcement Agency, collecting a total of 1486 pounds of unwanted medications. The medications were destroyed in a waste-to-energy incinerator, avoiding the possibility of their being abused or contaminating the water supply.



National Take Back event encourages safe disposal of unwanted medications.

- Fire Department Prevention Officers worked with volunteer firefighters and sorority volunteers to check smoke alarms in neighborhoods surrounding Oregon State University. Teams visited 550 homes and tested 300 alarms, restoring 20 with new batteries and installing 15 more.
- For a second year, the Library collaborated with Linn-Benton Community College's Benton Center to host a four-week Renewable Energy lecture series. Lectures covered geothermal energy, hybrid and electric vehicles, wind power, wave power, and residential solar systems.
- The Library also acquired the GREENR: Global Reference on the Environment, Energy and Natural Resources database, which offers content focused on environment and sustainability topics. It includes news, commentary, audio, video, primary source documents, case study statistics, and links to major environmental associations (from Greenpeace to the World Wildlife Fund).
- Staff conducted outreach for City water conservation and transportation programs by participating in Kids Day for Conservation, da Vinci Days Green Town, the Corvallis Environmental Center's Earth Faire, and Oregon State University's Earth Week Vendor Fair.
- City staff provided lectures on water and water conservation at the Institute for Lifelong Learning, Gearing Up For Gardening, and the OSU-Benton County Extension's Neighborhood Sustainability Stewards training workshop.

City staff look for opportunities within their service areas to benefit those in need in the community:

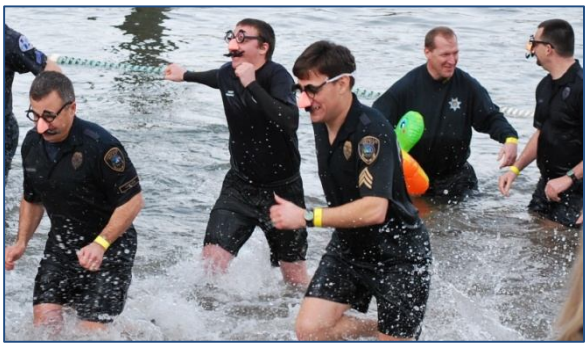
- The Library serves at-risk families through its Early Literacy Coordinator, who works closely with the Benton County Relief Nursery and other organizations.
- For a week in December, the Library accepted non-perishable food items in lieu of fines on over-due items. A total of 1,875 pounds of food was collected for the Linn-Benton Food Share.
- The City collected 53 pints of blood at its annual American Red Cross Blood Drive. In the past three years, the drive has collected a total of 152 units for a potential impact on 456 lives.
- Corvallis Police officers participate in the annual "Shop with a Cop" event each December. Sponsored mainly through donations from police officer associations, individuals, and local stores, officers help a local child pick out gifts for themselves and their family members.

Food for fines benefits Food Share

- The volunteers of the Corvallis Police Auxiliary provide crime prevention presentations, home and business security surveys, and personal safety education at no cost to the community. They also coordinate the Business and Neighborhood Watch programs.
- The Parks and Recreation Youth Volunteer Corps' "Say Cheese" event sold 200 grilled cheese sandwiches and raised $650 to support the Jackson Street Shelter.

In the most recent employee survey, 71.5% of respondents said they volunteered time in their communities in the past year.

- The Police Department sponsored the second annual Polar Plunge Corvallis, raising more than $55,000 for Special Olympics Oregon.
- Employees bring cans and bottles from home and collect them from public recycling bins in City buildings, such as the Osborn Aquatic Center. Staff volunteers return them for deposit, donating the proceeds to the Linn Benton Food Share. The pull tabs go to Good Samaritan Regional Medical Center, which sells them to a recycler and uses the proceeds for services and supplies not covered by insurance. In 2011 the project netted $597 in deposits — equivalent to about 3,400 meals — and 105 pounds of pull tabs.



Police plunge into the Willamette River

- City employees volunteered with United Way Day of Caring, the Corvallis Bicycle Collective, the Sustainable Building Network, and a Sustainable Landscape Peer Group.

The City is a founding member of the Corvallis Sustainability Coalition and works with the Coalition and other organizations on sustainability projects:

- Stormwater pollution prevention staff collaborated with the Coalition's Water Action Team on a project to educate property owners along urban streams about invasive plant removal, erosion control, plant maintenance, and testing water quality.
- Community Development's Housing Division worked with the Energy Action Team and the Corvallis Environmental Center on low-interest loans for residential energy efficiency projects through a revolving loan fund using federal stimulus funds (See EECBG update on page 24).
- The Sustainability Supervisor serves on the Coalition Steering Committee and Communications Committee.

Corvallis Residents Take the Car-Free Challenge

Mayor Julie Manning kicks off the World Car Free Day Festival by reading the City Council's proclamation of September 22nd as Car Free Day in Corvallis.

Public Works Transportation Division staff partnered with the Corvallis Sustainability Coalition's Transportation Action Team in hosting Corvallis's second World Car Free Day event in September. The day began with participants registering at 10 check-in stations located near major commute trip origins/destinations throughout the community. Volunteers at the stations gathered trip data, provided snacks, and distributed bike and transit maps and information on commute trip options (bike, walk, van/carpool, transit, telecommute) and bicycle and pedestrian safety.

- With 419 registered participants, the reduction of vehicle miles traveled was between 1,515 and 2,745 miles, a CO_2 reduction of between 1,800 and 3,300 pounds.
- Trips by those whose normal commute involves driving alone decreased by 87.5%.
- More than 340 people pledged to travel car free in the next year on a specific number of days per week, month, or year. The average person pledged to forgo driving one out of two days.

In 2011, sustainability program staff worked closely with community groups to develop several energy conservation projects under "Energize Corvallis," the program funded through the Environmental Protection Agency's Climate Showcase Communities grant. The projects got underway in the spring of 2011, and their progress has been impressive:

- The Corvallis Environmental Center expanded its energy-efficiency programs to include Communities Take Charge, a neighborhood outreach program that encourages residents to reduce energy use through no-cost and low-cost actions. Communities Take Charge is being expanded to include the Campuses Take Charge program at Oregon State University. Another program known as Energizers is working to create networks for disseminating energy-related information throughout Corvallis.
- The OSU-Benton County Extension Service conducted its first training session in the Neighborhood Sustainability Stewards program. The 12 graduates will perform 60 hours of service educating and supporting community members about reducing their personal energy use.
- The Resource Innovation Group, a non-profit climate change research organization based in Eugene, kicked off a new and unique program called Green Shares, which trains Corvallis employees in eight commercial sectors to work with customers to reduce residential greenhouse gas emissions. In 2011, eleven businesses with a total of 79 employees were enrolled as Green Shares participants. These businesses are seeking information on loans and incentives that they can pass on to their customers as well as techniques to market energy efficiency.
- In 2012, the City will conduct Corvallis's first community greenhouse gas inventory, which will help track and measure progress not only toward the goals of the EPA Climate Showcase Communities grant, but toward those of the City Council Energy Strategy and the Corvallis Sustainability Coalition's Action Plan.

Communities Take Charge is committed to reducing energy use in Corvallis. The program focuses on more than 70 no-cost and low-cost actions to help residents save energy and money. The program's goal is for 5,500 residents to try three energy-saving actions for one month.

Energy Efficiency and Conservation Block Grant (EECBG) Update

As of December 30, 2011, the City had expended approximately 52% or $267,400 of its $511,600 EECBG allocation.

Majestic Theatre Lighting Upgrade – The City upgraded incandescent and fluorescent lights to more energy-efficient fixtures. The project was completed in June 2010. Project budget = $16,000; project cost = $14,755

Energy Efficiency Volunteer Coordinator – Through a subgrant to the Corvallis Environmental Center (CEC), a Volunteer Coordinator was hired in January 2010 for one year to train volunteers to educate residents on energy-reduction techniques and financial incentives. The project, completed in January 2011, trained 82 volunteers, contacted 1,080 households, and assisted 58 households to complete 183 energy conservation measures. Project budget = $50,000; expenditures = $49,993

Corvallis Weatherization Incentive Program (CWIP) - Through a subgrant to the CEC, the program offered incentives of up to $500 to households for weatherization projects. As of the project's completion in December 2011, 115 incentives had been disbursed for a total of $50,083. The estimated annual energy savings from these projects are 23,413 kilowatt hours and 15,627 therms. Project budget = $79,600; expenditures = $79,566

Saving Energy Loan Fund (SELF) – As of December 30, 2011, the Housing Division had issued 11 loans for energy conservation projects. The remaining grant funds were transferred to alternate projects. Revised project budget = $188,702; expenditures = $126,000

Senior Center Geothermal Heating – This project was cancelled after a design review revealed that there was inadequate budget to complete the project as proposed. Revised project budget = $2,078; expenditures through December 30, 2011 = $2,078

Corvallis Library Chiller Replacement – An obsolete air conditioning chiller is scheduled to be replaced with a smaller, more efficient unit in May 2012. To complete the project, grant funds were transferred from the Senior Center geothermal project and the SELF program. Project budget = $180,000; expenditures through December 30, 2011 = $0

Fire Station #1 HVAC Commissioning – 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 $5,000 a year in energy expenses. Project budget = $25,000; expenditures through December 30, 2011 = $0

Lighting Upgrades – Outdoor lights at the Wastewater Plant will be upgraded because they are inefficient and are dangerous to work on. The number retrofitted will depend on the price per fixture. Project budget = $16,100; expenditures through December 30, 2011 = $0

If you have questions or comments about the City's sustainability program, please contact the Sustainability Supervisor at 541-754-1736 or visit
http://www.ci.corvallis.or.us/sustainability

ADMINISTRATIVE SERVICES COMMITTEE
SCHEDULED ITEMS

March 15, 2012

MEETING DATE	AGENDA ITEM
March 21	• Ambulance Rate Review • Economic Improvement District Reauthorization • HB 2865 (limits private claims or rights of action) • Single-Use Plastic Bag Reduction Update
April 4	• Advisory Question Ballot Title • daVinci Days Bridge Loan Funding Request
April 18	
May 9	• Sustainability Initiatives Funding Update • Single-Use Plastic Bag Reduction Recommendation
May 23	• Visit Corvallis Third Quarter Report
June 6	• Third Quarter Operating Report • 2013-2014 City Council Team Building and Goal Setting Facilitator Process • Allied Waste Services Annual Report • Comcast Franchise Renewal Update
June 20	• Advisory Question Explanatory Statement
July 4	No meeting
July 18	• Council Policy Review and Recommendation: • CP 97-10.01-10.08, "Financial Policies" • 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:
	  • CP 91-3.01, "Appointment of the Acting City Manager"
	  • CP 08-1.11, "Identity Theft Prevention and Red Flag Alerts"
	• 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 • Council Policy Review and Recommendation: • CP 96-6.03, "Economic Development Policies" • Comprehensive Annual Financial Report • 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
• 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 15, 2012

MEETING DATE	AGENDA ITEM
March 20	• Public Art Selection Commission Annual Report • The Arts Center Annual Report • Council Policy Review and Recommendation: • CP 91-1.02, "Liquor License Approval Procedures"
April 3	
April 17	
May 8	• Liquor License Annual Renewals • Majestic Theatre Annual Report
May 22	

June 5	• Boards and Commissions Sunset Reviews:
	  • Housing and Community Development Commission
	  • Public Art Selection Commission
	• Social Services Allocations – Fiscal Year 2012-2013

June 19	• Community Gardens Master Plan
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: • CP 95-1.07, "Policy Regarding the City Flag"

October 16	• Council Policy Reviews and Recommendations:
	  • CP 91-4.03, "Senior Citizens' Center Operational Policies"
	  • CP 92-4.04, "Park Utility Donations"

November 6	• Council Policy Review and Recommendation: • CP 92-4.06, "Library Displays, Exhibits, and Bulletin Boards"
November 20	
December 4	• 2012-2013 Social Services Allocation Process and Calendar • Cost Recovery Review
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 15, 2012

MEETING DATE	AGENDA ITEM
March 22	No meeting
April 5	• Council Policy Review and Recommendation: • CP 10-1.12, "Community Sustainability" • Lease to Occupy Public Right-of-Way (NW Second Street and NW Jackson Avenue – Ayres) • Occupy Public Right -of-Way Request (SW Adams and SW Washington Avenues)
April 19	
May 10	
May 24	• Council Policy Review and Recommendation: • CP 95-7.12 Integrated Vegetation Pest Management (IVPM) Program

June 7	• Boards and Commissions Sunset Reviews:
	  • Downtown Commission
	  • Watershed Management Advisory Commission
	• Corvallis Forest Stewardship Plan Review and Recommendation

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:
	  • CP 91-7.05, "Capital Improvement Program"
	  • CP 91-7.06, "Engineering and Administrative Cost for Assessment Projects"

October 18	• Council Policy Review and Recommendation: • 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

- 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 15, 2012)

MARCH 2012

Date	Time	Group	Location	Subject/Note
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**~~ ***LaSells Stewart Center***	
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	
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	
9	*3:00 pm*	*Economic Development Cmsn*	*Madison Avenue Mtg Rm*	
10	*7:00 pm*	*Historic Resources Commission*	*Downtown Fire Station*	
10	7:00 pm	Ward 7 Meeting (Raymond)	Scott Zimbrick Memorial Fire Station No. 5	City sponsored
11	8:20 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
11	5:30 pm	Downtown Commission	Downtown Fire Station	
11	*6:30 pm*	*Parks, Natural Areas, and Rec Brd*	*Walnut Community Room*	
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	*12:00 pm*	*Housing and Community Dev Cmsn*	*Madison Avenue Mtg Rm*	

Date	Time	Group	Location	Subject/Note
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	7:00 pm	Budget Commission	Downtown Fire Station	
21	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
24	~~4:00 pm~~ *4:30 pm*	Cmsn for Martin Luther King, Jr.	City Hall Meeting Room A	
25	5:00 pm	Watershed Mgmt Adv Cmsn	Madison Avenue Mtg Rm	
25	*7:00 pm*	*Budget Commission*	*LaSells Stewart Center Const & Eng'g Auditorium*	*public hearing and deliberations*
26	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Rm	
~~26~~	~~7:00 pm~~	~~Budget Commission~~	~~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	
8	*7:00 pm*	*Historic Resources Commission*	*Downtown Fire Station*	
9	8:20 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
9	4:00 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
9	5:30 pm	Downtown Commission	Downtown Fire Station	
10	8:00 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Rm	
10	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
12	10:00 am	Government Comment Corner	Library Lobby - TBD	
14	*3:00 pm*	*Economic Development Cmsn*	*Madison Avenue Mtg Rm*	
~~16~~	~~5:30 pm~~	~~Watershed Mgmt Adv Cmsn~~	~~Madison Avenue Mtg Rm~~	
16	*12:00 pm*	*Housing and Community Dev Cmsn*	*Madison Avenue Mtg Rm*	
16	7:00 pm	Planning Commission	Downtown Fire Station	
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**

Date	Time	Group	Location	Subject/Note
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	
11	*3:00 pm*	*Economic Development Cmsn*	*Madison Avenue Mtg Rm*	
12	*7:00 pm*	*Historic Resources Commission*	*Downtown Fire Station*	
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	*12:00 pm*	*Housing and Comm Dev Cmsn*	*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	

Date	Time	Group	Location	Subject/Note
9	*3:00 pm*	*Economic Development Cmsn*	*Madison Avenue Mtg Rm*	
11	8:20 am	Citizens Adv Cmsn on Transit	Madison Avenue Mtg Rm	
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	*12:00 pm*	*Housing and Comm Dev Cmsn*	*Madison Avenue Mtg Rm*	
18	4:00 pm	Administrative Services Committee	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*	*Downtown Fire Station*	
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	
26	*5:30 pm*	*Arts and Culture Commission*	*Parks and Rec Conf 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	*8:00 am*	*Citizens Advisory Cmsn on Civic Beautification and Urban Forestry*	*Parks and Rec Conf Rm*	
9	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
11	10:00 am	Government Comment Corner	Library Lobby - TBD	
16	*6:30 pm*	*Parks, Natural Areas, and Rec Brd*	*Downtown Fire Station*	
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	
23	*5:30 pm*	*Arts and Culture Commission*	*Parks and Rec Conf 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

Minutes of February 16, 2012
Access Benton County

ABC Minutes are intended to describe the discussions, decisions, and actions that occur during ABC's monthly meeting. The minutes are to be considered only a draft until they are approved at the following monthly meeting. Persons who receive the draft of the minutes and see inaccuracies or omissions in them are asked to please inform ABC.

Present: Edith Yang, Judy Heath, Pat Shermer, Keith Dunlap, Marlene Massey, Bob Fenner, Pete Meyers, Hugh White, Tony Albert, Todd Allen, Jim Smith.

Special Guest: Our special guest, Karen Emery, Corvallis Parks and Recreation Director, had to reschedule her meeting with ABC. Karen will meet with us at our April 19th meeting!

12:00 Noon, Call to Order, Introductions.

A. Minutes of November 17, 2011 approved as submitted.

B. Treasurer's Report. Beginning Balance was $198.00 in petty cash. Holiday luncheon payment to food provider was $224.00. Contributions for luncheon was $188.00. Deductions from original balance were $36.00 to food provider and $29.00 to USPostal Service for six-month PO box fee. New Balance $133.00.

C. Correspondence: E-mail from Bicycle and Pedestrian Advisory Commission.

D. Continuing Business:

1. Feedback on ABC's Year-end Luncheon Celebration. If we keep the same format, consider doing raffle prizes at the beginning of the event. The speaker was well appreciated. Her level of commitment was very inspirational! Thanks to the Library, Benton County, and Corvallis for opportunity to use the public meeting room!

2. Keith E. Billings Award Planning. ABC has selected Ronald Naasko to be the recipient for 2011! How we will honor and recognize Ronald is in the planning stages. We will share our plans when we have finalized them. We will be looking for opportunities for other organizations and individuals to work with ABC to honor Ronald.

3. Special Guests for future ABC meetings. Mr. Dunlap recommended that ABC invite Kevin Hanson to be a special guest at a future meeting. Mr. Hanson is active with the World Wheel Chair Sports based in Eugene. He is very involved with the Para Olympics and has been a coach for many years!

4. Report on ABC presentation to an occupational therapists group on January 11, 2012. Marlene and Jim met with several therapists to inform them about ABC and to discuss their interests with respect to access. We appreciate the opportunity to meet with the public!

E. New Business:

1. Review of ABC Goals and Objectives and revise as needed for 2012. Two new objectives came from our discussion. We will add Recruitment of new ABC members and the objective of preparing presentations to give to our community about accessibility.

2. ABC received information from Mr. Marty Branam about his efforts to raise awareness of ALS (Lou Gerig's Disease). Mr. Branam's father, Stewart, was a member of ABC some years ago! ALS was an affliction that Stewart suffered for some years. Here is the website for "Pounding miles to pound out ALS": http://helpfightals.bbnow.org/ Thank you Marty!

3. Mr. Gregory Wilson is the staff liaison to the Corvallis Pedestrian Advisory Commission (BPAC) and wants to let you know about a current vacancy on the Commission. "The BPAC provides input to the city council and Public Works Department on issues related to bicycle and pedestrian facilities, safety and education programs, etc.. We are currently somewhat heavily weighted toward bicycle advocates and would like to get another person with more of a pedestrian orientation. Some years ago we had a member who utilized a wheelchair that was able to provide a unique and valuable perspective to our analysis of issues." For more information, call Mr. Wilson at (541) 754-1730.

4. Possible change in ABC meeting site. ABC has met in the Benton Plaza Commissioner's Meeting Room for a few years! Now that the County offices are relocating soon to other facilities, ABC will be needing to make other arrangements for our meeting site. This change may be required by our next regular meeting date of April 19th. We will let you know when and if other arrangements are made.

5. ABC will obtain specifics of access improvements to parks, sidewalks and streets from city department staff. ABC will then write letters of appreciation to recognize these particular accomplishments.

Next ABC Meeting scheduled for April 19, 2012. 12:00 Noon to 1 p.m.. Please join us!

ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
March 7, 2012

Present	Staff
Councilor Joel Hirsch, Chair	Jim Patterson, City Manager
Councilor Biff Traber	Janet Chenard, Budget and Financial Planning Manager
Councilor Mark O'Brien (4:02 pm)	Ken Gibb, Community Development Director
	Jon Sassaman, Police Captain
	Carla Holzworth, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Second Quarter Operating Report			Accept the Second Quarter Operating Report for Fiscal Year 2011-12.
II. Visit Corvallis Second Quarter Report			Accept Visit Corvallis' Second Quarter Report for Fiscal Year 2011-12.
III. Municipal Code Review: Chapter 7.04, "Alarm Control"			Modify Alarm Control Fees and False Alarm Service Charges **my means of an ordinance to be read by the City Attorney** and direct staff to implement the amnesty program as proposed.
IV. Other Business	*		

Chair Hirsch called the meeting to order at 4:00 p.m.

CONTENT OF DISCUSSION

Per Councilor O'Brien's request, staff distributed an email attachment related to reducing single use plastic bags (Attachment A).

I. Second Quarter Operating Report (Attachment)

Ms. Chenard said the second quarter ended as expected. Revenues and expenditures are on generally on target and 87% of property tax revenue has been collected to date. Business Energy Tax Credits (BETC) for transit were received at the end of December. Ms. Chenard noted, from a cash perspective, the Community Development Revolving Fund is in the black as of March. Reimbursements in that fund have been more timely and staff is optimistic an interfund loan will not be required.

In response to Councilor Traber's inquiry, Ms. Chenard said the slightly lower percentage of property taxes received this year compared to last is not a concern and

minor fluctuations are normal. She added delinquencies are more common in a poor economy, but the City's collection rate has generally been good.

In response to Councilor Traber's inquiry, Ms. Chenard said the $2 million in uncollected traffic and parking fines and forfeitures has been turned over to a collections agency. The agency has been successful in other areas, so sluggish receipts to date are likely due to the poor economy. Ms. Chenard said the Fiscal Year 2011-12 and Fiscal Year 2012-13 collections revenue estimates have been revised down and staff is continuing to monitor receipts.

In response to Chair Hirsch's inquiries, Ms. Chenard said while the Community Development's Revolving Fund is on a better path, she cannot promise that an interfund loan won't be required. There is no resolution yet on the Hewlett-Packard property tax appeal, but staff is in frequent contact with Benton County. Public Works is exploring options to offset BETC revenues when the program sunsets.

The Committee unanimously recommends Council accept the Second Quarter Operating Report for Fiscal Year 2011-12.

II. Visit Corvallis Second Quarter Report (Attachment)

Mr. Gibb said Mr. Gilbert was not able to attend today's meeting, but staff will gladly follow up if the Committee has any questions about Visit Corvallis' report. Mr. Gibb said January numbers were up 8%, noting that Corvallis is ahead of many other Oregon communities.

The Committee unanimously recommends Council approve Visit Corvallis' Second Quarter Report for Fiscal Year 2011-12.

Chair Hirsch noted Mr. Gilbert is doing an excellent job, especially in developing a positive relationship with Oregon State University Conference Services.

III. Municipal Code Review: Chapter 7.04. "Alarm Control" (Attachment)

Captain Sassaman said staff is coming back to the Committee as directed at the January 4, 2012 meeting. He reviewed the staff report, noting Finance is working on new online payment systems that are expected to be operational by July. A paper process will be used in the meantime.

In response to Councilor Traber's inquiry, Captain Sassaman confirmed both new and existing alarm customers will receive a letter from alarm companies notifying them of Corvallis' alarm ordinance and fees.

In response to Councilor O'Brien's inquiry, Captain Sassaman said staff will still review alarm renewals and new applications to ensure accuracy and any discontinuances are removed from the system. He noted not everyone will participate in the online option, so there will still be some paper processes.

Captain Sassaman said an amnesty period is set to occur between now and July. To get the word out, staff will contact the Gazette-Times and a letter will be mailed to alarm companies. After July, staff will begin issuing citations, but noncompliance will have to be proven. In response to Councilor O'Brien's inquiry, Captain Sassaman said the judge will adjudicate any challenges to citations.

Chair Hirsch complimented Captain Sassaman for capturing the Committee's direction from the last meeting and for creating an inclusive process. Mr. Patterson said it is a good example of departments working together.

The Committee unanimously recommends Council adopt an ordinance modifying Alarm Control Fees and False Alarm Service Charges and direct staff to implement the amnesty program as proposed.

IV. Other Business

The meeting adjourned at 4:20 pm.

The next regular Administrative Services Committee meeting is scheduled for 4:00 pm, Wednesday, March 21, 2012 in the Madison Avenue Meeting Room.

Respectfully submitted,

Joel Hirsch, Chair

MEMORANDUM

February 22, 2012

TO: Administrative Services Committee

FROM: Nancy Brewer, Finance Director NB

SUBJECT **Second Quarterly Operating Report**

I. Issue

To review and accept the Second Quarterly Operating Report for FY 11-12.

II. Discussion

The Second Quarterly Operating Report (QOR) has been published on the City's web site and is available for review. Total revenues at the end of the second quarter of the fiscal year were nearly 57% of budgeted total revenues, with the operating component of that being roughly comparable to the prior year. The City received its major installment of property taxes in the second quarter as anticipated, which this year also included nearly 87% of the $1.79 million anticipated from the 2011 Operating Levy. Most funds appear to be on target with revenue expectations year-to-date.

Operating expenditures across departments were roughly as expected and comparable to the prior year at nearly 45% of the amended budget. Most departments are continuing to experience some personal service savings as the result of holding vacant positions open in consideration of the very tight budget established for FY 11-12. It is noteworthy that as of the end of the second quarter, the City still has almost 30 unfilled FTE (not including Seasonal positions); only about 25% of these are expected to be filled in the third quarter. Nevertheless, financial performance in all funds is generally at expected levels, with the following noteworthy situations:

- General Fund receipts for both revenue sharing and municipal court fine payments in the second quarter are very similar to last year's levels, which ended below the FY 10-11 adopted budget. While both transient room taxes and franchise fees are so far trending higher than budget and last year's results, it may not be enough to offset a total budget shortfall again in FY 11-12.
- The Transit Fund was in receipt of over $622,000 in business energy tax credits related to prior year operations, after extensive and diligent efforts by Public Works staff to secure two local pass-through partners. Nevertheless, this funding source remains tenuous for this year and in the future, due to a combination of the continuing challenging economy where fewer partners with significant tax liabilities are available to absorb this program and also due to State legislation where these type of credits are expected to soon sunset.
- The Street and Wastewater fund revenues are lower than expected as of the second quarter of FY 11-12. Conservation of gas (highway taxes impacted) and water use (meter revenue impacted), along with ending the production line at Hewlett-Packard where the reduction in water use has been significant, is leading to insufficient receipts to cover budgeted expenditures. Both of these funds are being closely monitored, along with the other utility funds, for long-term fiscal health and potential changes in spending plans to ensure fiscal viability.
- The Community Development Revolving Fund is also experiencing current year imbalances. Based on the timing of its loan project spend downs, reimbursements are lagging at a rate which may lead to a temporary deficit position at year-end. While the situation is being closely monitored by the Housing staff and the budget office, and is anticipated to be remedied early in FY 12-13 as CDBG and HOME drawdowns are received, there may be a need for an interfund loan to ensure a balanced fund this year end.

Attached to this memo is the executive summary for the Second QOR (Attachment A) and the Property Tax Funds Combined income statement (Attachment B). The executive summary includes some basic economic information, an analysis of any significant variances from expected financial performance, an income statement for all funds combined, and a summary of operating expenditures by fund and by department. The summary also includes a table showing all the budget amendments approved so far this fiscal year by the City Council. These amendments all have the effect of increasing total appropriations for the City above what was in the adopted budget.

The Capital Project budget is just over 34% expended at the end of the second quarter. Capital project work and the related spending are typically lower early in the year, awaiting assurance of funding for projects to proceed. Key projects substantially completed in the second quarter include: replacement of electrical system components and emergency generator at the Wastewater Reclamation Plant (WWRP); reconstruction of existing water line from 6 inch to standard 8 inch line at Spruce Avenue, between 9th Street and Highland Ave. as part of the Water Distribution System Rehabilitation project; street reconstruction work at 9th Street between Jefferson & Monroe Avenues; pavers removed (donated to Habitat for Humanity) and replaced, plus drainage system installed, for the Central Park Plaza; and the Library building masonry repair and seal work.

The Quarterly Operating Report also includes an update on the status of City Council Goals as of December 31, 2011.

III. Requested Action

Review the Second Quarterly Operating Report, and recommend the City Council accept the report.

Review & Concur:

City Manager

SECOND QUARTERLY OPERATING REPORT
FISCAL YEAR 2011-2012

EXECUTIVE SUMMARY

February 17, 2012

The Quarterly Operating Report is produced and published on the City's web site within 45 days of the close of each fiscal quarter based on Financial Policy 10.04.050, then shared with the City Council's Administrative Services Committee to provide citizens, the Budget Commission and City Council with information about the City's financial performance for the quarter.

This Executive Summary provides highlights of the City's financials, and includes, as an appendix, a reader's guide to some of the terminology used throughout the report. The remainder of the report covers:

- The revenue and expenditure performance for each of the operating funds in an income statement format that includes operating and non-operating revenues, expenditures and total fund activities. The first income statement presented in that section shows results year-to-date for all property tax funds combined.
- Departmental information including updated performance measures for the quarter as well as accomplishments and pending work plan items. This section also includes a report on vacancies;
- Capital Improvement Program (CIP) status report on the various projects underway year-to-date; and
- An update on City Council Values and Goals.

The FY 11-12 budget was prepared and adopted during a time of moderate economic recovery from the previous year's economic recession, but in a highly fiscally constrained City environment. High unemployment, stagnant property values, and slowed development, as well as lower than historical revenues in both FY 09-10 and FY 10-11, were all taken into account when preparing the budget. Despite these factors, demand for many City services continues to be robust, which in the face of the relatively flat or declining revenue stream is having a negative impact on fund balances across the organization.

The Federal Open Market Committee (FOMC) released a statement in December, following their November meeting, stating that the economy has been expanding moderately, notwithstanding some apparent slowing in global growth. Indicators point to some improvement in overall labor market conditions, but the unemployment rate remains elevated. Household spending has continued to advance, but business fixed investment appears to be increasing less rapidly and the housing sector remains depressed. The FOMC expects economic growth over the coming quarters to be modest, and further anticipates that the unemployment rate will decline only gradually. Strains in global financial markets also continue to pose significant downside risks to the economic outlook. At the end of December, the national unemployment rate was 8.5% while Oregon's unemployment decreased slightly to 8.9%, leaving 175,830 Oregonians jobless; however, at 8.9% in December, Oregon is at its lowest rate since November 2008, when the rate was 8.4%. At 6.0% unemployment on a seasonally adjusted basis, Corvallis has continued to fare better than the State in general, and remains the lowest for this statistic of all Metropolitan Statistical Areas in Oregon.

Overall, the City's financial performance through the second quarter of the fiscal year generally has been as expected. Revenue and expenditure timing is close to historical patterns (i.e., City Manager's Office spends nearly 75% of its risk management fund budget on liability and general insurance premiums in the first quarter of the year; the majority of Property Tax revenue is received in the second quarter). The economy continues to impact the pace of residential building and there was some improvement achieved last year, but still not at the levels seen prior to the economic downturn. While percentages of budgeted revenues are generally in a similar range to the prior year, it should be noted that total revenues are up in the first half of the year by nearly $6 million over the same time last year. This is primarily attributable to cashflow timing, rather than an actual increase in total revenues expected by year-end. Receipts are earlier than typical for grant funding related to Community Development housing loans and capital projects as well as for business energy tax credits for the Transit program. Additionally, about 13% of FY 12-13 budgeted "transfers in" relate to a new source of funds, the 2011 operating levy, which were 87% collected by the end of the second quarter.

As of the end of the second quarter for the fiscal year, total expenditures are generally less than 50% of budgeted expenditures, but are approximately $2.5M higher than last year's spending levels driven partly by Fire and Public Works spending a higher percentage of their capital outlay (i.e. vehicle replacements) budgets earlier in the year. Public Works had increased spending associated with the completion of summer projects in Transportation, as well as various special projects, including the Water Fund Flexnet System project and several grant-related activities. Increases in Community Development spending are due to large CDBG and HOME grant funded projects for non-profits (i.e. CARDV, Willamette Neighborhood Housing Services (WNHS), and Corvallis Homeless Shelter Coalition/Partners Place). Departments are continuing to actively control expenditures in an effort to attain adequate fund balances by year end.

The following table compares year-to-date actuals with budget for all funds in both FY 11-12 and FY 10-11:

REVENUE	AMENDED BUDGET	UNAUDITED FY 11-12	FY 11-12 % REC/EXPEND	AMENDED BUDGET	Y-T-D FY 10-11	FY 10-11 % REC/EXPEND
Budgeted Fund Balance	$31,590,966					
Property Taxes	$24,194,090	$21,346,172	88.23%	$21,208,240	$19,009,104	89.63%
Other Tax	1,151,190	567,518	49.30%	1,036,190	520,614	50.24%
Licenses/Permits	8,025,850	3,538,037	44.08%	6,844,580	2,953,450	43.15%
Charges for Service	38,363,030	20,838,435	54.32%	38,375,510	20,607,371	53.70%
Intergovernmental	17,909,231	6,058,442	33.83%	18,538,917	4,892,126	26.39%
Fines/Forfeitures	1,385,740	608,213	43.89%	1,365,570	583,140	42.70%
Miscellaneous	3,206,010	1,363,440	42.53%	2,648,600	975,511	36.83%
Other Financing Sources/Transfers in	14,049,368	7,253,839	51.63%	15,646,822	6,274,963	40.10%
TOTAL CURRENT REVENUE	$108,284,509	$61,574,096	56.86%	$105,664,429	$55,816,279	52.82%
EXPENDITURE BY DEPARTMENT						
City Manager's Office	$3,060,210	$1,661,480	54.29%	$3,149,270	$1,725,381	54.79%
Community Development	8,711,800	3,174,092	36.43%	8,276,960	2,422,222	29.26%
Finance	5,017,380	2,394,460	47.72%	4,995,400	2,318,047	46.40%
Fire	11,384,830	5,506,403	48.37%	10,626,930	5,137,696	48.35%
Library	6,561,530	2,856,900	43.54%	6,434,610	2,961,087	46.02%
Park & Recreation	6,096,500	2,998,535	49.18%	5,795,480	2,874,163	49.59%
Police	13,129,775	6,298,290	47.97%	12,585,424	6,143,082	48.81%
Public Works	30,378,230	12,830,681	42.24%	29,330,670	11,558,391	39.41%
Non-Departmental	1,317,300	627,218	47.61%	1,539,260	738,920	48.00%
TOTAL OPERATING EXPENDITURES	$85,657,555	$38,348,059	44.77%	$82,734,004	$35,878,989	43.37%
Debt Service	$8,182,690	$4,373,966	53.45%	$8,228,600	$4,734,713	57.54%
Capital Projects	12,242,808	4,175,114	34.10%	14,282,447	2,174,669	15.23%
Transfers Out / Other Financing Uses	14,049,368	7,245,814	51.57%	13,089,352	4,151,070	31.71%
Contingencies/Reserves	1,419,840	0	0.00%	1,217,520	0	0.00%
TOTAL ALL EXPENDITURES	$121,552,261	$54,142,953	44.54%	$119,551,923	$46,939,441	39.26%
CURRENT REVENUES LESS TOTAL EXPENDITURES	($13,267,752)	$7,431,143		($13,887,494)	$8,876,838	

In general, the status of the City's finances was in line with expectations at the end of the second quarter. Year-to-date revenues of $61,574,096 are at 56.86% of the Amended Total Revenue Budget of $108,284,509. The Amended Budget reflects the adopted budget, plus any amendments approved by the City Council via resolution during the course of the fiscal year. In the first six months of FY 11-12, the following amendments to the budget were approved:

Date	Amendment Type	Resource	Fund	Department	Net Expenditure Impact	
8/15/2011	Res - Grant	OR State Parks&Rec Dept Grant	CIP	Parks & Rec	$	5,000
8/15/2011	Res - Grant	LSTA Grant	Library	Library	$	75,000
9/6/2011	Res - Grant	ODOT Grant	CIP	Public Works	$	237,603
9/6/2011	Res - Grant	DOJ Byrne Grant	General	Police	$	10,284
10/3/2011	Res - Grant	ODOT Grant	CIP	Public Works	$	74,500
10/3/2011	Res - Grant	USDAF Grant - CRSF	Water Timber	Public Works	$	6,400
11/21/2011	Res - Grant	DOJ Byrne Grant	General	Police	$	85,411
11/21/2011	Res - Grant	ODOT Grant	Stormwater Constr.	Public Works	$	106,072
				Total Increase	$	600,270

Significant revenue highlights include:

- **Property taxes** totaled $21,346,172 through the second quarter which equals 88.23% of the budgeted property tax revenue. The majority of property taxes for the fiscal year are typically collected in the second quarter. FY 11-12 year-to-date property tax revenues are comparable with last fiscal year's rate of collection.
- **Other Taxes** are collected from hotels in the form of room taxes and totaled $567,518 or 49.30% of budget as of second quarter-end. Summer seasonality and early football season hotel stays have led to slightly better total dollar results thus far in FY 11-12 compared to last year at this time, but are trending slightly below budgeted cashflows in the second quarter.
- **Licenses, Fees and Permits** totaled $3,538,037 which represents 44.08% of the amended budget and is aligned with revenue as a percentage of budget received during the same time last year. While franchise fees are underperforming year-to-date, Consumers Power implemented a residential rate increase in October and PacificCorp is estimated to increase rates 3-5% in January, which could offset projected shortfalls brought on by utility conservation efforts. Comcast is also expected to pay an additional $47,570

in franchise fees due to the outcome of its recent audit. The transportation maintenance and sustainability initiative fees are on target and Development Service permit fees are trending higher than expected due to ongoing projects at OSU.

- **Charges for Services** were $20,838,435 which represents 54.32% of the amended budget. These revenues appear to be on target with budget and last year. However, given the seasonal influence on most of these receipts, the summer months would normally have higher percentage results; a wet summer, slow-to-recover economy, and virtually no residential development are considered to have dampened the levels attained.
- **Intergovernmental** revenues have increased from first quarter and are higher than last year's actuals at $6,058,442 or 33.83%. The receipt of grant monies tends to be volatile and highly dependent on timing of related expenditures.
- **Fines & Forfeiture** receipts related to Municipal court remain under budget but are increasing relative to last year based on concentrated efforts related to collection of past due traffic and parking fines. Since beginning collection efforts in FY 10-11, results through the end of Q2 FY 11-12, are summarized in the following table:

	Overdue Fines Turned Over	Written Off	Collected	Balance Outstanding
Traffic	$ 1,974,763.50	$ 37,679.60	$ 71,281.88	$ 1,865,802.02
Parking	$ 343,255.10	$ 6,925.61	$ 82,027.43	$ 254,302.06

- **Interest earnings** totaled $138,350 at the end of the second quarter, which represents 36.39% of the budgeted interest and is about 92% of last year's earnings at this same point in time. The reduced receipts level is attributed to the continued decline of interest rates. While it is felt that City's investment advisory firm has helped bolster what earnings there are in this category, concern remains that budget may not be attainable given that the market is expected to continue to hover at historic lows for the next year or more.

Operating expenditures for all funds totaled $38,348,057 or 44.77% of the Amended Operating Expenditure Budget which is higher than last year both in total dollars expended and percentage of budget. These results are primarily due to the explanations outlined above for Public Works and Community Development, and particularly the latter, which in the past has traditionally underexpended its grant appropriations due to the length of time to fruition of housing loan projects. The higher current year spending is also partly reflective of increased personal service costs due to hiring for vacancies that were unfilled at the same time last year. Non-operating expenditures, which include capital projects, transfers, debt service, and contingency, totaled $15,794,895 or 44.00% of the $35,894,706 Amended Non-Operating Budget. In total, expenditures through the second quarter were $54,142,952 or 44.54% of the $121,552,261 budgeted, compared to 39.26% for the second quarter of last fiscal year. A breakdown of departmental expenditures by category is provided below:

OPERATING EXPENDITURES BY DEPARTMENT

DEPARTMENT	AMENDED BUDGET	PERSONAL SERVICES	SUPPLIES & SERVICES	CAPITAL OUTLAY	TOTAL EXPENDITURES	% OF AMENDED BUDGET
Total Budget by Category		$47,193,309	$35,918,286	$2,545,960	$85,657,555	
City Manager's Office	$3,060,210	$575,005	$1,086,475	$0	$1,661,480	54.29%
Community Development	8,711,800	1,774,730	1,399,362	0	3,174,092	36.43%
Finance	5,017,380	1,692,287	681,392	20,780	2,394,460	47.72%
Fire	11,384,830	4,367,649	924,253	214,502	5,506,403	48.37%
Library	6,561,530	1,892,414	964,486	0	2,856,900	43.54%
Parks & Recreation	6,096,500	1,974,197	1,024,339	0	2,998,535	49.18%
Police	13,129,775	4,755,780	1,487,109	55,401	6,298,290	47.97%
Public Works	30,378,230	5,577,305	6,804,894	448,482	12,830,681	42.24%
Non Department	1,317,300	0	627,218	0	627,218	47.61%
TOTAL	$85,657,555	$22,609,365	$14,999,528	$739,165	$38,348,057	44.77%
Percent of Budget		47.91%	41.76%	29.03%	44.77%	

Significant expenditure highlights include:

- **Personal services** totaled $22,609,365 or 47.91% of the amended budget of $47,193,309 and was in line with the percent of budget spent in FY 10-11, though $643,916 higher due to contractual step increases, associated payroll tax increases, and retirement cashouts year-to-date. Payroll expenditures should stay relatively close to the FY 10-11 actuals through FY 11-12 based on Exempt, AFSCME and IAFF agreeing to no COLA increases, although PERS rate increases across all units will have an impact. The CPOA agreement was still pending at the end of the quarter, so their membership has also not received a COLA year-to-date. AFSCME health benefit cost increases are anticipated to be partly offset by the agreed upon 2-day furlough.

- **Supplies and Services** totaled $14,999,528 or 41.76% of the amended budget of $35,918,286 . The dollars spent in FY 11-12 are approximately 10% higher than the amount spent in FY 10-11 due primarily to the increases in Community Development and Public Works noted above.
- **Capital Outlay** totaled $739,165 or 29.03% of the amended budget of $2,545,960 . The dollars spent in FY 11-12 are approximately $557,000 more than the same period in FY 10-11 due in part to many departments expending their capital budgets early in the fiscal year as compared to last year; the Fire Department expended monies for ambulance replacements that were bid in FY 10-11 for purchase in FY 11-12, and Public Works made a significant down payment on its Flexnet meter-reading software. At the same time in FY 10-11, only $182,124 had been spent on capital outlay (i.e. vehicle replacements). Capital purchases do not tend to follow a regular pattern other than to typically weight toward the end of the fiscal year to ensure that sufficient budget remains for the acquisition.

NON OPERATING EXPENDITURES

- **Capital projects** totaled $4,175,114 or 34.10% of the amended budget of $12,242,808. Capital project expenditures tend to fluctuate year-over-year, and there are always projects that are either carried forward into following years or simply do not come to fruition. For FY 11-12, several projects have yet to begin.
- **Debt service** payments totaled $4,373,966 or 53.45% of the total budget of, $8,182,690 which is lower than last year's levels, due to the 1994 Advanced Refunding General Obligation bonds having been fully paid off in the first quarter of FY 10-11.
- **Transfers and Other Financial Uses** totaled $7,245,814 or 51.57% of the amended budget of $14,049,368. The majority of the transfers are related to capital projects. See the Capital Improvement Program section for information on the status of capital projects.

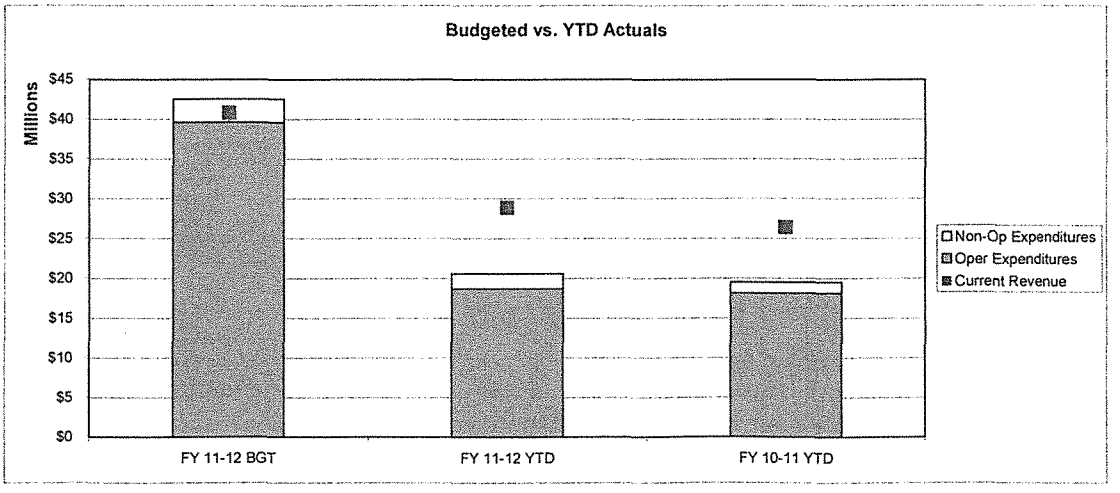
As always, if you have questions or concerns about the information in this report, please do not hesitate to contact me at (541) 766-6990 or via e-mail at nancy.brewer@ci.corvallis.or.us.

Nancy Brewer
Finance Director

PROPERTY TAX FUNDS COMBINED*

REVENUE	AMENDED BUDGET	2nd Quarter FY 11-12	UNAUDITED FY 11-12	FY 11-12 % REC/EXPEND	2nd Quarter FY 10-11	Y-T-D FY 10-11	FY 10-11 % REC/EXPEND
Budgeted Fund Balance	$4,951,425						
Property Taxes	$20,274,090	$17,800,779	$17,966,096	88.62%	$17,176,445	$17,314,343	90.02%
Other Tax	1,151,190	336,911	567,518	49.30%	312,898	520,614	50.24%
Licenses/Permits	5,624,980	1,296,183	2,158,888	38.38%	1,167,574	1,988,853	36.49%
Charges for Service	5,470,200	1,986,453	3,266,330	59.71%	1,981,162	3,250,636	61.25%
Intergovernmental	4,954,615	2,517,339	2,751,516	55.53%	2,407,032	2,642,534	52.32%
Fines/Forfeitures	976,510	203,802	396,695	40.62%	193,842	375,489	39.21%
Miscellaneous	378,880	139,280	239,448	63.20%	76,743	292,292	85.53%
Other Financing Sources	1,936,060	1,552,389	1,562,389	80.70%	0	19,002	4.41%
TOTAL CURRENT REVENUE	$40,766,525	$25,833,137	$28,908,880	70.91%	$23,315,695	$26,403,763	69.84%
EXPENDITURE BY DEPARTMENT							
Community Development	$1,356,480	$325,052	$652,956	48.14%	$356,789	$723,504	44.71%
Finance	677,700	167,967	334,301	49.33%	140,973	285,008	46.05%
Fire	11,384,830	2,656,414	5,506,403	48.37%	2,568,616	5,137,696	48.35%
Library	6,531,530	1,355,674	2,856,900	43.74%	1,397,190	2,960,961	46.02%
Parks and Recreation	6,096,500	1,348,101	2,998,535	49.18%	1,242,911	2,874,163	49.59%
Police	10,597,875	2,512,945	5,115,367	48.27%	2,414,248	4,971,493	49.42%
Public Works	1,642,760	331,971	616,082	37.50%	241,995	460,260	25.33%
Non-Departmental	1,315,950	306,792	626,368	47.60%	336,262	738,070	47.99%
TOTAL OPERATING EXPENDITURES	$39,603,625	$9,004,915	$18,706,912	47.24%	$8,698,984	$18,151,154	47.13%
Debt Service	$244,430	$0	$216,080	88.40%	$0	$0	0.00%
Transfers	2,337,440	1,190,110	1,694,510	72.49%	858,350	1,368,130	75.24%
Contingencies/Reserves	368,290	0	0	0.00%	0	0	0.00%
TOTAL ALL EXPENDITURES	$42,553,785	$10,195,025	$20,617,502	48.45%	$9,557,334	$19,519,284	47.97%
CURRENT REVENUE LESS TOTAL EXPENDITURES	($1,787,260)	$15,638,112	$8,291,378		$13,758,361	$6,884,480	

* Includes General, Parks & Recreation, Fire & Rescue, and Library Funds



MEMORANDUM

DATE: February 6, 2012
TO: Administrative Services Committee
FROM: Ken Gibb, Community Development Director
SUBJECT: Second Quarter FY 11-12 Visit Corvallis Program Review

I. Issue

Review and acceptance of Visit Corvallis' second quarter report for FY 11-12.

II. Background

In FY 11-12, Visit Corvallis received $335,450 in dedicated funding. This represents 30% of the Transient Occupancy Tax (TOT) received by the City in calendar year 2010. The agency has received $167,724.00 through the second quarter. The City's contract with Visit Corvallis requires the agency to submit quarterly reports on its activities.

Attached is the second quarter report submitted by Visit Corvallis (Attachments A and B). Financial statements submitted by Visit Corvallis were reviewed by Finance Office staff and found to be in compliance with their agreement. A copy of the Finance staff review is attached (Attachment C). As additional information, the second quarter Destination Report is also attached (Attachment D).

Visit Corvallis has been provided with a copy of this report and invited to attend and address the Committee.

IV. Action Requested

That the Administrative Services Committee consider this report and recommend City Council approve acceptance of the second quarter report.

REVIEW AND CONCUR:

Nancy Brewer, Finance Director

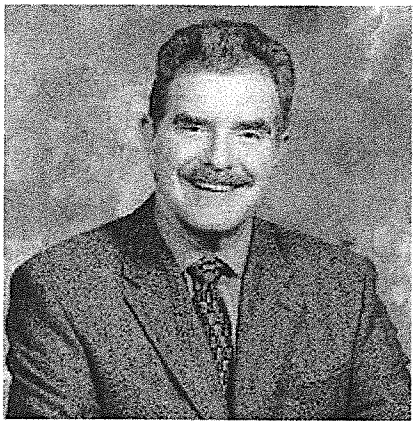
REVIEW AND CONCUR:

James A. Patterson, City Manager

DIRECTOR'S REPORT

VISIT CORVALLIS
Community Report
October, November, December 2011

The second quarter of fiscal year 2011-2012 sustained a positive trend for occupancy and subsequent transient tax revenues for Corvallis and Benton County. According to revenues numbers compiled by Smith Travel Research, revenue for the twelve month period ending November 30, 2011, were up $850,075, a 6% increase over the comparative period ending November 30, 2010. This is very encouraging as Destination Marketing Organization for similar sized communities have struggled to maintain stable funding. Several highlights of our second quarter of fiscal year 2011-2012:



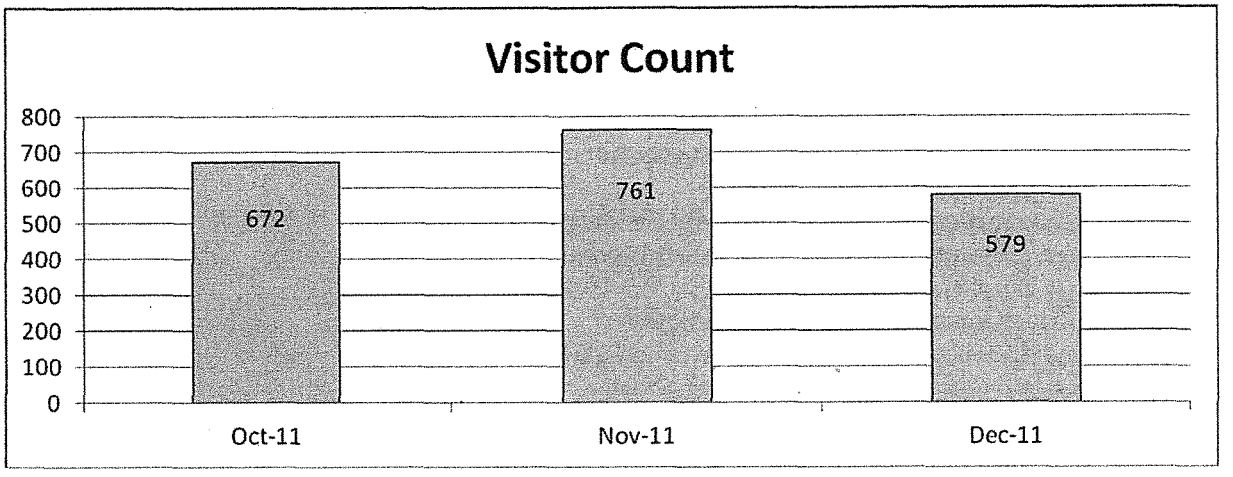
1) We continue to be quite encouraged by the response to our focus on social media. Our analytics were up in all categories and continue to improve in January. We are grateful to our "Corvallis Maven," Marci Sischo, for her great work in this area.
2) We continue to cooperate with Total Sports NW and the Northwest Volleyball Classics to support their upcoming tournaments in February and May of 2012. These events are significant contributors to the lodging industry throughout the Willamette Valley. We are working with the Downtown Corvallis Association to foster better communication between these events and downtown business in hopes of maximizing the opportunities for our restaurants and retailers.
3) We continue to work on a significant cycling event for August of 2012. We are optimistic that Corvallis may truly become "Cycle City" in the future. Visit Corvallis now owns the domain name "RideCorvallis.com".
4) We are working with the Oregon Sports Authority (OSA) to promote sporting events in Corvallis. We met with Drew Mahalic, Executive Director of OSA, and representatives of the Oregon State University wrestling program to discuss possible university and USA Wrestling events in the future. We also met with Tyler Childers, who spearheaded the Corvallis Half-Marathon last spring, in hopes of increasing the attendance for that event through better regional marketing.
5) We are working diligently to better relations with OSU Conference Services and all hotels throughout the city. We have assisted conferences coming to Corvallis, both directly and in support of the excellent work done at Oregon State.
6) We have reduced the administration and personnel components of our budget by 11.2% YTD and are able to increase the marketing funds. This is primarily the result of significantly less compensation paid for our social media director and executive director.

In conclusion, we are very pleased with the efforts of our leadership team and look forward to continuing improvement in tourism in Corvallis.

VISITOR INFORMATION

We distributed 960 visitor guides and 1,050 maps to our lodging properties and 1,380 visitor guides to various businesses within Benton County. In addition, we sent out 722 guides in response to inquiries from our website, the WVVA website, and Go-Oregon.net. A total of 814 table tents promoting local events, were distributed to 41 different sites.

Smith Travel Research Update	October 2011 compared to October 2010	November 2011 compared to November 2010
Smith Travel Research reports indicate that Corvallis lodging properties continue to show an increase in Occupancy and Room Demand as well as Average Daily Rate.	Occupancy and Room Demand: increase of 4.6%; YTD increase of 3.3% Average Daily Rate: increase of 2.8%; YTD increase of 1.7%	Occupancy and Room Demand: decrease of 3.4%; YTD increase of 3.0% Average Daily Rate: decrease of 2.5%; YTD increase of 1.9%



DIGITAL AND SOCIAL MEDIA STATISTICS

According to Google Analytics, between October and December of 2011 we had 33,338 unique visitors to www.VisitCorvallis.com. About 72% were first-time visitors to our site, and the average visit lasted about two minutes.

Top 5 Traffic Drivers Oct - Dec	Top 5 Referral Sites Oct - Dec	Top 5 Pages Visited Oct - Dec	Top 5 Search Keywords Oct - Dec
Google (28,120)	OregonState.edu (765)	Home page (14,213)	Corvallis Oregon
Direct traffic (5,014)	ci.Corvallis.or.us (607)	Events calendar (10,783)	Corvallis restaurants
Bing (1,329)	VisitCorvallis.Tumblr.com (508)	Places to Eat (6,850)	Corvallis
Yahoo (946)	Facebook.com (486)	Thing to Do (5,482)	Corvallis events
OregonState.edu (765)	Calendar.OregonState.edu (343)	Places to Stay (2,653)	Visit Corvallis

Facebook Insights for Corvallis Oregon (October - December)

416 new page "likes" for a 2.4% decrease compared to the previous quarter.

Weekly and monthly active users remained mostly steady, with a decrease in activity in late December, likely due to the holidays. Post views are up 168% compared to the previous quarter. Post feedback is up 225% compared to the previous quarter.

eBlast Tracking (October - December)

Rate of opens – those opening our newsletter when they receive it in their email - for our eBlasts have stayed steady at about 1,000 views per message. Our rate of opens is 23%, well above the industry standard of 18%. Our click rate is 20%, beating the industry standard of 11%.

VISIT CORVALLIS

Quarterly Report

(October – December 2011)

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Accrual Basis

Visit Corvallis

Balance Sheet

As of December 31, 2011

	Dec 31, 11
ASSETS	
Current Assets	
Checking/Savings	
Checking - OSUFCU	59,138.12
Money Market-OSUFCU	20,403.55
Paypal Checking	463.45
Savings - OSUFCU	5.00
Total Checking/Savings	80,010.12
Accounts Receivable	
Accounts Receivable	8,989.75
Total Accounts Receivable	8,989.75
Other Current Assets	
Petty Cash	40.00
Total Other Current Assets	40.00
Total Current Assets	89,039.87
Fixed Assets	
Accumulated Depreciation	-28,511.99
Office Equipment & Furniture	36,060.30
Total Fixed Assets	7,548.31
TOTAL ASSETS	**96,588.18**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Bounty of Benton Co Ticket Sale	-150.00
Payroll Liabilities	-120.39
Payroll liabilities - Other	
Accrued Vacation	3,074.00
SIMPLE payable	-184.90
Total Payroll liabilities - Other	2,889.10
Payroll tax liabilities	
FUTA Payable	269.36
FWT/FICA FWT payable	3,377.39
OR Witholding Payable	646.00
OR Workmen's Comp payable	43.74
OR State Unemployment Payable	411.66
Total Payroll tax liabilities	4,748.15

2ND QT REPORT ATTACHMENT B

Visit Corvallis

Balance Sheet

As of December 31, 2011

	Dec 31, 11
Total Other Current Liabilities	7,366.86
Total Current Liabilities	7,366.86
Total Liabilities	7,366.86
Equity	
Net Assets	54,937.72
Net Income	34,283.60
Total Equity	89,221.32
TOTAL LIABILITIES & EQUITY	96,588.18

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Accrual Basis

Visit Corvallis

Profit & Loss

October through December 2011

	Oct - Dec 11
Income	
City of Corvallis	83,862.00
Co-op Advertising Revenues	1,077.60
Interest Income	13.14
Membership	10,549.20
Souvenir Income	259.64
Total Income	95,761.58
Expense	
Administration	
Accounting	
Audit	1,000.00
Form 990	1,000.00
Stover Neyhart & Company	750.00
Total Accounting	2,750.00
Auto Mileage	
Staff Mileage	172.30
Executive Director Mileage	208.00
Total Auto Mileage	380.30
Bank Charges	
Service Charge	109.38
Total Bank Charges	109.38
Corporation Expenses	50.00
Equipment Maintenance	91.50
Insurance/Bonds	1,189.00
Janitorial Services	487.00
Legal Fees	137.43
Newspaper	175.00
Office Supplies	422.17
Office/Copier Lease	1,355.93
Office/Misc Services	653.83
Personnel-Misc	128.05
Postage	
Meter Lease	197.02
Total Postage	197.02
Rent	5,301.00
Storage	90.00
Telephone/Office	
Employee cell phone(s)	871.10
Integra	835.57
Total Telephone/Office	1,706.67

2ND QT REPORT ATTACHMENT B

Visit Corvallis

Profit & Loss

October through December 2011

	Oct - Dec 11
Utilities	
Disposal	52.35
Electricity	319.91
Gas	299.75
Water	100.12
Total Utilities	772.13
Total Administration	15,996.41
Conferences/Education	
ODMO	175.00
Total Conferences/Education	175.00
Marketing/Advertising	
COCA Cntrl Oregon Coast Assoc	1,675.00
Corvallis Pedicab (State Fair)	1,100.00
Culinary Week	900.00
Google Adwords Campaigns	2,027.86
US West Dex	103.30
Total Marketing/Advertising	5,806.16
Marketing/Community Relations	
Benefactors	10.25
Chamber/DCA after hrs	30.00
Misc	5.65
Rotary	195.50
Marketing/Community Relations - Other	30.00
Total Marketing/Community Relations	271.40
Marketing/Dues	
ODMO	350.00
Oregon Sports Authority	500.00
OSAM	225.00
OTTA	195.00
SGMP	350.00
Total Marketing/Dues	1,620.00
Marketing/Entertainment	
Entertainment	7.00
OSAM Lunches	29.00
Total Marketing/Entertainment	36.00
Marketing - Festivals	
Corvallis Fall Festival	5,785.00

Visit Corvallis

Profit & Loss

October through December 2011

	Oct - Dec 11
Total Marketing - Festivals	5,785.00
Marketing/Internet	
Constant Contact	150.00
Internet Security & Backup	108.25
ISP Monthly Charges	306.70
Provide Support LLC	45.00
Website	
Changes	236.25
Domain Registration	12.00
Hosting	50.00
Total Website	298.25
Total Marketing/Internet	908.20
Marketing/Postage-Shipping	
Destination Guide - Postage	83.43
Postage - Marketing response	577.42
Total Marketing/Postage-Shipping	660.85
Marketing/Printing	
Tent Cards	112.00
Total Marketing/Printing	112.00
Marketing/Promotions	
WVVA Promotions	465.74
Total Marketing/Promotions	465.74
Marketing/Public Relations	104.10
Marketing/Research	
Smith Travel Research	100.00
Total Marketing/Research	100.00
Marketing/Sports Commission Exp	
Ride Corvallis	100.00
Total Marketing/Sports Commission Exp	100.00
Marketing/Visitor Services	
Contract Services	52.50
Distribution Services	695.00
Souvenirs	85.00
Marketing/Visitor Services - Other	300.00
Total Marketing/Visitor Services	1,132.50
Payroll Expenses	

Visit Corvallis

Profit & Loss

October through December 2011

	Oct - Dec 11
Intuit direct deposit fees	23.75
Total Payroll Expenses	23.75
Personnel	
Benefits	
Health/Dental Insurance premium	
Regence - Health	4,009.85
United Healthcare - Dental	448.04
Total Health/Dental Insurance premium	4,457.89
Simple Plan	412.50
Workmans Comp	-42.00
Total Benefits	4,828.39
Payroll taxes	
Employer Taxes & Contribution	3,141.37
Total Payroll taxes	3,141.37
Salaries	
Executive Director	13,337.49
Social Media Coordinator	7,500.00
Visitor Manager	8,700.33
Total Salaries	29,537.82
Total Personnel	37,507.58
Total Expense	70,804.69
Net Income	24,956.89

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Accrual Basis

Visit Corvallis

Profit & Loss Budget vs. Actual

October through December 2011

	Oct - Dec 11	Budget	$ Over Budget	% of Budget
Income				
City of Corvallis	83,862.00	83,862.00	0.00	100.0%
Co-op Advertising Revenues	1,077.60			
Interest Income	13.14	0.00	13.14	100.0%
Membership	10,549.20	10,000.00	549.20	105.49%
Relocation Packets	0.00	81.00	-81.00	0.0%
Souvenir Income	259.64	450.00	-190.36	57.7%
Total Income	95,761.58	94,393.00	1,368.58	101.45%
Expense				
Administration				
Accounting				
Audit	1,000.00	1,100.00	-100.00	90.91%
Form 990	1,000.00			
Stover Neyhart & Company	750.00	750.00	0.00	100.0%
Total Accounting	2,750.00	1,850.00	900.00	148.65%
Auto Mileage				
Staff Mileage	172.30	165.00	7.30	104.42%
Executive Director Mileage	208.00	375.00	-167.00	55.47%
Total Auto Mileage	380.30	540.00	-159.70	70.43%
Bank Charges				
Service Charge	109.38	135.00	-25.62	81.02%
Total Bank Charges	109.38	135.00	-25.62	81.02%
Board Expense	0.00	195.00	-195.00	0.0%
Chamber Expenses	0.00	90.00	-90.00	0.0%
Corporation Expenses	50.00	50.00	0.00	100.0%
Equipment Maintenance	91.50			
Insurance/Bonds	1,189.00	756.00	433.00	157.28%
Janitorial Services	487.00	210.00	277.00	231.91%
Legal Fees	137.43	125.00	12.43	109.94%
Newspaper	175.00	90.00	85.00	194.44%
Office Supplies	422.17	2,250.00	-1,827.83	18.76%
Office/Copier Lease	1,355.93	900.00	455.93	150.66%
Office/Misc Services	653.83	300.00	353.83	217.94%
Personnel-Misc	128.05			
Postage				
Administration	0.00	150.00	-150.00	0.0%
Meter Lease	197.02	197.50	-0.48	99.76%
Total Postage	197.02	347.50	-150.48	56.7%
Rent	5,301.00	5,301.00	0.00	100.0%

2ND QT REPORT ATTACHMENT B

Visit Corvallis

Profit & Loss Budget vs. Actual

October through December 2011

	Oct - Dec 11	Budget	$ Over Budget	% of Budget
Storage	90.00	145.00	-55.00	62.07%
Telephone/Office				
Employee cell phone(s)	871.10	420.00	451.10	207.41%
Integra	835.57	1,125.00	-289.43	74.27%
Total Telephone/Office	1,706.67	1,545.00	161.67	110.46%
Utilities				
Disposal	52.35	90.00	-37.65	58.17%
Electricity	319.91	330.00	-10.09	96.94%
Gas	299.75	300.00	-0.25	99.92%
Water	100.12	150.00	-49.88	66.75%
Total Utilities	772.13	870.00	-97.87	88.75%
Total Administration	15,996.41	15,699.50	296.91	101.89%
Conferences/Education				
ODMO	175.00	600.00	-425.00	29.17%
Total Conferences/Education	175.00	600.00	-425.00	29.17%
Marketing/Advertising				
COCA Cntrl Oregon Coast Assoc	1,675.00			
Corvallis Pedicab (State Fair)	1,100.00			
Culinary Week	900.00	1,500.00	-600.00	60.0%
Google Adwords Campaigns	2,027.86	375.00	1,652.86	540.76%
US West Dex	103.30	102.15	1.15	101.13%
Total Marketing/Advertising	5,806.16	1,977.15	3,829.01	293.66%
Marketing/Community Relations				
Benefactors	10.25			
Chamber/DCA after hrs	30.00			
Misc	5.65			
Rotary	195.50	235.00	-39.50	83.19%
Marketing/Community Relations - Other	30.00			
Total Marketing/Community Relations	271.40	235.00	36.40	115.49%
Marketing/Dues				
ODMO	350.00	350.00	0.00	100.0%
Oregon Sports Authority	500.00			
OSAM	225.00	270.00	-45.00	83.33%
OTTA	195.00	275.00	-80.00	70.91%
SGMP	350.00	375.00	-25.00	93.33%
Total Marketing/Dues	1,620.00	1,270.00	350.00	127.56%
Marketing/Entertainment				

Visit Corvallis

Profit & Loss Budget vs. Actual

October through December 2011

	Oct - Dec 11	Budget	$ Over Budget	% of Budget
Entertainment	7.00			
OSAM Lunches	29.00			
Total Marketing/Entertainment	36.00			
Marketing - Festivals				
Corvallis Fall Festival	5,785.00			
Total Marketing - Festivals	5,785.00			
Marketing/Internet				
Constant Contact	150.00			
Internet Security & Backup	108.25			
ISP Monthly Charges	306.70	300.00	6.70	102.23%
Provide Support LLC	45.00			
Website				
Changes	236.25	180.00	56.25	131.25%
Domain Registration	12.00			
Hosting	50.00	150.00	-100.00	33.33%
Redesign	0.00	1,250.00	-1,250.00	0.0%
Total Website	298.25	1,580.00	-1,281.75	18.88%
Total Marketing/Internet	908.20	1,880.00	-971.80	48.31%
Marketing/Postage-Shipping				
Destination Guide - Postage	83.43	3,750.00	-3,666.57	2.23%
Postage - Marketing response	577.42			
Total Marketing/Postage-Shipping	660.85	3,750.00	-3,089.15	17.62%
Marketing/Printing				
Christmas Cards	0.00	250.00	-250.00	0.0%
Tent Cards	112.00	230.00	-118.00	48.7%
Total Marketing/Printing	112.00	480.00	-368.00	23.33%
Marketing/Promotions				
WVVA Promotions	465.74			
Total Marketing/Promotions	465.74			
Marketing/Public Relations	104.10			
Marketing/Research				
Smith Travel Research	100.00			
Total Marketing/Research	100.00			
Marketing/Sales Trips				
Directors Mileage	0.00	275.00	-275.00	0.0%
Total Marketing/Sales Trips	0.00	275.00	-275.00	0.0%

Visit Corvallis

Profit & Loss Budget vs. Actual

October through December 2011

	Oct - Dec 11	Budget	$ Over Budget	% of Budget
Marketing/Sports Commission Exp				
Ride Corvallis	100.00			
Total Marketing/Sports Commission Exp	100.00			
Marketing/Telephone				
1-800	0.00	600.00	-600.00	0.0%
Total Marketing/Telephone	0.00	600.00	-600.00	0.0%
Marketing/Visitor Services				
Contract Services	52.50			
Distribution Services	695.00	1,050.00	-355.00	66.19%
Souvenirs	85.00	100.00	-15.00	85.0%
Marketing/Visitor Services - Other	300.00			
Total Marketing/Visitor Services	1,132.50	1,150.00	-17.50	98.48%
Payroll Expenses				
Intuit direct deposit fees	23.75			
Total Payroll Expenses	23.75			
Personnel				
Benefits				
Health/Dental Insurance premium				
Regence - Health	4,009.85	5,716.50	-1,706.65	70.15%
United Healthcare - Dental	448.04	525.00	-76.96	85.34%
Total Health/Dental Insurance premium	4,457.89	6,241.50	-1,783.61	71.42%
Simple Plan	412.50	375.00	37.50	110.0%
Workmans Comp	-42.00			
Total Benefits	4,828.39	6,616.50	-1,788.11	72.98%
Payroll taxes				
Employer Taxes & Contribution	3,141.37	3,000.00	141.37	104.71%
Total Payroll taxes	3,141.37	3,000.00	141.37	104.71%
Salaries				
Executive Director	13,337.49	13,749.99	-412.50	97.0%
Social Media Coordinator	7,500.00	7,350.00	150.00	102.04%
Visitor Manager	8,700.33	8,640.00	60.33	100.7%
Total Salaries	29,537.82	29,739.99	-202.17	99.32%
Total Personnel	37,507.58	39,356.49	-1,848.91	95.3%
Total Expense	70,804.69	67,273.14	3,531.55	105.25%

Visit Corvallis

Profit & Loss Budget vs. Actual

October through December 2011

	Oct - Dec 11	Budget	$ Over Budget	% of Budget
Net Income	24,956.89	27,119.86	-2,162.97	92.02%

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01/10/12
Accrual Basis

Visit Corvallis

Profit & Loss Prev Year Comparison

October through December 2011

	Oct - Dec 11	Oct - Dec 10	$ Change	% Change
Income				
City of Corvallis	83,862.00	77,106.24	6,755.76	8.76%
Co-op Advertising Revenues	1,077.60	0.00	1,077.60	100.0%
Interest Income	13.14	22.54	-9.40	-41.7%
Membership	10,549.20	10,819.20	-270.00	-2.5%
Souvenir Income	259.64	82.50	177.14	214.72%
Total Income	95,761.58	88,030.48	7,731.10	8.78%
Expense				
Administration	15,996.41	27,442.04	-11,445.63	-41.71%
Conferences/Education	175.00	1,000.00	-825.00	-82.5%
Marketing/Advertising	5,806.16	2,539.67	3,266.49	128.62%
Marketing/Community Relations	271.40	499.00	-227.60	-45.61%
Marketing/Database	0.00	3,000.00	-3,000.00	-100.0%
Marketing/Dues	1,620.00	1,149.00	471.00	40.99%
Marketing/Entertainment	36.00	56.53	-20.53	-36.32%
Marketing - Festivals	5,785.00	0.00	5,785.00	100.0%
Marketing/Internet	908.20	2,974.40	-2,066.20	-69.47%
Marketing/Postage-Shipping	660.85	1,205.09	-544.24	-45.16%
Marketing/Printing	112.00	349.75	-237.75	-67.98%
Marketing/Promotions	465.74	1,040.25	-574.51	-55.23%
Marketing/Public Relations	104.10	0.00	104.10	100.0%
Marketing/Research	100.00	0.00	100.00	100.0%
Marketing/Sales Trips	0.00	1,584.02	-1,584.02	-100.0%
Marketing/Sports Commission Exp	100.00	0.00	100.00	100.0%
Marketing/Telephone	0.00	423.15	-423.15	-100.0%
Marketing/Visitor Services	1,132.50	1,793.60	-661.10	-36.86%
Payroll Expenses	23.75	0.00	23.75	100.0%
Personnel	37,507.58	40,172.96	-2,665.38	-6.64%
Total Expense	70,804.69	85,229.46	-14,424.77	-16.93%
Net Income	24,956.89	2,801.02	22,155.87	790.99%

2ND QT REPORT ATTACHMENT B

Visit Corvallis

Statement of Cash Flows

October through December 2011

	Oct - Dec 11
OPERATING ACTIVITIES	
Net Income	24,956.89
Adjustments to reconcile Net Income	
to net cash provided by operations:	
Accounts Receivable	-6,399.80
Note receivable	2,600.00
Bounty of Benton Co Ticket Sale	-180.00
Bite of Benton Co Ticket Sales	-120.00
Payroll Liabilities	5.00
Payroll liabilities - Other:SIMPLE payable	275.00
Payroll tax liabilities:FWT/FICA FWT payable	54.90
Payroll tax liabilities:OR Witholding Payable	29.00
Payroll tax liabilities:OR Workmen's Comp payable	-10.99
Payroll tax liabilities:OR State Unemployment Payable	-241.28
Net cash provided by Operating Activities	20,968.72
Net cash increase for period	20,968.72
Cash at beginning of period	59,041.40
Cash at end of period	80,010.12

2ND QT REPORT ATTACHMENT B

Finance Department
500 SW Madison Avenue
Corvallis, OR 97333
541-766-6990
541-754-1729

MEMORANDUM

January 19, 2012

TO: Ken Gibb, Community Development

FROM: Jeanna Yeager, Accountant

SUBJECT: Visit Corvallis Financial Report – Second Quarter, FY 11/12

This review consists of inquiries and analytical procedures and is very limited in its nature. The financial statements have not been reviewed by a Certified Public Accountant and are the representation of the management of Visit Corvallis.

During the second quarter of fiscal year 2011/2012, Visit Corvallis reported revenues of $95,762 and expenditures of $70,805 resulting in net income of $24,957. Visit Corvallis fell below expectations for the quarter by $2,163 with a budgeted net income of $27,120. Visit Corvallis maintains a fairly strong cash position, with current assets totaling $89,040 and current liabilities of only $7,367.

The City of Corvallis has budgeted $335,450 for Visit Corvallis for fiscal year 2011/2012 in monthly payments of $27,954. The City has funded a total of $83,862 for the second quarter, which has been accurately accounted for on the Visit Corvallis report. This represents nearly 88% of all revenues for the quarter.

Acceptance of the Visit Corvallis quarterly report is recommended.

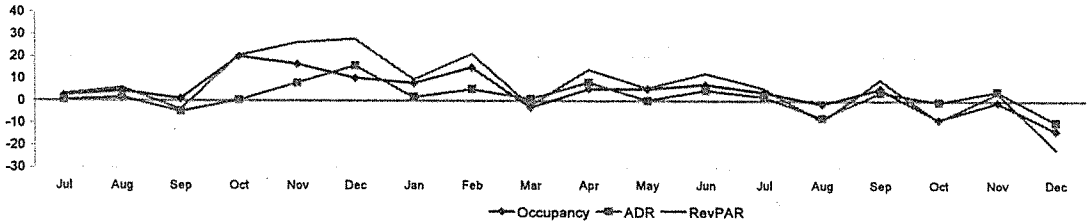
Tab 2 - Trend Benton County, OR

Visit Corvallis

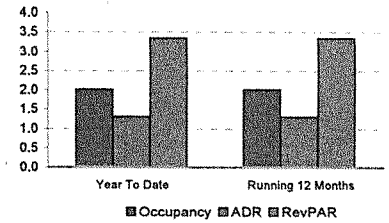
For the Month of December 2011

Currency: USD - US Dollar

Monthly Percent Change



Overall Percent Change



Occupancy (%)	2010 Jul	Aug	Sep	Oct	Nov	Dec	2011 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
This Year	66.2	63.5	62.1	58.7	51.4	38.2	42.1	54.4	56.4	60.7	56.4	70.8	68.7	62.7	65.5	53.7	51.1	33.0
Last Year	64.5	60.8	61.4	48.8	44.0	34.6	39.0	47.2	58.2	57.5	53.5	65.9	66.2	63.5	62.1	58.7	51.4	38.2
Percent Change	2.6	4.4	1.0	20.2	16.7	10.3	7.9	15.1	-3.0	5.5	5.4	7.5	3.8	-1.3	5.5	-8.5	-0.6	-13.4

Occupancy (%)	Year To Date 2009	2010	2011	Running 12 Months 2009	2010	2011
This Year	50.5	55.1	56.2	50.5	55.1	56.2
Last Year	54.5	50.5	55.1	54.5	50.5	55.1
Percent Change	-7.4	9.2	2.0	-7.4	9.2	2.0

ADR	2010 Jul	Aug	Sep	Oct	Nov	Dec	2011 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
This Year	90.92	91.41	90.33	93.08	95.88	89.09	81.70	85.84	84.12	95.78	92.28	95.64	92.61	84.25	93.81	92.69	100.06	80.55
Last Year	90.56	90.03	94.96	92.78	88.66	76.87	80.29	81.53	83.37	88.55	92.02	91.39	90.92	91.41	90.33	93.08	95.88	89.09
Percent Change	0.4	1.5	-4.9	0.3	8.1	15.9	1.8	5.3	0.9	8.2	0.3	4.7	1.9	-7.8	3.9	-0.4	4.4	-9.6

ADR	Year To Date 2009	2010	2011	Running 12 Months 2009	2010	2011
This Year	88.18	89.38	90.54	88.18	89.38	90.54
Last Year	87.53	88.18	89.38	87.53	88.18	89.38
Percent Change	0.7	1.4	1.3	0.7	1.4	1.3

RevPAR	2010 Jul	Aug	Sep	Oct	Nov	Dec	2011 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
This Year	60.16	58.04	56.06	54.63	49.25	34.01	34.38	46.70	47.45	58.12	52.01	67.73	63.62	52.79	61.45	49.77	51.10	26.62
Last Year	58.40	54.74	58.33	45.29	39.02	26.59	31.31	38.52	48.50	50.93	49.19	60.23	60.16	58.04	56.06	54.63	49.25	34.01
Percent Change	3.0	6.0	-3.9	20.6	26.2	27.9	9.8	21.2	-2.2	14.1	5.7	12.5	5.8	-9.1	9.6	-8.9	3.8	-21.7

RevPAR	Year To Date 2009	2010	2011	Running 12 Months 2009	2010	2011
This Year	44.51	49.27	50.92	44.51	49.27	50.92
Last Year	47.73	44.51	49.27	47.73	44.51	49.27
Percent Change	-6.7	10.7	3.3	-6.7	10.7	3.3

Supply	2010 Jul	Aug	Sep	Oct	Nov	Dec	2011 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
This Year	24,831	24,831	24,030	24,831	24,030	24,831	24,831	22,428	24,831	24,030	24,831	24,030	24,831	24,831	24,030	24,831	24,030	24,831
Last Year	24,831	24,831	24,030	24,831	24,030	24,831	24,831	22,428	24,831	24,030	24,831	24,030	24,831	24,831	24,030	24,831	24,030	24,831
Percent Change	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Supply	Year To Date 2009	2010	2011	Running 12 Months 2009	2010	2011
This Year	292,365	292,365	292,365	292,365	292,365	292,365
Last Year	292,365	292,365	292,365	292,365	292,365	292,365
Percent Change	0.0	0.0	0.0	0.0	0.0	0.0

Demand	2010 Jul	Aug	Sep	Oct	Nov	Dec	2011 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
This Year	16,429	15,766	14,915	14,574	12,343	9,478	10,451	12,201	14,006	14,582	13,995	17,016	17,060	15,558	15,741	13,334	12,271	8,206
Last Year	16,014	15,097	14,761	12,125	10,576	8,590	9,683	10,596	14,444	13,823	13,274	15,836	16,429	15,766	14,915	14,574	12,343	9,478
Percent Change	2.6	4.4	1.0	20.2	16.7	10.3	7.9	15.1	-3.0	5.5	5.4	7.5	3.8	-1.3	5.5	-8.5	-0.6	-13.4

Demand	Year To Date 2009	2010	2011	Running 12 Months 2009	2010	2011
This Year	147,589	161,161	164,421	147,589	161,161	164,421
Last Year	159,430	147,589	161,161	159,430	147,589	161,161
Percent Change	-7.4	9.2	2.0	-7.4	9.2	2.0

Revenue	2010 Jul	Aug	Sep	Oct	Nov	Dec	2011 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
This Year	1,493,758	1,441,208	1,347,230	1,356,554	1,183,387	844,404	853,808	1,047,325	1,178,212	1,396,599	1,291,445	1,627,462	1,579,882	1,310,738	1,476,656	1,235,871	1,227,873	660,996
Last Year	1,450,221	1,359,251	1,401,725	1,124,718	937,712	660,303	777,423	863,875	1,204,225	1,223,940	1,221,440	1,447,264	1,493,758	1,441,208	1,347,230	1,356,554	1,183,387	844,404
Percent Change	3.0	6.0	-3.9	20.6	26.2	27.9	9.8	21.2	-2.2	14.1	5.7	12.5	5.8	-9.1	9.6	-8.9	3.8	-21.7

Revenue	Year To Date 2009	2010	2011	Running 12 Months 2009	2010	2011
This Year	13,013,990	14,404,708	14,886,846	13,013,990	14,404,708	14,886,846
Last Year	13,954,638	13,013,990	14,404,708	13,954,638	13,013,990	14,404,708
Percent Change	-6.7	10.7	3.3	-6.7	10.7	3.3

Census %	2010 Jul	Aug	Sep	Oct	Nov	Dec	2011 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Census Props	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Census Rooms	801	801	801	801	801	801	801	801	801	801	801	801	801	801	801	801	801	801
% Rooms Participants	74.9	74.9	74.9	74.9	74.9	74.9	74.9	74.9	74.9	74.9	74.9	74.9	74.9	86.8	86.8	86.8	86.8	86.8

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Source 2012 SMITH TRAVEL RESEARCH, Inc.

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MEMORANDUM
Corvallis Police Department

To: Administrative Service Committee

From: Jonathan M. Sassaman, Captain

Subject: CMO 7.04 Alarm Control Ordinance Fees Update

Date: February 17, 2012

ISSUE

This report addresses electronic on-line permits and fee collection processes, including information/education, enforcement and amnesty period. Council action is required.

BACKGROUND

On January 4, 2012, Administrative Services Committee (ASC) received a staff report recommending permit fee and false alarm fee modifications to CMO 7.04 (Attachment 1). ASC unanimously approved the ordinance modifications as recommended by staff. ASC further directed staff to research an on-line permitting process and to consider an appropriate amnesty period prior to enforcement of the ordinance. Committee minutes attached (Attachment 2).

DISCUSSION

1. On-line Alarm Permits including Annual Permit Renewals:

   Staff worked with MIS technicians and the Finance Department to create an on-line electronic permit process for those who choose to submit their original permit applications or annual renewals on-line. The Finance Department is implementing an on-line payment system which is expected to be operational in the coming months however it is uncertain whether the new system will be fully operational by July 2012. In the event on-line payments are feasible before July 2012 the below options will be available to customers. If not, the existing paper process will be used until the on-line payment system is operational.

   For a new home or business alarm, individuals may go to the City's web page which will have navigation buttons allowing a customer to create and submit a new alarm permit. The customer's submitted permit will go through a verification process and an account will be created within the City's financial system. Customers submitting

permits on-line will subsequently receive an invoice with their account number and directions for submitting payment on-line with a credit card.

For alarm permit renewals, customers will receive a letter with their account number and permit number. Customers following navigation buttons on the City's web page will search the existing alarm data base by using the permit number and either update the information or re-submit with no change of information. Customers submitting renewals on-line will be required to pay on-line via credit card.

2. Integrated Voice Response (I.V.R) over the phone payments:

   The City is implementing over the phone payments for utility billings which is expected to begin in March 2012. This method of payment will be evaluated over the subsequent months to determine if over the phone payments should also be available for alarm permit payments.

3. Information and Education:

   Staff evaluated the existing alarm database and made a listing of all the alarm companies which have served residents and businesses in Corvallis. All 47 companies will receive a letter from the City, including a copy of the updated Alarm Ordinance, and requesting each company advise residents and businesses of the requirement for them to purchase an alarm permit with the City of Corvallis prior to activation.

   Alarm permits are renewed annually. Mailings to customers occur at the beginning of July. Each mailing will contain a copy of the updated ordinance fee modifications for permits and false alarms. Additionally, the mailings will include directions for on-line payments and will notify customers of the $500 dollar penalty for intentionally violating the provisions of the ordinance. Investigations which cannot prove an intentional violation will be charged a late fee of $40 per the ordinance.

   Staff will coordinate a public message with the Corvallis Gazette-Times highlighting the ordinance modifications and the need for alarm customers to properly maintain their system.

4. Amnesty period:

   For staff to finalize the on-line forms, on-line payment process, coordinate with alarm companies and prepare the mailings with new language, full enforcement of the ordinance modifications will begin with the annual renewals in the month of July.

Not all customers will elect to use the electronic only process. Those customers wishing to use the paper process will continue to receive the permits and renewals via paper mailing. .

OPTIONS

1. Recommend full council approval of the ordinance modifications and implementation plan as provided by staff.

2. Modify the ordinance and/or implementation plan provided by staff.

RECOMMENDATION

Staff Recommends Option 1.

Review and Concur

Jim Patterson, City Manager

Review and Concur

Nancy Brewer, Finance Director

Attachment: 1 December 2, 2011 Staff Report
Attachment: 2 January 4, 2012 ASC Minutes
Attachment: 3 Amended CMO 7.04

Attachment 1

MEMORANDUM

December 2, 2011

To: Administrative Service Committee

From: Jonathan M. Sassaman, Captain

Subject: CMC 7.04 Alarm Control Ordinance Fees Update

PURPOSE

The City of Corvallis Financial Internal Working Group requested the Alarm Control Ordinance fees be updated. Council Action Required.

BACKGROUND

The Alarm Control Ordinance fees were originally determined and have not been updated since 1976 when the Ordinance was established. The purpose of the Alarm Control Ordinance is to protect the emergency services of the City from abuse and misuse.

Alarms installed at residences or businesses cannot have automatic dialers which ring into the Police Department. Oregon law prohibits automatic dialers of any kind into Public Safety Answering Points, which for Corvallis is the Corvallis Regional Communications Center (CRCC).

When an alarm company contacts the CRCC with an activated alarm, law enforcement is dispatched to that alarm. Alarm activations range from Burglary, Robbery, Intrusion, Panic, etc. Alarm activations require a two officer response for safety purposes.

Fire Department alarm responses and cost recovery are identified separately in CMC 7.11. Fees are administered upon the 3rd false fire alarm.

DISCUSSION

Alarm Permit and Renewals:

Applications for permits are received at the Police Department where they are processed, approved, entered into a database and provided to the CRCC. Permit renewals are mailed to permit holders annually and, upon return, are processed, approved, the database updated and provided to the CRCC. Processing original permits and renewals each take staff 30 minutes per permit/renewal. Salary and benefits for staff at 30 minutes is just under $20.00.

CMC 7.04 Alarm Control Ordinance is currently structured as follows:

Permits:	1 year – renewable each subsequent year
Permit Fee:	$5 annually (fee waived for anyone over 65 years of age and governmental agencies)
Number of free False Alarms prior to billing	4
Fee upon 5th False Alarm	$20
Fee upon 6th False Alarm	$40
Fee upon 7th False Alarm	$60
Fee upon 8th False Alarm:	$80
Fee upon 9th False Alarm	$100
All subsequent False Alarms in that permit year	$100
Service is never suspended due to false alarms	

2009

Alarm Permits: 1,095
Over 65 & Government: 380
Alarm Permits Purchased: 715 x $5 = $3,575

2010

Alarm Permits: 707
Over 65 & Government: 99
Alarm Permits Purchased: 608 x $5 - $3,040

2011 Year to Date

Alarm Permits: 925
Over 65 & Government: 266
Alarm Permits Purchased: 659 x$5 = $3,295

Officer Response

On average, an alarm call for service is thirty minutes. Circumstances dependant, the call for service may last up to 1 hour.

The table below depicts the costs associated with law enforcement response to alarms based upon the Special Response Fee Rates:

	Hourly Rate + Benefits + Admin.	**30 minutes for two officers**	**1 hour**
Police Officer	$62.98	$62.98	$125.96
Sergeant	$70.75		
Lieutenant	$83.44		

The table below depicts alarm activity from 2009 through November 22, 2011:

	2009		2010		2011 ytd	
Alarm Calls for Service	709		640		467	
Business Alarms	637		583		418	
Residential Alarms	72		57		49	
Confirmed Alarms Residential / Business	**Res**	**Bus**	**Res**	**Bus**	**Res**	**Bus**
	0	9	0	9	0	5
Total Alarm Revenue (permits + penalty)	$5,040		$4,835		$4,750	

Attachment A compares the City of Corvallis Alarm Ordinance to those of the City of Albany, Lebanon, Troutdale, Medford, Tigard, Beaverton, Lake Oswego, Oregon City, Coos Bay, Gresham, Springfield and Salem.

The City of Corvallis Alarm Ordinance charges the least amount for permits, provides the largest number of free false alarms and has a generous chargeable alarm rate which does not capture actual costs until the 8th false alarm assuming a 30 minute call for service. The current fee schedule will never capture the cost of a 1 hour call for service.

Staff examined the ordinances of the cities listed above and recommend the following modifications to CMC 7.04, addressing actual cost recovery and penalty for repeated false alarms.

	Current	**Recommended**
Permits:	1 year – renewable each subsequent year	1 year – renewable each subsequent year
Permit Fee:	$5 annually (fee waived for anyone over 65 years of age and governmental agencies)	$20 annually (fee waived for over 65 years of age only)
Number of free False Alarms prior to billing	4	2
Fee upon 1st False Alarm	$0	$0
Fee upon 2nd False Alarm	$0	$0
Fee upon 3rd False Alarm	$0	$50
Fee upon 4th False Alarm	$0	$100
Fee upon 5th False Alarm	$20	$200
Fee upon 6th False Alarm	$40	$300
Fee upon 7th False Alarm	$60	$300
Fee upon 8th False Alarm:	$80	$300
Fee upon 9th False Alarm	$100	$300
All subsequent False Alarms in that permit year	$100	$300
Service is never suspended due to false alarms		

OPTIONS

1. Leave the current alarm ordinance fee rates the same.

2. Modify ordinance with increased permit and chargeable alarms fees as proposed.

3. Modify ordinance with increased permit and chargeable alarm fees at some other rates.

RECOMMENDATION

Staff Recommends Option 2.

Review and Concur:

Jim Patterson, City Manager

Reviewed:

Jim Brewer, City Attorney

Attachment: A Comparator table for permits and fees
Attachment: B CMC 7.04 Modified

ATTAC ENT A

CITY	PERMIT FEE	# OF FREE FALSE ALARMS	CHARGEABLE ALARMS						SUSPEND SERVICE
			1ST	2ND	3RD	4TH	5TH	ADDITIONAL ALARMS	
Corvallis 1 year	$5	4					$20 (Add $20 each additional up to $100	$100	No
Albany 1 year	$10 / over 62 free	2			$50	$75	$75 (alarms 4-9)	$100	Yes * (over 5)
Lebanon 1 year	$10	1	(False Alarms within 1st 60 days of install not charged)	$25	$25	$25	$25	$25	No
Troutdale 1 year	$12 / over 62 free	1		$75	$100	$200	$300	$300	Yes * (over 4)
Medford 1 year	$32	1		$53	$106	$212	$424	$424	No
Tigard 1 year	$25 / over 60 free	2	(False alarms within 1st 30 days of install not charged)	$50	$100	$150	$150	$150	Yes * (over 4)
Beaverton 1 year	$10 Residential $15 Business	2			$75	$75	$150 (Alarms 5-10)	over 10 $200	No
Lake Oswego	No permit - information voluntary	3				$75	$125	$200 # 6 $300 # 7 +	No
Oregon City 1 year	$15 / over 65 free	1		$25	$50	$75	$100	$100	No
Coos Bay	$20 (one time fee)	4 (Per year)					$25 (Alarms 5-8)	$50	No
Gresham 1 year	$32 / over 62 free		$61	$90	$119	$235	$352	$352	Yes * (over 4)
Springfield	No permit required	After 1st false alarm user will be required to have servicing or training completed within 3 days. Three or more false alarms within a year shall constitute an infraction in the municipal court. If convicted the court may impose a fine not to exceed $500.							
Salem	No permit required	Do not respond to audible or silent alarms. Will only respond to manually activated silent panic, duress, and hold-up alarms.							

* Can be reinstated upon approval of the sheriff or chief of police.

Attachment B

Chapter 7.04

Alarm Control

Sections:

7.04.010	**Purpose.**
7.04.020	**Definitions.**
7.04.030	**Alarm users permits required.**
7.04.040	**Duties of every alarm business.**
7.04.050	**Unauthorized automatic dialing devices.**
7.04.060	**False alarms.**
7.04.070	**Alarm equipment testing.**
7.04.080	**Violation and enforcement**

Section 7.04.010 Purpose.

The purpose hereof is to protect the emergency services of the City from abuse and misuse.
(Ord. 76-30 § 2, 1976)

Section 7.04.020 Definitions.

1) Alarm business - The business by any individual, partnership, corporation or other entity of selling, leasing, maintaining, servicing, repairing, altering, replacing, moving or installing any burglar or robbery alarm system, or causing to be sold, leased, maintained, serviced, repaired, altered, replaced, moved or installed, any alarm system in or on any building, structure or facility.

2) Alarm system - Any assembly of equipment, mechanical or electrical, arranged to signal the presence of illegal entry or activity requiring urgent attention.

3) Alarm user - The person, firm, partnership, association, corporation, company or organization of any kind in control of premises wherein an alarm system is operating.

4) Automatic dialing device - A device which is interconnected to a regular telephone line and is programmed to select a particular phone number so that a prerecorded voice message or a code signal indicating the existence of a situation detected by an alarm system may be transmitted to the selected telephone number.

5) False alarm - An alarm signal necessitating response by the Police Division where an emergency situation does not exist. Alarm signals occurring due to acts of God or due to off-premises causes are not false alarms.

6) Interconnect - To connect an alarm system, including an automatic dialing device, to a telephone line, either directly or through a mechanical device that utilizes a telephone, for the purpose of using the telephone line to transmit a message upon the activation of the alarm system.

7) Law Enforcement Communications Center - The facility used to receive emergency and general information from the public by the Corvallis Police and Fire Departments.
(Ord. 86-2 § 1, 1986; Ord. 76-30 § 3, 1976)

Section 7.04.030 Alarm users permits required.

1) All alarm users or burglar or robbery alarm systems shall obtain an alarm user's permit from the office of the Chief of Police upon activating an alarm system. Systems using robbery and burglar alarm capabilities are required to obtain a permit for each function. Application for

the burglar or robbery alarm permit and a ~~$5.00~~ $20.00 fee for each must be filed with the Chief of Police for each year or part thereof. All permits shall expire on the date of June 30. Each permit shall bear the signature of the issuing official and the Chief of Police and shall be valid for a period not to exceed one year. The permit shall be physically upon the premises using the alarm system and there available for inspection by the Chief of Police.

2) Residential alarm users over the age of 65 and being the principal occupants of the premises wherein no business is conducted are not required to pay the ~~$5.00~~ $20.00 permit fee but are required to obtain a permit.

3) Applications for permits more than 60 days after the need for such permits are required shall require the payment of a ~~$10.00~~ $40.00 permit fee.

4) Notwithstanding any other provision herein to the contrary, all permits issued prior to June 30, 2012 ~~between February 1, 1985 and January 31, 1986~~ shall expire on ~~June 30, 1986~~ June 30, 2012.

(Ord. 86-2 § 2, 1986; Ord. 76-30 § 4, 1976)

Section 7.04.040 Duties of every alarm business.

1) Every alarm business selling or leasing to any user an alarm system which is installed upon premises located within the City limits shall furnish that person with instructions that provide adequate information to enable persons using such equipment to operate it properly and where to obtain service for the equipment at any time.

2) If the Chief of Police determines in the Chief's reasonable discretion that such information is incomplete, unclear or inadequate, the Chief may require the alarm business to revise the information to meet the Chief's approval and then to distribute the revised information to alarm users.

(Ord. 86-2 § 3, 1986; Ord. 76-30 § 5, 1976)

Section 7.04.050 Unauthorized automatic dialing devices.

It is unlawful for any person to program an automatic dialing device to select a public telephone line assigned to the Police Department of the City, and it is unlawful for an alarm user to fail to disconnect or reprogram an automatic dialing device which is programmed to select a Police Department telephone line within 24 hours of notice that it is so programmed.

(Ord. 86-2 § 4, 1986; Ord. 76-30 § 6, 1976)

Section 7.04.060 False alarms.

Signals from an alarm system which are false alarms are hereby declared to be a public nuisance. The user may have an allowance of ~~four~~ two false alarms occurring within a period of time starting from the date an alarm permit is issued until it expires. The ~~fifth~~ third false alarm within that period shall be subject to a service charge of ~~$20.00~~ $50.00 charged to the user of the alarm system. Subsequent false alarms within that period shall be charged as follows; ~~sixth~~ fourth false alarm ~~$40.00~~ $100.00; ~~seventh~~ fifth false alarm ~~$60.00~~ $200.00; ~~eighth~~ sixth false alarm ~~$80.00~~ $300.00; and ~~ninth and~~ every subsequent false alarm ~~$100.00~~ $300.00. Payment of service charges are payable within 60 days of notification that such charges are due. In addition to any and all other penalties provided for herein, failure to pay the assessed service charge shall result in the user's permit being suspended. Determination of whether or not the alarm falls within the definition of false alarm is in the sole discretion of the Chief of Police.

(Ord. 86-3, 1986; Ord. 86-2 § 5, 1986; Ord. 76-30 § 7, 1976)

Section 7.04.070 Alarm equipment testing.

Whenever a user of an alarm system deems it necessary to test or otherwise intentionally set off or activate an alarm system located on user's premises, user shall notify user's monitoring station that she or he intends to test or otherwise intentionally activate that alarm prior to actual tests being conducted. Failure to do so will result in that user being considered as having had a false alarm.

(Ord. 86-2 § 6, 1986; Ord. 76-30 § 8, 1976)

Section 7.04.080 Violation and enforcement.

Any person violating any of the provisions herein shall, upon conviction thereof in the Municipal Court, be punished by a fine not to exceed $500.00.

(Ord. 76-30 § 9, 1976)

ATTACHMENT 2

ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
January 4, 2012

Present	Staff
Councilor Mark O'Brien, Chair	Jim Patterson, City Manager
Councilor Joel Hirsch	Jon Sassaman, Police Captain
Councilor Biff Traber	Nancy Brewer, Finance Director
	Janet Chenard, Budget and Financial Planning Manager
	Carla Holzworth, City Manager's Office

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Municipal Code Review: Chapter 7.04, "Alarm Control"		*	
II. Financial Policies Review	*		
III. Other Business	*		

Chair O'Brien called the meeting to order at 4:00 p.m.

CONTENT OF DISCUSSION

I. Municipal Code Review: Chapter 7.04, "Alarm Control" (Attachment)

Captain Sassaman reviewed the staff report and noted a correction on page 2. The number of "*Over 65 & Government*" permits issued in 2010 should be 316, not 99.

In response to Councilor Traber's inquiry, Captain Sassaman said most false alarms are due to human error. When they are mechanical in nature, to avoid false alarm charges responding officers recommend customers ask their alarm company to not dial the Police Department until the problem is fixed.

In response to Councilor Hirsch's inquiry, Captain Sassaman said proposed fees were determined by looking at what comparitors charge and what amounts would recover costs and discourage false alarms. Councilor Hirsch opined the false alarm fee should go as high as $500. Captain Sassaman noted if the amount is too high, customers may be unwilling or unable to pay. Councilor Hirsch suggested an annual permit fee of $25 instead of $20. Captain Sassaman said the $20 is very close to what it costs in staff time to process the permit application. Ms. Brewer noted Finance staff sends the alarm invoices and reminders; their time is not included in the Police Department's estimate.

City of Corvallis

Chair O'Brien said the number of permits issued seems small for the size of Corvallis. In response to his inquiry, Captain Sassaman said staff does not have any way of knowing who has alarm systems. Many current permits were obtained as a result of police responding to an alarm and realizing the business or residence did not have a permit on file. The Police Department has asked alarm companies to notify its Corvallis customers that a permit is required.

Chair O'Brien said he was not able to find the permit form on the City's Web site and requested that one be made available. He further asked that a check box be added for renewals indicating that no information has changed. Currently, renewing customers must complete a new form each year, even if the information is the same. Councilor Traber agreed.

In response to Chair O'Brien's inquiry, Captain Sassaman said an alarm is deemed legitimate or false based on what the police find when they arrive. For example, if the customer says he did not set the alarm correctly, it is deemed a false alarm. If a window is broken, the alarm is legitimate. If there is any doubt, the officer will not label the incident as a false alarm.

Councilor Traber moved to recommend Option 2 in the staff report, "Modify ordinance with increased permit and chargeable alarms fees as proposed." The motion died for lack of a second.

Councilor Traber moved to recommend Option 3 with a $25 alarm permit fee and false alarm charges as proposed by staff. Councilor Hirsch seconded.

Chair O'Brien said he is concerned about the number of people who do not pay a permit fee because the City is not aware they have a system. Before supporting any increases, Chair O'Brien said he would like to see staff those capture noncompliant permit fees. In response to Councilor Traber's inquiry, Captain Sassaman said the current ordinance allows up to a $500 fine for not having an alarm permit and it can be enforced by having a police officer cite the offender. Councilor Hirsch suggested a well-publicized amnesty period, perhaps 60 days, to give people a chance to sign up without penalty. The group agreed an online alarm permit form needs to be available on the City's Web site before publicizing an amnesty period.

Chair O'Brien said he does not support the $25 permit fee and he offered an amendment to the motion to reflect a $20 permit fee. Councilor Traber seconded. By a vote of two to one with Councilor Hirsch opposing, the amendment passed.

The Committee unanimously recommends that Council modify the ordinance to reflect a $20 alarm permit fee and the false alarm fee schedule as recommended by staff.

The Committee agreed the matter will come back to ASC after Captain Sassaman researches the mechanics of adding an online fire alarm permit form. At that time, the Committee will further discuss an amnesty period.

II. Financial Policies Review (Attachment)

Ms. Brewer reviewed the staff report, noting the proposed policy changes are the most significant in many years. Councilor Traber complimented Ms. Brewer on her work.

The Committee agreed to review the policy by each section:

Purpose, Mission, Goals:

In the Purpose section, Chair O'Brien asked the word *summarize* be replaced with the word *underscore* in the first sentence to read "To **underscore** the responsibility..."

Fund Balance Policies:

Councilor O'Brien asked that "- *all other funds*" be added to B 4 at the bottom of page 5 to read "Ending Budgetary Fund Balance Below Recommended **- all other funds**"

Councilor Traber asked that an example, such as "natural disaster" be added to item 2 at the bottom of page 4 to clarify what is meant by short-term.

Councilor Traber noted HNA is included in the All Other Funds discussion, but it is not included in the Property Tax Funds section. Ms. Brewer agreed to consider whether it is needed there.

In response to Councilor Traber's inquiry, Ms. Brewer confirmed as long as the budget is balanced each year, there is no legal requirement to rebuild fund balances or reserves.

Revenue Polices:

In response to Chair O'Brien's inquiry about H1 at the bottom of page 5 *"Fees and charges other than those identified elsewhere..."* Ms. Brewer agreed to

Attachment 3

ORDINANCE 2012-____

AN ORDINANCE RELATING TO ALARM CONTROL FEES AND FALSE ALARM SERVICE CHARGES, AMENDING MUNICIPAL CODE CHAPTER 7.04, "ALARM CONTROL," AS AMENDED

THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

Section 1. Municipal Code Section 7.04.030 is hereby amended to read as follows:

Section **7.04.030** **Alarm users permits required.**

1) All alarm users or burglar or robbery alarm systems shall obtain an alarm user's permit from the office of the Chief of Police upon activating an alarm system. Systems using robbery and burglar alarm capabilities are required to obtain a permit for each function. Application for the burglar or robbery alarm permit and a $20.00 fee for each must be filed with the Chief of Police for each year or part thereof. All permits shall expire on the date of June 30. Each permit shall bear the signature of the issuing official and the Chief of Police and shall be valid for a period not to exceed one year. The permit shall be physically upon the premises using the alarm system and there available for inspection by the Chief of Police.

2) Residential alarm users over the age of 65 and being the principal occupants of the premises wherein no business is conducted are not required to pay the $20.00 permit fee but are required to obtain a permit.

3) Applications for permits more than 60 days after the need for such permits are required shall require the payment of a $40.00 permit fee.

4) Notwithstanding any other provision herein to the contrary, all permits issued prior to June 30, 2012 shall expire on June 30, 2012.

Section 2. Municipal Code Section 7.04.060 is hereby amended to read as follows:

Section 7.04.060 **False alarms.**

Signals from an alarm system which are false alarms are hereby declared to be a public nuisance. The user may have an allowance of two false alarms occurring within a period of time starting from the date an alarm permit is issued until it expires. The third false alarm within that period shall be subject to a service charge of $50.00 charged to the user of the alarm system. Subsequent false alarms within that period shall be charged as follows; fourth false alarm $100.00; fifth false alarm $200.00; sixth false alarm $300.00; and every subsequent false alarm $300.00. Payment of service charges are payable within 60 days of notification that such charges are due. In addition to any and all other penalties provided for herein, failure to pay the assessed service charge shall result in the user's permit being suspended. Determination of whether or not the alarm falls within the definition of false alarm is in the sole discretion of the Chief of Police.

PASSED by the City Council this _____ day of _____, 2012.

APPROVED by the Mayor this _____ day of _____, 2012.

EFFECTIVE this _____ day of _____, 2012.

_____

Mayor

ATTEST:

_____

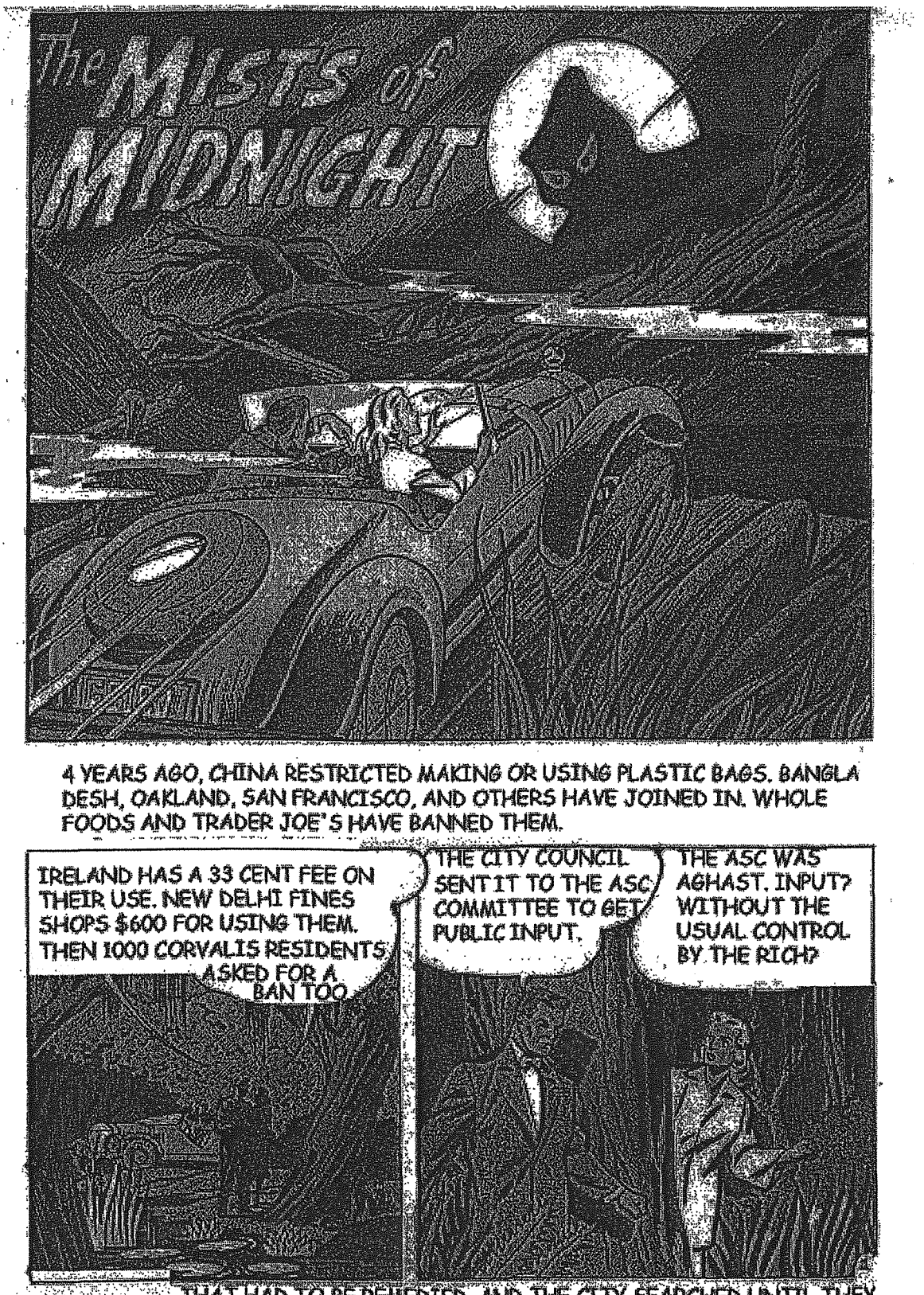
City Recorder

From: Mark O'Brien [mailto:[redacted]n@gmail.com]
Sent: Wednesday, March 07, 2012 10:49 AM
To: Patterson, Jim
Subject: ASC

Attachment A

City Manager Patterson,
Please place the attached document into the plastic bag record on my behalf and also on the plastic bag section of the City website. Perhaps I will be late to this afternoon's A.S.C. meeting. Tell Joel not to wait for me.

MOB



OF COURSE, THE CITY SAYS "WE JUST WANT TO HEAR THE "STAKEHOLDER" ON THIS ISSUE". UH HUH. ESPECIALLY THE CORPORATE ONES.
I'M THE STAKEHOLDER HERE!
THIS ISN'T NEW. THE CITY HAS DONE THIS TO NEIGHBORHOODS, TO OTHERS. IT'S ALL ABOUT THE 1%.
MEANINGFUL CITIZEN INPUT GIVES HIVES TO SOME IN THE CITY. THEY DON'T KNOW HOW TO HANDLE THAT RADICAL IDEA.
YOU CAN IMAGINE WHAT IT WOULD HAVE LOOKED LIKE IF BIG TOBACCO GAVE INPUT ON SMOKING IN BARS.
ABOUT LIKE THIS ACTUALLY
THE END
OCCUPY CORVALLIS
OWSCORVALLIS.COM

MEMORANDUM
March 5, 2012

TO: Mayor and City Council

FROM: Gary Boldizsar, Chief of Police

SUBJECT: 2012 Pedestrian Safety Enforcement (PSE) Grant to Corvallis Police Department

ISSUE

City Council's approval is required to authorize the City Manager to accept a grant agreement from the Bicycle Transportation Alliance for the Corvallis Police Department to conduct a police pedestrian safety operation.

BACKGROUND

In March, 2012 the Corvallis Police Department was notified by the Bicycle Transportation Alliance of a grant award to fund police pedestrian safety operations. The grant will fund one officer to attend pedestrian safety enforcement training, and personal services costs to conduct police pedestrian safety operations.

DISCUSSION

The Police Department has been notified that it has been awarded grant funds in the amount of $4,367.36. This award was unknown at the time the FY 2011/12 budget was prepared and is not included in that budget. Current appropriations will be used to fund the operation of the grant activities, however, City Council approval is required for the City Manager to execute the agreement to accept these grant funds.

ACTION REQUESTED

Staff recommends City Council authorize the City Manager to accept the PSE grant distribution and adopt a Resolution authorizing the City Manager to execute the agreement relating to the PSE grant.

Review and Concur:

3/6/12
Nancy Brewer, Finance Director Date

3-7-12
James A. Patterson, City Manager Date

3/7/12
~~Jim Brewer~~, City Attorney Date
Scott Fewel

Attachment

RESOLUTION 2012-_____

Minutes of the March 19, 2012, Corvallis City Council meeting, continued.

A resolution submitted by Councilor _____.

WHEREAS, ORS 294.338 (2) allows the City Council to accept grants after the budget has been approved; and

WHEREAS, the City of Corvallis has been authorized to receive a grant from the Bicycle Transportation Alliance in the amount of $4,367.36 for the purpose of conducting police pedestrian safety operations, and

WHEREAS; the grant acceptance requires approval by the City Council and delegation of the authority to sign the grant documents to the City Manager; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES to accept the Pedestrian Safety Enforcement grant and authorizes the City Manager to execute agreements accepting the grant and any future 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.

City of Albany Fire Department and City of Corvallis Fire Department Oregon

Collaborative Efforts & Feasibility Study

Winter 2012

Prepared by
Don Bivins
James Mooney
Steve Streissguth
Rob Strong

Emergency Services Consulting International

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Acknowledgements

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The line personnel and support staff were extremely helpful and offered perspective and assistance to the ESCI team where appropriate. In short, this report reflects the efforts of both organizations which invest themselves in continuous improvement.

Albany City Council

Mayor Sharon Konopa
Councilor Dick Olsen
Councilor Floyd Collins
Councilor Ray Kopczynski
Councilor Bill Coburn
Councilor Bessie Johnson
Councilor Jeff Christman

Corvallis City Council

Mayor Julie Manning
Councilor Mark O'Brien
Councilor Roen Hogg
Councilor Richard Hervey
Councilor Dan Brown
Councilor Mike Beilstein
Councilor Joel Hirsch
Councilor Jeanne Raymond
Councilor Biff Traber
Councilor Hal Brauner

Fire Chiefs

John Bradner, Albany Fire Chief
Roy Emery, Corvallis Fire Chief

Executive Summary

The accompanying documentation details the survey of fire and emergency medical services as currently provided in the Cities of Albany (Albany) and Corvallis (Corvallis) and their contracted fire districts by the Albany Fire Department (AFD) and Corvallis Fire Department (CFD). Emergency Services Consulting International (ESCI) was commissioned by Albany and Corvallis to conduct the survey as a means to assist elected officials and others in evaluating emergency services in each city, in planning for the future of those services, and in identifying ways in which the two cities might achieve improvements in both efficiency and effectiveness through greater cooperation between the two departments. The survey provides a detailed assessment of the agencies' management, assets, operations, and service delivery. What follows are observations and findings, as well as recommendations for changes or improvements in the operation of the two fire departments. The Cities' elected officials, City staffs, and both AFD and CFD members should consider these recommendations when developing plans for the future of their fire departments.

The approach used by ESCI in conducting the survey/evaluation includes a thorough review of the two organizations' foundational and financial documentation, interviews with key City and fire department staff members, interviews with identified internal and external stakeholders, interviews with allied service partners, interviews with professionals external to the two cities, direct observation of facilities and apparatus, and analysis of the available response data. Information was collected on a variety of topics about the level and quality of fire and emergency medical service. That information was subsequently used as the means to develop specific recommendations for action. These recommendations represent opportunities to improve the quality and/or efficiency of service provided to the communities separately and collaboratively.

Summary of Findings

Albany Fire Department provides an urban-level of fire and emergency medical service to the community and is comprised of a fire chief, three subordinate chiefs assigned to days, three subordinate chiefs assigned to shift work, a small fire prevention department, and 60 authorized professional firefighters (likely only 58 filled for 2012 with anticipated budget reductions) who staff four fire stations within the city's limits. The department provides fire and emergency services over an 81-square mile area that includes the city and surrounding rural fire districts

under contract with the city. The department also provides advanced life support ambulance transport over a 205-square mile area within Linn County.

The Albany Fire Department is dispatched to the community from Linn County's 9-1-1 Dispatch Center, which is under the direction of the County Sheriff's office. A brief summary of some positive evaluation findings follows:

- AFD personnel exhibit a high degree of commitment to a customer service ethic.
- The agency is a regional provider (in partnership with Corvallis Fire) of Hazardous Materials Emergency Response.
- The agency trains for and provides water rescue services, including dive rescue, to the community.
- The department's emergency equipment is adequate and well maintained for the existing emergency service model.
- The agency is a reliable and effective partner to other, smaller fire service providers on its borders and has a positive record of collaborative assistance to them.
- The City and the fire and emergency medical personnel are generally willing to embrace changes that will maintain or improve future services for the community.

Corvallis Fire Department provides urban-level fire and emergency medical service to the community and is comprised of a fire chief, four subordinate chiefs assigned to days, three subordinate chiefs assigned to shift work, a small fire prevention division, 52 professional firefighters (55 authorized), and 33 volunteer firefighters. These personnel staff five fire stations within the city and one fire station in the Corvallis Rural Fire Protection District. The department provides fire and emergency medical services over a 45-square mile area and advanced life support ambulance transport over a 765-square mile area comprising most of Benton County.

The Corvallis Fire Department is dispatched to the community by the 9-1-1 Dispatch Center, which is under the direction of the Corvallis Police Department. A brief summary of some positive evaluation findings follows:

- CFD personnel exhibit a high degree of commitment to a customer service ethic.
- The agency is a regional provider (in partnership with Albany Fire) of Hazardous Materials Emergency Response.
- The agency trains for and provides surface & swift water rescue services to the community.
- The department's capital equipment is adequate and well maintained for the existing emergency service model.

- The agency is a reliable and effective partner to other, smaller fire service providers on its borders and has a positive record of collaborative assistance to them.
- The City and the fire and emergency medical personnel are generally willing to embrace changes that will maintain or improve future services for the community.
- The department makes effective use of resident and community volunteers to enhance the levels of service provided by its professional staff.

No organization is without challenges, however, and both Albany and Corvallis have areas that may benefit from change or adjustment to policies, management, and/or programs. A summary of some of the more salient of those matters follows.

Generally, the cities should continue the successful, collaborative initiatives already under way; at the same time they should look for ways to deepen those and other cooperative endeavors—both with each other and other regional fire and EMS providers. A checklist and brief descriptions of specific recommendations that one or both cities should consider is found in the sections of this report titled "Consideration of Service Options" and "Recommendations".

Conclusions

Throughout the Organizational Survey ESCI provides many recommendations designed to improve the efficiency and service of the two fire departments. Some of these recommendations will be relatively easy to implement if the cities and the departments decide to endorse them. Others will be more difficult to implement as they involve significant or critical participation from community partners who may or may not be willing or able to work with one or both cities at this time.

Forms of Governance

The first consideration for the two cities is whether they can or should merge departments, either with each other or with one or more of their contract fire protection districts. While it is possible and legal to merge with any of the districts currently served under contract with either city, it is not advisable. Financially, both cities have a higher levy rate[1] than any of their contract districts. Merging into any of the districts would reduce total revenue to the fire departments overall, possibly necessitating a reduction in service levels. If either or both city fire departments formed a new fire district, it would exacerbate the current compression

[1] The mill levy rate for the cities of Albany and Corvallis were calculated using the operating budget of the fire department, less revenue, divided by the taxable value of the city.

experienced by some general governments in Linn and Benton counties. The only remedy to this unintended consequence is for the cities to reduce their levy rates by the equivalent amount the new district would charge, offsetting any compression impacts. However, this would negate the purpose of establishing a new district, which is to increase revenues for fire protection and EMS but not at the expense of either city.

Training Division

Functional consolidation of the two training divisions is a near term opportunity for efficiency by using existing training personnel for the combined benefit of both agencies. Expanding this effort to include partnerships with Lebanon, Tangent, and Philomath further increases the potential for an efficient, cost-effective training delivery system. The consolidated training division should establish a training center within the cooperating region well served by necessary infrastructure, with participating agencies coordinating emergency response coverage across the region during training activities. This critical asset allows for cross-pollination of crews, techniques, and skills; minimizes response coverage gaps for any of the consolidated training division; and begins to develop a large scale “task force” approach to major incidents within the region.

Ambulance Service

Functional consolidation of ambulance services is an opportunity to reduce costs and improve service while maintaining a core capability in the rest of the two jurisdictions. By centralizing administration and billing services for EMS, redundancies are reduced or eliminated. It also provides for the adoption of best practices between the two work groups. A single physician advisor for both agencies (and potentially expansion to include other regional partners) with a single set of protocols would lead to standardization of equipment, practices and procedures, and supplies. As of this writing, a single physician advisor has been selected by the two agencies.

Both agencies should pool their ambulance resources to eliminate reserve apparatus redundancy. Finally, utilizing Corvallis volunteer personnel for out-of-town inter-facility transfers for both agencies not only reduces costs but also maintains a higher level of emergency response coverage for both jurisdictions during long-transports. This would require impact bargaining with the affected labor groups.

Fire Prevention

The fire marshal's offices should form an ongoing task force to address public education, fire investigation (fire cause determination), and data analysis. Public education lends itself to regional approaches, with only slight modifications to address specific fire problems unique to the two jurisdictions. By combining resources, the fire departments can reassign any duplicated positions. The public educator should craft public education messages based on the fire problem for each jurisdiction and provide overall fire prevention messages for the combined communities. Another function of the public educator should be to perform post-education analysis for evidence of behavior modification and message effectiveness

Both fire prevention divisions should establish common policies and procedures for the Fire Investigation Team (FIT) modeled after the ATF (Alcohol, Tobacco, Firearms and Explosives) MetroFIT. This should include detectives from APD, CPD, and the two county sheriff's departments, who would be responsible for managing the chain of evidence and prosecution of arson cases. Using a rotating duty schedule between the fire agencies spreads the impact across all participating agencies for fire investigation. The two agencies already belong to the Linn-Benton Fire Investigation Team; however, additional fire departments in the region should be encouraged to join and contribute to the effort.

The fire prevention divisions are well equipped to manage organizational data analysis, since they perform that function to identify fire problems in their communities. Expanding their duties to manage and evaluate all emergency incident data centralizes the information, facilitating analysis of trends, "hot spot" activities, and annual performance metrics for both agencies. Careful analysis of the impact on existing workload must be performed. In addition, alignment of software programs to provide uniform data points may require expenditure for both agencies.

Communications

The dispatch functions for each city can remain as independent centers; however, information must be shared between the two jurisdictions when resources are being depleted to a predetermined level. Both fire departments should plan for and establish minimum resource availability. A minimum resource threshold level should trigger the dispatch centers to proactively communicate with the duty chief(s), causing a redeployment of the combined resources to fill gaps in the system.

Both dispatch centers must be requested to track key emergency dispatch and response milestones: time call received, call processing time, time of initial dispatch, time of response for all units on call, time of arrival for all units on call, time of patient contact (if applicable), and elapsed time of call. These are industry standards for the fire service and provides for better, more efficient management decisions based on critical data.

Capital Resources

Both agencies should develop and adopt a combined capital equipment plan. Pooling reserve apparatus between Albany and Corvallis will reduce the expense of and the need for keeping and maintaining excess reserve apparatus. A ratio of 4:1 (front line to reserve, not including apparatus set aside for call-back responses) apparatus by type is appropriate, allowing both agencies to liquidate excess apparatus. The Benton County maintenance supervisor should be consulted on the appropriate reserve units to be liquidated. A user group should be formed, including the maintenance shop supervisor, to develop broad apparatus specifications where appropriate for the combined service area. Some differences in operation (wildland terrain varies between the two agencies, requiring off-road capability to be considered in some areas) require careful analysis of which apparatus lends itself to group purchases. By developing broad specifications, both agencies facilitate purchasing replacement apparatus in quantity, reducing the per unit price. Both cities should invest in a combined agency apparatus replacement fund, with both agencies contributing to it based on an incremental cost forecast. This replacement fund could be managed by the Benton County maintenance supervisor or tracked separately by each city.

Both cities have developed high quality fire and emergency medical services agencies in spite of challenges in financing, customer expectations, and demographics. However, given the realities of current economic conditions and likely changes in underlying public sector financing, both cities face the need to address and define the type of emergency service residents can expect in the future and whether each city's current delivery model will be viable long term.

Evaluation of Current Conditions

The following survey includes a detailed review of the fire departments and their programs. It is arranged by the eleven sections shown below:

1. Organizational Governance and Overview
2. Fiscal Management
3. Organizational Management
4. Planning for Fire and Emergency Medical Protection
5. Human Resource Management
6. Organizational Staffing
7. Emergency Service Delivery System
8. Emergency Service Training Program
9. Fire Prevention Program
10. Capital Improvement and Replacement Programs
11. Strategic Resources

The criteria used to evaluate AFD and CFD have been developed by ESCI over many years and after hundreds of other similar surveys. We consult relevant National Fire Protection Association (NFPA) Standards, the Center for Public Safety Excellence (CPSE), health and safety requirements, federal and state mandates relative to fire protection, fire protection standards of the property insurance industry, and generally accepted practices within the fire and emergency medical disciplines.

Each survey objective provides the reader with general information about that element, as well as specific observations concerning significant issues or pertinent conditions. Observations are generally supported by data collected as part of the survey and/or interview process. Recommendations are included to target and resolve identified issues and/or concerns or to take advantage of opportunities that may exist.

Survey of Current Conditions

Survey Table 1: Organization Overview

Survey Components	Observations – Organization Overview		
	Albany FD	Corvallis FD	Actions to Consider
1. Responsibilities & Lines of Authority			
A. Governing body	City Council	City Council	
i) head of governing body	Mayor Sharon Konopa	Mayor Julie Manning	
ii) key employee of governing body	Wes Hare City Manager	James A. Patterson City Manager	
iii) meetings	2nd and 4th Wednesdays, and work sessions 2nd and 4th Mondays	1st & 3rd noon meeting Monday of every month, additional evening meeting if public hearings are required.	
B. Elected official authority defined	Yes by statute – 6 councilors serving 4-year terms with 2-year mayor terms	Yes by statute – 9 councilors serving 2-year terms with 4-year mayor terms	
C. Fire chief position	John Bradner	Roy Emery	
i) hired by contract	Yes	At will employee by CM	
ii) term of contract	Open ended, terminated by either party (at will)	Not Applicable (NA)	
iii) periodic performance evaluation	Yes – every three years city-wide	Annual -- consistent	
D. Fire chief/authority defined	Yes – by job description and by some city municipal code references	Yes - by job description & by some city municipal code references	
E. Policy and administrative roles defined	No	They are defined but not always coinciding between citywide and dept.	
2. Attributes of Successful Organizations			
A. Rules and regulations maintained	Policies – no regular schedule to maintain	Yes – Dept Operational Guidelines	
i) process for revision provided	Yes	City policies are reviewed on a 2 or 4-year cycle – department policies are reviewed by exception	
B. Legal counsel maintained	City Attorney	City Attorney – contract private attorney	
i) consultation available	Yes	Yes – interfund charged on average usage	
ii) labor counsel	Outsource to labor attorney on negotiations	No – goes through HR	

Survey Components	Observations – Organization Overview		
	Albany FD	Corvallis FD	Actions to Consider
C. Financial controls			
i) financial control system	Yes	Yes	
ii) financial review	CAFR annually	CAFR annually	
iii) auditor	Yes -- annually	City brings in an outside auditor	
iv) frequency of review	Annually	Annually	
D. Governing body minutes maintained	Yes	Yes	
i) availability of minutes	Yes – on line and video tape	Yes – available on the website	
3. Organizational Structure			
A. Structure type	Hierarchical	Flat	
B. Descriptions of all jobs maintained	Yes – HR maintains them	Yes	
i) job descriptions updated	As needed – driven by vacancy	When the position is open, but theoretically every year when the JD is evaluated in the Performance Appraisal process	
C. Employment agreements	CBA with IAFF and AFSCME– all non-rep mgrs. are at will (BCs and DCs)	Collective Bargaining Agreements (IAFF, AFSCME) – all non-rep mgrs. are at will (BCs and DCs)	
4. Chain of Command			
A. Unity of command	Hierarchical	Hierarchical	
B. Span of control	Appropriate, 5-1 is greatest span	8 report directly to chief, 4 DCs, 3 BCs and Admin. Asst. for non-emergency operations	
C. Hiring/Firing authority	Yes	Yes	
5. Formation and History			
A. Organization formed	1869	1874	
B. History maintained	Yes	Yes	
i) Individual or group responsible	Albany Engine Co. No. 1	Had a historian, but when he retired, it wasn't replaced	
6. General Description of Agency			
A. Agency type	City	City	
B. Area, square miles	81 square miles for fire, 205 for EMS	City is 15, District 30 = 45 for fire. For ASA, 765 square miles (most of Benton County and small sliver of Linn County)	
C. Headquarters	333 Broadalbin St. SW	400 NW Harrison Blvd.	
D. Fire stations	4	6	

Survey Components	Observations – Organization Overview		
	Albany FD	**Corvallis FD**	**Actions to Consider**
E. Other facilities	Vehicle Maintenance Facility on Station 13's property	Training Tower	
F. Emergency vehicles			
i) engine	3	6	
ii) engine, reserve	4	1	
iii) ladder truck	1	1	
iv) ladder truck, reserve	0	0	
v) ambulance	3	3	
vi) ambulance, reserve	3	1 + 1 for event stand-by and can be staffed if necessary	
vii) command	1	1 + 1 reserve	
viii) boat	2 jet sleds (18' & 25') and jet ski	1 jet sled	
ix) tenders	1 + 1 pumper/tender (one of the engines)	3 +1 on order	
x) brush	2	5	
G. ISO rating	3 (8B in rural)	3 (8B in rural)	
i) date of most recent rating	2010	2009	
ii) maximum fire department credit possible	50.0	50.0	
iii) total fire department credit given	31.07	32.57	
iv) divergent reduction	-6.57	-5.43	
v) total credit	70.16	69.10	
H. Total fire department personnel, uniformed and civilian	76 (79 authorized)	116 (includes volunteers)	
i) administrative and support personnel, full-time	9 + 3	12	
ii) administrative and support personnel, volunteer	no	2	
iii) operational personnel, full-time	60 (not including 3 B/Cs	54 (not including 3 B/C's)	
iv) operational personnel, volunteer	no	45 maximum (in shifts)	
7. Finance Overview			
A. Designated fiscal year	July 1 to June 30	July 1 to June 30	
B. Assessed property value, FY 2011	$2,720,366,416 (urban renewal dist) $2,618,801,545 (w/o URD)	$4,955,538,404 (2011)	
C. Revised 2011 general operating fund budget, fire department	$11,362,920 (includes levy and ambulance)	$10,665,080 (includes ambulance)	

Survey Components	Observations – Organization Overview		
	Albany FD	Corvallis FD	Actions to Consider
D. General fund property tax, FY 2011			
i) levy rate (FY 2000 through 2010)	Not Available (city levy = 0.0077724 in 2011)	Not Available (city levy = 0.0060871 in 2011)	
ii) General Fund levy collection rate FY 2010	93.44%	96.58%	
E. Bonds, fire department	Yes –Stations 13 and 14	None	
i) levy rate	It is a GO bond so an amount is levied rather than a rate. The equivalent rate for the amount levied in 2010 was approximately $0.3926	N/A	
F. Other tax levy, public safety	Budgeted $2,439,300 - - $2,308,154 collected (joint ambulance, fire, police levy) AFD gets about 50%	None	
i) levy rate	$0.95/1,000	N/A	
8. Demographics			
A. Population, 2010	50,158 (city) 56,648 (includes district) 59,934 (ASA)	54,462 (city), 66,887 (includes district)	
i) population history (2000 – 2010)	40,852 to 50,158 (22.78% growth)	49,322 to 54,462 (10.42% growth)	
ii) percent urban/suburban (CFAI)	City Urban – 66.1% Suburban- 7.34% Rural District Urban - 0.47% Suburban - 2.18%	City Urban - 58.87% Suburban- 13.48% Rural District Urban – 1.67% Suburban – 9.55%	
iii) percent rural	City – 26.55% District – 97.36%	City – 28.37% District – 89.02%	
B. Total residential units, 2010	20,979 (City only)	23,423 (City only)	
C. Businesses, 2010	2,547 (commercial & industrial)	Undetermined	
9. Alarms FY 2009/10			
A. Fire	159	131	
i) value of property exposed to fire	$12,428,300	$26,720,076	
ii) value of property lost	$2,273,438	$1,934,061	
B. Rupture or explosion	2	20	
C. EMS/rescue	5,491	4,093	
D. Number of EMS transports	3,466	3,219	
E. Hazardous condition	66	124	
F. Service call	116	507	

Survey Components	Observations – Organization Overview		
	Albany FD	Corvallis FD	Actions to Consider
G. Good intent call	238	589	
H. False call	257	400	
I. Severe weather	0	2	
J. Other	8	9	
K. Total	6,337	5,873	

Survey Table 2: Management Components

Survey Components	Observations – Management Components		
	Albany FD	Corvallis FD	Actions to Consider
1. Mission, Vision, Strategic Planning, Goals and Objectives			
A. Mission statement adopted	Yes	Yes	
i) displayed	Yes – in each station & shoulder patches	In each station	
ii) periodic review	Yes	Yes, prior to 2009 Strategic Planning Process	
B. Vision established and communicated	Yes	No	
C. Values of staff established	Yes	Yes	
i) organizational focal points	Yes	Yes	
D. Strategic or master plan	SOC drives strategic decisions – City Strategic Plan has FD component	Yes—2009-14	
i) adopted by elected officials	Council approves city Strategic Plan	Presented and accepted	
ii) published and available	Available upon request	Yes	
iii) periodic review	Yes - partially	Yes	
E. Agency goals and objectives established	Yes – city has them in a global strategic plan	Yes	
i) date developed	2010	2009	
ii) periodic review	Annually	Annually	
iii) tied to division/personnel performance statements/plans	No	Yes – individuals responsible for the goal or objective	
iv) objectives linked to programs	No	Yes	
v) performance objectives established	Yes -- global	Yes	
F. Code of ethics established	No	No	
2. Availability of SOPs, Rules and Regulations, Policies			
A. Copies of rules provided	Yes	Yes	
i) last date reviewed	Used to be reviewed annually – now done by exception	Every three years	
B. Copies of SOGs or guidelines available	Yes	Yes	
i) regular update	Used to be reviewed annually – now done by exception	Dept. Operational Guides (DOG), where applicable are referred to city policy	

Survey Components	Observations – Management Components		
	Albany FD	Corvallis FD	Actions to Consider
ii) process for development of new SOGs	As the issue comes up, it is assigned to the person responsible for the area, research background, may review with union, implement	Anybody can submit a revised proposed DOG. Operations group reviews, then submits to org for review and comment. Then adopted.	
iii) SOGs used in training evolutions	Yes	Training manual that outlines all procedures and evaluations	
C. Policy manual available	Yes – on line	Yes – hard copy and on line	
i) reviewed for consistency	Yes	Yes	
ii) reviewed for legal mandates	Yes	Yes	
iii) training on policies provided	Yes	BCs share information with crews, if new equipment, training is provided	
3. Critical Issues			
A. Critical issues are identified			
i) first critical issue	Funding Sustainability	Funding Sustainability	
ii) second critical issue	Morale	People (adequately support them)	
iii) third critical issue	Replacing Station 11	Ongoing Community Support	
4. Challenges of the Future			
A. Challenges are identified			
i) first challenge	N/A	N/A	
ii) second challenge	N/A	N/A	
iii) third challenge	N/A	N/A	
5. Internal and External Communications			
A. Internal communications	E-mail	E-mail	
i) regularly scheduled staff meetings (fire department)	Yes – Operations meetings once a month	Yes—Operations meetings monthly	
ii) written staff meeting minutes	Yes	Yes	
iii) memos	Yes; not primary source of communication, but increasingly being used	Yes	
iv) member newsletter	No	No	
v) member forums	No	No	
vi) open door policy	Yes	Yes	
vii) bulletin board	Yes – at each station	Yes – at each station	
viii) vertical communication path clearly identified	Yes	Yes	
ix) e-mail	Outlook	Outlook	

Survey Components	Observations – Management Components		
	Albany FD	Corvallis FD	Actions to Consider
x) employee mail boxes	Yes	Yes	
xi) voice mail	Yes – for Lt. and above	No – turned off at substations – crews not checking messages. Staff has them.	
xii) issues taskforce	Yes	May – depending on issue. Diagonal slice of org.	
B. External communications			
i) community newsletter	No	Yes, annual report	
ii) website	Yes	Yes	
iii) advisory committee(s)	Public Safety Commission	No	
iv) complaint process	Yes	Yes	
vi) email	Yes	Yes	
vii) community survey	Yes as a city – FD sends customer satisfaction card after calls	City does	
viii) local community planning organizations	LEPC	LEPC	
ix) focus groups	Not typically	In strategic planning process	
6. Decision Making Process			
A. Preferred management methodology of the fire chief	Collaboration and empowerment	Delegate and empower, on some major issues is autocratic	
B. Management process identified	No	No	
C. Decision making process established	Nothing formal	Non-emergent – any division can implement a decision	
7. Document Control			
A. Process for public records access established	Yes	Yes	
B. Hard copy files protected	Yes	Yes	
C. Computer files backed up	Yes	Yes	
8. Security			
A. Building security	Yes – public access doors are combo locked	Yes – public access doors are combo locked	
B. Office security	Yes – key locked	Yes – key locked	
C. Computer security	Password protected	Password protected	
D. Vehicle security	Typical	Typical	
E. Capital inventory maintained	Yes; by City Finance	Yes	
i) asset security system used	No	Yes	
ii) inventory interval	No	Annual	

Survey Components	Observations – Management Components		
	Albany FD	Corvallis FD	Actions to Consider
F. Monetary controls used			
i) cash access controls	Yes – City Cash Handling Guidelines -- $250 petty cash, $200 daily cash drawer	The City has a complete set of internal controls in place, including who has access to cash, requirements for daily deposit, review of the deposit amount, etc. Petty cash is managed through a set of authorizations/custodial requirements and requires both receipts and periodic reconciliations.	
ii) credit card controls	Yes – P Card Policy	Yes – P Card Policy	
iii) purchasing controls	Yes – Financial Policies	Yes – Financial Policies and Municipal Code	
9. Reporting and Records			
A. Records kept by computer	Yes	Incidents, Most Other	
i) type of platform	PC	Server/PC	
ii) operating system	Microsoft XP Pro	Win 7; SQL 2008	
B. Periodic report to elected officials	Yes	Yes, Numerous	
i) financial report	Yes – via Finance dept. and CM	Yes – via Budget Office and CM	
ii) management report	No	Yes	
iii) operational report	Yes	Yes	
iv) distributed to others	No	Yes	
C. Annual report produced	No	Yes	
i) distributed to others	N/A	Yes	
ii) analysis of data provided	N/A	Yes, Comparator Data	
D. Required records maintained	Yes	Yes	
i) incident reports	Yes	Yes	
ii) patient care reports	Yes	Yes	
iii) exposure records	Yes	Yes	
iv) SCBA testing	Yes	Yes	
v) hose	Yes	Yes	
vi) ladder	Yes	Yes	
vii) pump	Yes	Yes	
viii) breathing air	Yes	Yes	
ix) vehicles	Yes	Yes	
x) gas monitors	Yes	Yes	

Survey Components	Observations – Management Components		
	Albany FD	Corvallis FD	Actions to Consider
10. Budgetary Controls			
A. Designated fiscal year	July 1-June 30	July 1-June 30	
i) budget cycle	Annual	Annual	
B. Budget officer	City Manager	City Manager	
C. Budget development process	Jan. 1 – budget process starts Jan. 15 – requests submitted to BCs Feb. 1 – requests submitted to budget mgr. Feb. 15 – budget mgrs. submit to chief Feb. 28 – budget finalized by mgmt. team Mar. 1 – submit dept. budget to finance	Changes according to preference of city manager	
i) governance	Budget Commission advises council, who takes final action during budget hearings in June	Budget Commission advises council, who takes final action during budget hearings in June	
ii) administration	Submitted by March 1	City Manager is budget officer by city charter. CM sets budget strategy, prepares proposed budget, presents to budget commission	
iii) management	Submissions by February 1	Dept. heads compile proposed budgets, submits to budget office for review	
iv) staff	Submissions by January 15	May be involved to provide expertise to department head	
v) community	Citizens on Budget Committee – review in May	As budget committee members, advisory boards and commissions, or during public hearing	
D. Budget adoption process	Outlined in writing each budget year with dates and deadlines	CM files proposed budget with budget commission. Budget commission holds hearings, deliberates and recommends to council. Council may increase recommendation by no more than 10% in any fund.	

Survey Components	Observations – Management Components		
	Albany FD	**Corvallis FD**	**Actions to Consider**
i) budget approval	Budget Committee recommends, Council approves	Budget Committee recommends, Council approves	
ii) funding approval	By Council	By Council	
E. Financial control officer	Finance Director	Finance Director	
i) financial report	Monthly -- Issued to Council in public meeting, posted on web site	Monthly – department head submits to CM and FD. Budget Office submits quarterly reports. Finance Department prepares CAFR at end of fiscal year. Posted on web.	
ii) financial review	Annual -- Finance Director performs, reports to City Manager and council	Yes – outside auditor	
F. Basis of accounting	Modified Accrual	Modified Accrual for gov't funds and accrual for proprietary funds.	
G. Purchasing			
i) purchasing policy	Yes – consistent with ORS 279 A, B, C	At least as restrictive as state law, and lower bid threshold than state law requires	
ii) credit cards	Yes – P Cards through Wells Fargo	Yes – P Cards	
iii) purchase orders	Yes	Yes – amounts over $2,500	
iv) open accounts	No	Few – being transitioned to P Cards	
v) petty cash accounts	Yes -- $250	Yes – 3 funds – Prevention @ $200 Administration @ $200, Conflagration @ $100	
vi) central supplies/logistics	No	No	
vii) joint agreements/ventures	Yes	Yes	
viii) JPAs	Yes	Yes -- JPA with TVFR for uniforms and bunker gear	
ix) bidding	Yes -- Finance Dept. has purchasing agent and handles	Informal quotes between $2,500-50,000; formal RFP over $50,000	
x) leases	Yes	Yes – very few	
11. Planning			
A. Strategic/Master planning	City has Strategic Plan	Yes	
i) plan period	5 years	5 years	

Survey Components	Observations – Management Components		
	Albany FD	Corvallis FD	Actions to Consider
ii) periodic review	Annually	Yes	
iii) goals	Yes	Yes	
iv) funding	Budgeting driven by Strategic Plan	No	
B. CIP Capital improvement plan	Yes	Yes	
i) plan period	Annual	Annual	
ii) periodic review	Yes	Yes	
iii) projects	Yes	Yes	
iv) funding	Funding is identified in CIP	Partial	
12. Budget			
A. Service level defined	Workload indicators, FTE allocations	Performance indicators, FTE Allocations	
B. Operating budgetary funds	Yes	Yes	
i) organized by program or category	Yes -- both	Yes -- both	
ii) sub accounts	Yes -- object codes – detailed line items	Yes -- object codes – detailed line items	
C. Reserve funds	Yes – contingency and capital replacement	Yes – capital replacement	
D. Revenue funds	Contracted districts, ambulance, and operating levy (restricted for Fire purposes)	Contracted district, ambulance, and Fire & Rescue fund (fees for service)	
E. Enterprise funds	No	No	
F. Adopted budget FD income accounts, 2010 actual amounts	$9,042,075	$10,213,164	
i) EMS transport revenue	$2,012,994 (FireMed and transport plus interest) FY2011	2011 FireMed and Ambulance: $1,935,361	
iii) Plan review & permits	No	Yes	
G. Revised budget FD expense accounts, 2010 General Fund	$9,051,087	$10,413,153	
i) personnel	$7,224,486	$8,317,495	
ii) contractual	$1,817,589	$492,325	
iii) commodities	Not provided	$1,403,344	
iv) capital outlay	$9,012	$199,989	
H. District overhead			
i) reserve fund contributions	No	Barely -- $75k, except retirements are not funded and there are a dozen people eligible	
ii) fleet rental charges	Yes -- (motor pool, seldom used)	No – contemplating an administrative fee, which will be rolled into hourly rate	

Survey Components	Observations – Management Components		
	Albany FD	Corvallis FD	Actions to Consider
iii) fleet maintenance charges	Actual costs	Actual costs now, changing to add admin fee.	
iv) motor fuel charges	No – Card Lock system plus Linn County fueling site	City owned fueling facility and county fueling facility	
v) property/casualty insurance	Yes	Yes	
vi) medical and dental insurance	Yes	Yes	
vii) workers' compensation	Yes	Yes	
viii) workers' compensation mod rate	0.79	0.99	
ix) employee pension plan	Yes	Yes	
13. Debt			
A. Bonded debt	Yes	No	
B. Capital lease	No	No – drill tower, when built, will be on leased property from PW	
C. Unfunded liability			
i) pension fund	Unknown – the premium for pensions is charged to the employer to cover future pensions	Unknown – the premium for pensions is charged to the employer to cover future pensions	
ii) workers' compensation claims	No outstanding claims	No outstanding claims	
14. Revenue			
A. Tax levy			
i) limitations	Operating levy: ambulance, fire, police Rate: 0.95 under compression	$5.1067 permanent rate for city. Very little Measure 5 compression. City has local option currently, but none for CFD	
B. Service contracts	Albany Rural FPD, North Albany RFPD, and Palestine Rural	Corvallis Rural, OSU Inspections, 509J Inspections, Confined Space Rescue/OSU	
C. Grants			
i) recent awards	Seismic analysis, Rehabilitation Station 12, PIO training, USAR training, Target Grant for weather radios for vulnerable populations, Vista Volunteer, vulnerable pop. plan,	Power cots	

Survey Components	Observations – Management Components		
	Albany FD	Corvallis FD	Actions to Consider
ii) county grants	3 haz-mat(LEPC), 2 training grants; one exercise grant	None	
iii) outstanding applications	None	None	
D. Fundraising			
i) Foundation	AFFCAF Community assistance program 501(c)3 – Approximately $15,000 annual income	FC is setting up 501(c)3	
ii) Volunteer Association	N/A	Yes 501(c)3 -- Pancake breakfast for Mario Pastega House	
E. Fees for service			
i) ambulance transport fee structure	Base Rate - $1,020 Bariatric Services - $420 Extrication/Rescue - $420 Mileage (per loaded mile) - $19.50 Extra EMT (per hour) - $90 Waiting Time (per hour) - $180 Aid Call (no transport) - $420 FireMed Membership (annual) - $50 Stand-by Coverage (per unit/per hour) - $270 Stand-by Coverage (per EMT/per hour) $90	ALS 1 & 2 - $1000 BLS - $775 Stretcher Trans - $445 Eval & Tx No-Transport -- $450 Assist Calls -- $186 Critical Care Packaging for Air Transport - $400 Transp mileage - $15 Extra Attendant - $61 Waiting Time (per ½ hour) -- $61.25	
ii) billing for fire response	No	Bill for "no district" responses (no man's land) and for non-resident responses to MVAs	
iii) inspection fee	No	Bill for re-inspections but not for initial inspections. Numerous fire permits and fees identified in municipal code	
iv) hazardous materials	State collects	State collects	
v) cost recovery -- external	Fire districts and conflagration response	Bill for "no district" responses (no man's land) and for non-resident responses to MVAs	
vi) impact fee(s)	No	No	
vii) school/student fee	No	No	

Survey Components	Observations – Management Components		
	Albany FD	Corvallis FD	Actions to Consider
vii) event stand-by charges	Yes – ambulance for private events, and engine for sprinkler testing	Standby Time $250/hour EMT Standby $70.00/hour	
F. Ambulance service collection(s)	$4,088,492 billed, $1,882,588 collected $1,789,834 mandated write-offs $416,070 bad debt	$3,402,323 billed $1,824,320 collected $1,228,795 mandated write-off $349,208 bad debt	
i) percentage collected (year 2010)	46%	54%	
ii) collection fee(s)	Collection Agent Adds Fee	Collection Agent Adds Fee	

Comments: Corvallis Fire Department is prepared to move forward on acquiring a drill tower. $868,000 is set aside for acquisition and construction

Survey Table 3: Staffing and Personnel Management

Survey Components	Observations – Staffing & Personnel Management		
	Albany FD	Corvallis FD	Actions to Consider
1. Policies, Rules, Regulations, and Operational Guidelines			
A. Human resource manager	City HR Dept.	City HR Dept.	
B. Personnel policy manual maintained	Yes	Yes	
i) manual provided at initial hiring	Yes	Yes	
ii) training provided	Yes	Yes	
iii) periodic review & update	Yes	Yes	
C. Rules and regulations provided	Yes	Yes	
D. Operational guidelines provided	Yes	Yes	
E. Position Descriptions current/accurate	Yes	Yes	
E. Desk manuals	Yes	Yes	
F. Retention program established	Yes	No	
2. Compensation, Point System, and Benefits			
A. Uniformed employee compensation, FT annual			
i) fire chief	91,440-108,072	95,253-121,570	
ii) asst. chief	82,176-104,088	N/A	
iii) deputy chief, Support	75,180-95,244	79,948-100,752	
iv) fire marshal	75,180-95,244	79,948-100,752	
v) battalion chief	70,860-89,784	79,948-100,752	
vi) training Lieutenant, nonexempt	60,744-84,012	N/A	
vii) deputy fire marshal, nonexempt	64,452-89,028	N/A	
viii) emergency management coordinator, exempt	N/A	N/A	
ix) field training officer, captain – nonexempt	N/A	N/A	
x) EMS coordinator, nonexempt	N/A	N/A	
xi) captain	N/A	N/A	
xii) technical services coordinator, lieutenant	N/A	N/A	
xiii) EMS field coordinator	N/A	N/A	
xiv) fire lieutenant/fire investigator	N/A	N/A	
xv) fire plans examiner/inspector	54,300-80,640 (DFM I & II)	59,696-78,021	
xvi) lieutenant	60,744-84,012	60,424-79,003	
xvii) engineer	54,816-75,312	55,998-73,179	
xviii) firefighter/paramedic	56,952-72,024	56,694-74,518	
xix) public information specialist – exempt	N/A	N/A	

Survey Components	Observations – Staffing & Personnel Management		
	Albany FD	Corvallis FD	Actions to Consider
xx) firefighter II	51,096-66,168	51,775-68,053	
xxi) firefighter I entry level	51,096	51,775	
B. Additional compensation			
i) EMT premium pay	EMT-I incentive	EMT-I incentive	
ii) paramedic pay	Yes	Yes	
iii) clothing allowance	No	No	
iv) longevity pay	Yes (incl. in salaries)	No	
v) other specialty pay	Special Teams	No	
C. Non-uniformed employee compensation, FT annual			
i) administrative assistant	48,240-59,340	39,624-52,308	
ii) staff assistant	31,922-44,304 (II and III)	39,624-50,580	
iii) management intern	N/A	N/A	
D. Career employee benefits			
i) social security	Yes	Yes	
ii) worker's compensation	Yes	Yes	
iii) pension	Yes	Yes	
iv) deferred compensation	Yes	Yes	
v) medical insurance	Yes	Yes	
vi) dental insurance	Yes	Yes	
vii) short and long term disability insurance	Yes	Yes	
viii) life insurance	Yes	Yes	
ix) vision insurance	Yes	Yes	
x) survivor income benefit	Yes	Yes	
xi) additional life insurance	Yes	Yes	
E. Volunteer compensation			
i) LOSAP	N/A	No	
ii) other benefits/incentives	N/A	Yes	
3. Reports and Records			
A. Personnel records maintained	Yes	Yes	
i) application retained	Yes	Yes	
ii) historical records retained	Yes	Yes	
iii) performance evaluations retained	Yes	Yes	
iv) injury and accident records retained	Yes	Yes	
v) health and exposure records maintained	Yes	Yes	
4. Disciplinary Process			
A. Disciplinary policy established	Yes	Yes	
B. Disciplinary process communicated	Yes	Yes	
C. Appeal process provided	Yes	Yes	
i) recent litigation	No	No	
ii) pending litigation	No	No	
5. Counseling Services			
A. Critical incident stress debriefing	Yes	Yes	

Survey Components	Observations – Staffing & Personnel Management		
	Albany FD	Corvallis FD	Actions to Consider
B. Employee assistance program	Yes	Yes	
C. Intervention program	Yes	Yes	
6. The Application and Recruitment Process			
A. Recruitment program	Through National Testing/Neo-gov	Through Neo-gov	
B. Application process			
i) qualification check	Yes	Yes	
ii) reference check	Yes	Yes	
iii) background check	Yes	Yes	
iv) physical standards established	Yes	Yes	
v) knowledge testing	Yes	Yes	
vi) interview	Yes	Yes	
vii) medical exam required	Yes – all entry level and HazMat Team members	Yes – all entry level and HazMat Team members	
viii) psychological exam required	Yes	No	
7. Testing, Measuring and Promotion Process			
A. Periodic competence testing	EMS skills testing	Annual task books for incumbents	Consider adopting similar standards
B. Periodic physical competence testing	Yes	Yes	Consider adopting similar standards
C. Periodic performance review	Yes	Yes	
D. Promotional testing	Yes	Yes	
8. Health and Safety			
A. Medical standards established	Yes	Yes	
i) periodic medical exam	Yes	Yes	
B. Safety committee established	Yes	Yes	Consider communicating findings between the two departments.
i) membership	Mgt & Union	Mgt, Union, & Volunteer	
ii) meetings	Monthly	Monthly	
iii) function	Yes	Yes	
iv) meeting minutes	Yes	Yes	
9. Administration and Other Support Staff			
A. Fire chief	1	1	
B. Deputy fire chief, administration	1—AC	0	
C. Deputy fire chief, technical services	1-EMS & .5 temp in Training	3-EMS, Planning, & Training	
D. Captain, training	1—Lt.	0	
E. Fire Marshal	1	1	

Survey Components	Observations – Staffing & Personnel Management		
	Albany FD	Corvallis FD	Actions to Consider
F. Emergency management coordinator	Temporary Employee 0.5 FTE (City)	0	
G. Captain, field training officer	0	0	
H. EMS coordinator	0	0	
I. Lieutenant, technical services coordinator	0	0	
J. Fire lieutenant/fire investigator	0	2	
K. Fire plans examiner/inspector	1	0	
L. Fire prevention specialist	1 DFM II Public Educator/PIO	0	
M. Public information specialist, exempt	0	0	
N. Public education specialist, exempt	0	0	
O. Administrative assistant	0	2	
P. Staff assistant	4.6 FTE 1 Admin. Supervisor, 1.6 Clerks, 2.0 Ambulance Billing Clerk	2	
Q. Management intern	0	0	
R. Total administrative & support staff	13.1	11	
S. Percent administrative & support to total	17.9%	11.1%	
10. Emergency Service Staff			
A. Battalion chief	3	3	
B. Captain	0	0	
C. EMS field coordinator	0	0	
D. Lieutenant	12	16	
E. Engineer	12	12	
F. Firefighter, paramedic	35	24 (27 authorized) Career, 33 Volunteers/Interns (45 authorized)	
G. Firefighter I and II	Included above	Included above	
H. Total operational staff	62	55 career (58 authorized) + 33 volunteer (45 authorized)	
I. Fire department total	75.1	99 (114 authorized)	
J. Percent of operational officers to firefighters	24%	34.5% (current) 16.67% (authorized)	
11. Use of Career and Volunteer Personnel			
A. Career schedule			
i) length of normal duty period	24 hours	24 hours	
ii) FLSA period	27 Days	27 Days	
iii) duty hours per week	56 hours per week	56 hours per week	

Survey Components	Observations – Staffing & Personnel Management		
	Albany FD	Corvallis FD	Actions to Consider
iv) normal shift begins	0700	0700	
v) callback requirements	No	Yes	
vi) residency requirements	No	Yes	
vii) standby duty requirements	No	No	
B. Operational career services			
i) fire suppression	Yes	Yes	
ii) EMS/rescue, first response	Yes	Yes	
iii) EMS, advanced life support	Yes	Yes	
iv) specialized rescue	Yes	Yes	
v) fire prevention inspections	Yes	Yes	
vi) emergency management	Yes	Yes	
vii) public education	Yes	Yes	
viii) hazardous materials response (level)	Yes	Yes	
D. Volunteer services			
i) chaplain	Yes—on contract	No	
ii) civilian administrative volunteer	No	Yes	
12. Responsibilities and Activity Levels of Personnel			
A. Assignment of routine duties:			
i) by position	House & App Duties	Yes	
ii) by areas of personal interest	Other station responsibilities	No	
B. Special duties assigned by:			
i) bid	No	No	
ii) duty assignment	Yes	Yes	
iii) areas of personal interest	Yes	Yes	
C. Committees and work groups			
i) EMS quality management	Yes	Yes	
ii) chaplain	No	No	
iii) training	Yes	No	
iv) safety	Yes	Yes	
v) building development	No	No	
vi) standards	Yes	No	

Survey Table 4: Service Delivery and Performance

Survey Components	Observations – Service Delivery & Performance		
	Albany FD	Corvallis FD	Actions to Consider
1. Demand			
A. Risk analysis			
i) target hazards identified	Yes	Yes	
ii) geographical call distribution by type/severity	Yes	Yes	
iii) fire flows identified	Yes	Yes	
iv) call distribution chronology	Yes	Yes	
2. Distribution			
A. Facilities			
i) effective reach identified	Yes	Yes	
ii) geographical barriers/gaps identified	Yes	Yes	
iii) inefficient overlap of response areas	Yes	Yes	
B. Apparatus			
i) vehicles appropriate to risk	Yes	Yes	
ii) pumping capacity effective for initial attack	Yes	Yes	
iii) ladders appropriate for rescue/elevated operations	Yes	Yes	
C. Staffing			
i) adequate for initial attack of predominant risk	Yes	Yes	
ii) volunteer turnout time	N/A	Yes	
3. Concentration			
A. Effective response force			
i) defined by call type	Yes	Yes	
ii) achieved by 10 minutes	Yes	Yes (City)	
4. Reliability			
A. Workload Analysis			
i) unit hour utilization	Not Captured	Not Captured	
ii) failure rate by unit identified	Not Captured	Not Captured	
iii) concurrent calls captured	Not Captured	Not Captured	
iv) percent of timely assembly of effective response force	Not Captured	Not Captured	
5. Performance			
A. Cascade of Events			
i) alarm time	Captured	Captured	
ii) notification time	Captured	Captured	
iii) call processing time	Captured	Captured	
iv) turnout time	Captured	Captured	
v) en route time	Captured	Captured	
vi) travel time	Captured	Captured	
vii) arrival time	Captured	Captured	
6. Mutual/Auto Aid			
A. Given/Received balance	2010 – 2.2:1.5	2010—7.0:1.0	

Survey Table 5: Support Programs – Emergency Services Training

Survey Components	Observations -- Training		
	Albany FD	Corvallis FD	Actions to Consider
1. General Training Competency			
A. Incident command system – cert levels defined?	Yes – IS 100, 200, 700 Ranked positions 800, 300-400, 701-703, 704	Yes -- IS 100, 200, 700, 800, 701 and 704 Ranked positions 300-400, 702, 703	
B. Accountability procedures	Passport Accountability System	Passport Accountability System	
C. Policy and procedures	No – Training Division decides these types of issues and issues the directives	No – Mgmt team decides these types of issues and issues the directives	
D. Safety procedures	Yes – Training Chief is the Safety Officer	Yes – Training Chief is the Safety Officer	
E. Recruit academy	Yes – Hire FF1s, so academy is about 6 weeks and push FF2. Most are medics.	Varies – don't require FF1, but if they are current volunteers, give a 2-week academy. If anyone isn't a former volunteer, 5-week academy.	Consider standardizing the recruit academy for both agencies, reducing the economic and operational burden on both agencies and begins developing a common culture
F. Special rescue (high angle, confined space, etc.)	Tech Team (USAR Team), Water rescue, Confined Space, Trench, Hi angle, Structural collapse, vehicle rescue -- dive	Tech Team (USAR Team), Water rescue, Confined Space, Trench, Hi angle, Structural collapse, vehicle rescue – don't dive	Consider standardizing the dive rescue mission across both agencies
G. Hazardous materials	Haz-mat (combined w/ CFD & Lebanon)	Haz-mat (combined w/ AFD & Lebanon)	
H. Wildland firefighting	Yes – DPSST Interface FF at a minimum – mostly operate in the cultivated field	Yes – DPSST Interface FF at a minimum – mostly operate from the cultivated field	
I. Vehicle extrication	Yes	Yes	
J. Defensive driving	Training on driving	Training on driving	
K. Use and care of small tools	Taught through FF1	Taught through FF1	
L. Radio communications & dispatch protocol?	Yes	Yes	
M. EMS skills and protocol?	EMS Chief does this with assistance from Training and Field Trainers	Training Calendar is set up by Training Chief, EMS Chief implements	

Survey Components	Observations -- Training		
	Albany FD	Corvallis FD	Actions to Consider
2. Training Administration			
A. Director of training program	Yes – Training Chief	Yes – Training Chief	
B. Education or background	PM, then private amb, NFA courses for training and EMS, and union president for 15 years	BS in Fire Service Admin, started as Medic, private amb., then hired in fire service. Half way through masters in leadership and half way through EFO	
C. Goals and objectives identified	Set calendar for training	Set calendar for training	
D. Governing body support and concurrence	Yes	Yes	
E. Personnel knowledge and understanding	Yes	Yes	
3. Training Facilities and Resources			
A. Training facilities (tower, props, pits)			
i) live fire prop	Yes – (building a new one behind Station 12)	Exterior -- Natural Gas prop	Consider sharing AFD's mobile burn trailer or investing in a fixed facility centrally positioned for both agencies.
ii) fire and driving grounds	No	No – currently uses airport course and tower	Consider developing a centralized (regional?) training facility with classrooms, live fire rooms, driving grounds and fixed or mobile props
B. Classroom facilities	Yes, Station 11	Yes, Station 1	
C. VCR, projectors, computer simulations	Yes (no simulator)	Yes – Fire Studio	
D. Books, magazines, instructional materials	IFSTA Essentials & Periodicals, some on line	IFSTA library at all stations	
4. Training Procedures Manual			
A. Manual developed and used	No – Apparatus specs driving standards, etc.	Yes – assign technicians to update (AO, etc.). FF manual stays static until or unless something is discovered that needs to be updated.	Establish a standardized training manual, applicable to both agencies, that addresses FF minimum competencies.
B. IFSTA manuals used	Yes	Yes	

Survey Components	Observations -- Training		
	Albany FD	**Corvallis FD**	**Actions to Consider**
5. Methodology Used for Training			
A. Manipulative	Fire, EMS, Rescue, Lt's choice (each week one of these topics is delivered)	Fire, EMS, Rescue, Lt's choice (each week one of these topics is delivered)	
B. Task performances/frequency	Workbooks (taskbooks) for Apparatus Operators and Lieutenant taskbooks for probationary year	Taskbook for probationary year, annual taskbooks for veteran FFs	Consider standardizing taskbooks and use at all operational ranks and assignments
C. Annual training hours	Achieved through monthly training calendar	Yes – 20 hours per month, 240 per year	Consider standardizing training hours by topic/position between both agencies
D. Use of lesson plans	No- Just starting to develop them	Yes – most don't use them	Develop standardized curriculum of training for incumbents to DPSST standards
E. Night drills	Yes	Yes – each company once every four months	Consider combining crews from both agencies for night drills
F. Multi-agency drills	No	Yes	Schedule multi-agency drills at least twice per year
G. Inter-station drills	Yes	Yes	
H. Physical standards or requirements	Yes (medical fitness assessment)	Yes (*NFPA 1582*)	
I. Annual performance evaluation conducted	Yes	Yes	
6. Operations and Performance			
A. Disaster drills conducted	Periodically	Tabletop exercises, FE & FSC. Recently with OSU, GSH, HM5, LEPC	Consider conducting combined disaster drills, alternating target hazards between agencies.
B. Attention to safety	Yes	Yes	
C. Post incident analysis	Yes	Yes	
D. Priority by management toward training	Yes	Yes	
7. Recordkeeping			
A. Individual training files maintained	Yes	Yes	
B. Records and files computerized	Yes	Yes	
C. Daily training records	Yes	Yes	
D. Company training records	No	Yes	

Survey Components	Observations -- Training		
	Albany FD	Corvallis FD	Actions to Consider
E. Training equipment inventoried	No	No	Establish minimum equipment inventory and conduct physical inventory annually
F. Lesson plans used	Yes	Yes	
G. Pre-fire planning included in training	Yes – not regular	Yes – not regular	Integrate target hazards into training simulators, walk-throughs
H. Check-out system on training materials	Yes – AV equipment	Yes – AV equipment	
8. Personnel Trained			
A. Training objective (who, level, etc.)	No	No	Establish specific, measurable, verifiable performance objectives for each rank/position and maintain records/accountability for same
B. Employee development program used	Performance Improvement Plans	Performance Improvement Plans	
C. Goals and objectives identified	Reflected in Training Calendar	Reflected in Training Calendar	
9. Administrative Priority			
A. Budget allocated to training	$46,000 (approx.)	$38,000 (approx.)	
B. Education and training of training officer	Retiring – position being reduced -- Support through sending Training Officers to local training and NFA when requested.	Associates Degree - Bachelor's degree is highly preferred; Five Years' experience at the Lieutenant level or higher; EMT Basic or higher; NFPA Fire Officer II; NFPA Instructor II; Wildland Strike Tem/Task Force Leader; NFA Command and Control Training; Haz Mat Incident Commander	Strongly consider opportunity to closely cooperate or functionally consolidate training under one training chief for both agencies.
C. Using certified instructors	Depends on subject, mostly content experts	Depends on subject, mostly content experts	Consider exchanging Subject Matter Experts between agencies

Survey Components	Observations -- Training		
	Albany FD	Corvallis FD	Actions to Consider
D. Annual training report produced	By request only	Yes	Publish annual training report, forecast training initiatives for next year
E. Adequate training space/facilities/equipment	No	No	Consider developing a centralized (regional?) training facility with classrooms, live fire rooms, driving grounds and fixed or mobile props
F. Maintenance of training facilities	NA	NA	
10. Training Program Clerical Support			
A. Support Staff support	Access to a pool resource	Access to a pool resource	
B. Records computerized software used	Quickcodes – switching to FireHouse	Switching from a homemade program to High Plains	
C. Adequate office space, equipment, and supplies	No	No	Consider developing a centralized (regional?) training facility with classrooms, live fire rooms, driving grounds and fixed or mobile props

Comments: A joint recruit academy (Albany, Corvallis, Lebanon, Philomath, and Tangent) could be administered. Policies and Procedures should be consolidated and standardized. Combined training staff, with some realignment, provides an efficient training cadre without duplication. CFD training software is currently on one computer; it is not networked. There is no closed circuit channel available, but AFD does use “GoToMeeting” software with internet cameras to provide didactic training while keeping crews in quarters. CFD plans to use “Adobe Connect” for training in the future.

Survey Table 6: Support Programs – Life Safety Service Fire Prevention

Survey Components	Observations – Fire Prevention		
	Albany FD	Corvallis FD	Actions to Consider
1. Code Enforcement			
A. Fire codes adopted			
i) code used – year/version	1998 Oregon Fire Code – within the next six months, will be adopting the 2010 code – contract districts follow the code without amendments	2004 Oregon Fire Code – within 6 months, will be adopting the 2010 code -- contract districts follow the code without amendments	Consider adopting concurrent fire codes for uniformity of application to businesses doing business in both cities
B. Local codes or ordinances adopted, amendments	By Council	By Council	Become exempt jurisdictions to manage fire code appeals process
C. Sprinkler ordinance in place	No	No	
2. New Construction Inspections and Involvement			
A. Consulted in proposed new construction	Yes – will notify when final inspections and fire alarm systems	Yes and perform new construction inspections	
B. Perform fire and life safety plan review	Yes – FM provides comment – no obligation to implement	Yes – soon to provide plans review on behalf of bldg. dept. once an employee is hired	
C. Sign-off on new construction	No – comments only, no authority	No – acceptance only	Modify process to require fire prevention sign-off for built-in fire protection features
D. Charges for inspections or reviews	Yes – storage tank removals, firework displays	Yes – 10% from bldg. dept. to pay for plan review – charge for flow tests	
E. Perform existing occupancy inspections	Yes – designed for every three years; with only two people, it's not happening. Sliding scale based on risk	Yes – annually, biennial or triennial – every occupancy every three years, high risk every year	Albany should link staffing level to desired inspection interval and risk
F. Special risk inspections	Yes	Yes	
G. Storage tank inspections	Yes	Yes	
H. Key-box entry program in place	Yes	Yes	
I. Hydrant flow records maintained	No – Public Works maintains them	Yes – FD temp employees do annual maintenance	
3. General Inspection Program			
A. Self-inspection program in place	No	Changed over to a physical inspection	

Survey Components	Observations – Fire Prevention		
	Albany FD	Corvallis FD	Actions to Consider
B. Frequency of inspections	3 years is the desired frequency – not achieved	3 years	
C. Inspection program	Yes	Yes	
D. Citation process in place and formally documented/adopted	Yes – very seldom administered	Yes -- very seldom administered – weed abatement is enforced	Enforce existing regulations or abolish regulations not being enforced
i) court cited to	Municipal Court	Municipal Court	
E. Inspections computerized	Yes	Yes	
F. Community feedback system in place	Yes	Yes	
G. Number of personnel devoted to program	Two	All personnel except staff chief's and admin staff	Albany should utilize company inspections/building familiarization
H. Fees for specialty inspections	Yes – related to permit	Yes – related to permit	
4. Fire Safety and Public Education			
A. Public education/information officer in place	One dedicated (two authorized) -- Engine companies also participate – creates curriculum internally based on the fire problems in Albany	All prevention staff act as PIO. PE functions are spread across all fire prevention staff. Engine companies also participate	
B. Feedback instrument used	Yes	Yes	
C. Public education in the following areas:			
i) calling 9-1-1	Yes	Yes	
ii) EDITH (exit drills in the home)	Yes	Yes	
iii) smoke alarm program	Yes	Yes	
iv) fire safety (heating equipment, chimney, electrical equipment, kitchen/cooking, etc.)	Yes – chimney brush check-out program	Yes – cooking props, extinguishers, sprinkler trailer	
v) injury prevention (falls, burns/scalding, bike helmets, drowning, etc.)	Yes -- Provide bike helmets, life vests, and fall prevention hardware to anyone in need	Yes	
vi) fire extinguisher use	Yes	Yes	
vii) fire brigade training	No	No – no man's land area occasionally asks for training	
viii) elderly care and safety	Yes	Yes	
ix) curriculum used in schools	Yes	Yes	
x) baby-sitting classes offered	No	No	
xi) CPR courses, blood pressure checks offered	Yes – BP checks but not CPR	Yes – BP checks but not CPR	

Survey Components	Observations – Fire Prevention		
	Albany FD	Corvallis FD	Actions to Consider
D. Publications available to public	Yes	Yes	
E. Bilingual information available	Yes	Yes	
F. Annual report distributed to community	No	Yes	Albany should post annual report to its website for public access
G. Juvenile fire setter program	Yes	Yes	
H. Wildland interface education offered	No	Yes	Albany should incorporate FireWise or similar curriculum for its residents
5. Fire Investigation			
A. Fire origin and cause determination	Yes	Yes	
B. Arson investigation and prosecution	Yes	Yes	
i) arson investigation training provided	Yes	Yes	
C. Person responsible for investigations	Yes -- FM	Yes -- FM	
D. Local FIT membership (fire investigation team)	Yes – CFD & AFD are principal participants	Yes - CFD & AFD are principal participants	
E. Process for handling juvenile suspects	Yes – thru PD	Yes – thru PD	
F. Liaison with law enforcement	Yes -- loose	Yes -- loose	Consider forming an arson task force including combined FD investigators & PD officers specially trained in arson investigation
G. Scene control practices in place	Yes	Yes	
H. Photographer available	Yes	Yes	
I. Adequate and appropriate equipment issued/supplied	Yes	Yes	
J. Evidence collection process in place	Yes	Yes	
K. Release required for entry	Yes	Yes	
L. Reports and records of all incidents made	Yes	Yes	
M. File, record, and evidence security	Yes for files and records – evidence secured by PD	Yes for files and records – evidence secured by PD	
6. Statistical Collection and Analysis			
A. Records kept by computer	Yes	Yes	
i) type of operating platform	MS – XP 2003	MS – XP 2003	

Survey Components	Observations – Fire Prevention		
	Albany FD	Corvallis FD	Actions to Consider
ii) software used	MobileEyes and Office Pro 2007	Office suite 2003, High Plains RMS system Alseageo is exporting tablet data to spreadsheet	
B. Information collected in the following areas:			
i) fire incidents	Yes	Yes	
ii) time of day and day of week	Yes	Yes	
iii) alarm method - how rec'd	Yes	Yes	
iv) dispatch times	Yes	Yes	
v) response times	Yes	Yes	
C. Information analyzed & used for planning	Yes	Yes	
D. Reports made & distributed	Yes	Yes	
E. FTEs used in data collection & analysis	No dedicated employees – existing staff performs as capacity allows	No dedicated employees – existing staff performs as capacity allows	Pool staff to gain half-time capacity to data collection and analysis
F. Are fire facilities networked	Yes	Yes	
i) e-mail used	Yes	Yes	
ii) intranet/shared software programs	Yes	Yes	
iii) fax used	No	Yes	

Comments: Both cities are working to become an exempt jurisdiction. If they do, they establish the appeals process. In the opinion of the two fire marshals, there is no opportunity to charge for fees in Albany or Corvallis. Albany sponsors a Summer Safety Camp for youth in partnership with APD and offers scholarships for underprivileged kids. Many giveaways are offered at Albany (smoke-detectors, fire escape ladders, grab rails, etc.) which are paid for through the general fund. The State of Oregon provides smoke detectors for free, but the Public Educator doesn't accept them because "there are too many strings are attached." This position should be reconsidered to free up general fund dollars for reinvestment into the prevention hard costs. CFD volunteers are required to perform 12 hours of volunteering in fire prevention per year. This should continue and possibly be expanded to include Albany.

The fire cause determination function could be combined into a regional fire investigation team (FIT). Investigations can be performed during daylight hours, with standardized policies and procedures. The regional FIT should use the ATF MetroFIT model policies as a starting point. Obstacles may include volunteer agencies feeling left out.

Albany's Public Educator is preparing to do post education evaluation to determine the education efforts' effect on behaviors. Additional needs in the two fire prevention divisions differ. In Corvallis, the fire marshal would like to add additional staff for plan review and new inspections, including investigations. In Albany, the fire marshal would like to add an administrative assistant.

Survey Table 7: Support Programs – Emergency Communications

Survey Components	Observations -- Communications		
	Albany FD	Corvallis FD	Actions to Consider
1. Communications Provider			
A. Emergency Dispatch Agency	Linn County Sheriff's Office	Corvallis Regional 9-1-1 Communications Center (CRCC)	Develop a protocol for communicating ALS transport level 0.
i) population served	120,000	85,000 (Benton County)	
ii) 9-1-1 PSAP – (public safety answering point)	Linn County Sheriff's Office	CRCC	
iii) surrounding bordering PSAPs	Benton County 9-1-1	Linn County 9-1-1, Central Lane 9-1-1, LinCom(Lincoln Co 9-1-1) and Willamette Valley 9-1-1 (Salem)	
iv) surrounding and mutual aid fire departments	Albany Fire's contract departments only	Dispatched by CRCC (except those located in and dispatched by Linn County)	
B. Organizational structure	Support Services Director—Communications Manager—15 Dispatchers	1 9-1-1 Director (Corvallis Police Captain) 1 9-1-1 Supervisor, 2 Lead 9-1-1 Dispatchers and 15 9-1-1 Dispatchers	
i) mission statement, goals, and objectives	Included within Sheriff's Department goals, objectives.	Mission statement only--"The team members of the Corvallis Regional Communications Center commit to providing the most effective, efficient, and timely assistance possible to those in need and to the public safety professionals with whom we proudly serve."	
C. Authorized communications staffing	15 FTEs (4 of whom are working supervisors) plus communications manager	17 FTEs (2 of whom are working supervisors) plus 2 managers	

Survey Components	Observations -- Communications		
	Albany FD	Corvallis FD	Actions to Consider
i) work schedule	12-hour shifts; two on, two off; three on, two off; two on, three off.	5 8-hour days, 3 shifts. 0730-1530, 1530-2330, and 2330-0730	
ii) minimum staffing policy	Yes--2	Yes. Minimum of 3 on 0730-2330 24/7 3 on 2330-0330 Fri, Sat and Sun mornings. 2 on 2330-0730 week days.	
iii) state requirements for public safety dispatchers	Yes	Yes. Mandatory Telecommunicator and EMD training certification and maintenance.	
iv) union representation	Yes	Yes	
2. Communications Facility & Equipment			
A. Facility	Sherriff's Office 1115 Jackson St. SE; Albany	2nd floor of Law Enforcement Building 180 NW 5th St., Corvallis	
i) security	Card lock system	Iron external security gate with key code lock, all internal doors have ID card locks.	
B. Computer aided dispatch (CAD)	Yes	Yes (2006—Logysis)	
i) geo data base	Yes	Yes	
C. Emergency power	Yes. UPS and diesel generator	Yes. UPS and gasoline generator	
D. Telephone equipment	Cissidian	Plant/CML VESTA Palace	
E. Radio system	Multi-repeater conventional VHF	Multi-repeater conventional VHF.	
F. Radio control	Motorola	Motorola Astro	
G. Recording equipment	Yes--Stancil	Yes--Stancil	
H. Workstations	4 "Xybix" 9-1-1 consoles and one telephone-only call-taker desk	4 "Xybix" 9-1-1 consoles and 1 overflow telephone/CAD workstation only (no radio)	
I. Mobile communications devices	No	Corvallis Police only.	

Survey Components	Observations -- Communications		
	Albany FD	Corvallis FD	Actions to Consider
J. Fire/EMS notification system	Alpha numeric pagers, tone/pager, and automatic cell phone text messages	Radio tone/page notification via Motorola CentraCom Gold Elite, and automatic cell phone, text, landline voice via CAD "e-Alert" system.	
K. Alarm monitoring/fire systems	No	Fire alarm monitoring system for Law Enforcement building and other government entities via "SimsII" software and Ademco Alarm receiver.	
L. Back-up plan/center operations	Yes	Yes. Back-up center located at CFD Station 1.	
M. Emergency notifications	Everbridge reverse-911 system	Everbridge reverse-911system	
N. Other duties	N/A	After hours answering service for surrounding agencies)	
3. Communications/Dispatch Operations			
A. Availability of performance standards and/or benchmarks	Yes	Yes, both in training program and employee annual evaluation criteria.	
i) 9-1-1 time standards	No	Pick up w/in 3 rings	
ii) call processing/dispatch time standards adopted	No	Phone-to-dispatch w/in 60 seconds	Albany Dispatch to consider adopting standards.
B. Evaluation of dispatch activities			
i) by time/day/month	Available but not currently tracked due to staffing	Stats available but inadequate staffing to review critically	When staffing permits, track this data to create a baseline for future analysis.
ii) by incident type	Available but not currently tracked	Code 3 & EMS	
C. Standard operating procedures	Yes	Yes—updates under development	

Survey Components	Observations -- Communications		
	Albany FD	Corvallis FD	Actions to Consider
D. Quality assurance program	No	Plan developed but need staffing to implement	
E. Training program	Yes, CTEP	Yes, CTEP. However, we're in the process of getting CTO's trained in the Reno Adult Learning Theory Model "PTO" program used by CPD	
F. Emergency medical dispatch (EMD)	Yes	Yes	
G. Position descriptions	Yes	Yes	
H. Evaluations	Yes	Yes	
I. Workload activity			
i) 9-1-1 calls	50,610	38,454	
ii) 7 – digit incoming calls	85,749	Not available	
iii) average speed of answer	Not available	Not available	
iv) average telephone processing times	Not available	Not available	Having this information should be an objective for both dispatch centers.
v) law enforcement activities	36,405	31,150	
vi) fire/EMS calls initiated	14,205 (in addition to Albany Fire, includes: Lebanon, Sweet Home, Scio, Tangent, Brownsville, Halsey-Shedd, and Harrisburg	6,304	
4. Fire Stations			
A. Total area protected	City & Contract Districts—Fire—81 square miles	City & Contract Districts—Fire—45 square miles	
i) total area protected for EMS transport	205 square miles	765 square miles	
B. Total number of fire stations	4	5 + 1 District-owned	
i) number of stations staffed full-time	4	5	
ii) number of stations staffed part-time	0	1	
iii) number of unstaffed stations	0	0	
C. Average area protected by each station	20.25 square miles	7.5 square miles	
D. Response time goals adopted			
i) for fire emergencies	Yes	Yes	

Survey Components	Observations -- Communications		
	Albany FD	Corvallis FD	Actions to Consider
ii) for EMS emergencies	Yes	Yes	
iii) actual response times documented	Yes	Yes	
E. Standard response protocols adopted			
i) by alarm type (apparatus per alarm)	Yes	Yes	
ii) by apparatus type (persons per app)	Yes	Yes	
F. Call back system	Nonemergent-Telestaff Emergency - Pager	Telestaff	
5. Emergency Apparatus			
A. Availability for dispatch			
i) engine	3 engines (one is either/or with ambulance and another is a quint)	6 (3 are either/or with ambulances and 1 is either/or with truck)	
ii) ladder truck	1	1 (either/or w/ engine)	
iii) ambulance	3 (1 is staffed "either/or" w/ an engine)	3 (all are staffed "either/or" w/ an engine)	
iv) command	1	1	
v) hazardous materials	1 (partnership with Corvallis & Lebanon)	1 (partnership with Albany & Lebanon)	
vi) boat	2 + a jet ski	1	
B. Availability of reserves (response ready)			
i) engine	4	1	
ii) ladder truck	0 (purchase of new truck has been put on hold due to budget concerns)	0	
iii) ambulance	3	1 (w/ a second in process of being equipped)	
6. Risk (Hazard) Analysis			
A. History of fire loss documented	Yes	Yes	
B. Major hazards identified and mapped?	Yes	Yes (but not up-to-date)	
C. Fire inspections conducted	Yes	Yes	
D. Pre-incident plans used	Yes	Yes, (but not all occupancies)	
E. Disaster plans in existence	City-wide plan	Yes	
F. Maps in all vehicles	GIS mapping in cab & paper map books	Books and in-cab computers	
G. Mutual aid agreements in effect	Yes	Yes	
H. Duty officer system in place	Yes	Yes	

Survey Components	Observations -- Communications		
	Albany FD	Corvallis FD	Actions to Consider
i) scene accountability maintained	Yes—Passport System	Yes—Passport System	
I. Compliant with SARA Title III? (EPCRA)	Yes	Yes	
J. Liaison with Water District(s)	Yes	Yes	
i) hydrant location/placement	Yes	Yes	
ii) main installation	Yes	Yes	
iii) fire flows calculated	Yes	Yes	
iv) fire hydrants marked	Yes	Yes	
v) water sources identified	No	Yes	

Comments: Both emergency communications departments would like to be performing more analyses of their service delivery, but neither has the staff resource time to do them.

Survey Table 8: Emergency Medical Services Support and System Oversight

Survey Components	Observations – Emergency Medical Services		
	Albany FD	Corvallis FD	Actions to Consider
1. Logistical Support			
A. Staff			
i) administrative/management	1	1	
ii) field supervisor	0	0	
iii) clerical support	Shared with Admin	Shared with Admin	
iii) billing/collections/AP support	2	0 (Finance Dept.)	Albany & Corvallis should compare collections data in order to identify "best practices" to be shared.
iv) inventory management	0	0	
2. Medical Control			
A. Written protocols adopted	Yes	Yes	
B. MPD case reviews conducted regularly	Yes	Yes	
C. MPD conducts in service training	Yes	Yes	
3. Q.A./Q.I.			
A. Internal committee	Yes	Yes	
B. Lessons learned are shared?	Yes	Yes	
C. MPD participates?	Yes	Yes	
D. Charts spot evaluated for accuracy?	Yes	Yes	
4. Certification/Recertification			
A. Skills Assessment performed by qualified evaluators?	Yes	Yes	
B. Recert exams (if required) administered by qualified testing center?	N-Paramedics recertified annually in ACLS and PALS. EMT-B's, I's & P's meet annual continuing education benchmarks	N-Paramedics recertified annually in ACLS and PALS. EMT-B's, I's & P's meet annual continuing education benchmarks	

Comments: Corvallis' and Albany's EMS Divisions work together cooperatively as often as they can. They have shared training and equipment roll outs, and, as of this writing, have agreed on the utilization of the same Physician Advisor for both departments.

Survey Table 9: Capital Assets & Capital Improvement/Replacement Programs

Survey Components	Observations -- Capital		
	Albany FD	Corvallis FD	Actions to Consider
1. Fire Stations/Structures			
A. Plan maintained	Plan has mostly been implemented, with the exception of Station 11. - Plan for replacement of Station 11 is being developed but no funding has been secured.	No facility plan exists. Stations 2 and 3 have seismic stability issues and roof issues that need to be addressed.	Corvallis should develop a facilities plan addressing renovations, seismic hardening, remodels, ADA accessibility and ideal placement for response coverage. Albany should move forward on the construction of a replacement for Station 11.
i) period of plan (from – to)	N/A	N/A	Develop a plan for the next 10-20 years. See individual facility condition components in this report for specific areas to address.
ii) funding mechanism	None	No funding source identified	
B. Construction or improvement plans	N/A	N/A	
i) 2007	N/A	N/A	
ii) 2008	N/A	N/A	
iii) 2009	N/A	N/A	
iv) 2010	N/A	N/A	
2. Apparatus			
A. Plan maintained	There is an apparatus replacement schedule in place. It is not fully funded.	There is an apparatus replacement schedule in place. It is not fully funded.	In concert with the Benton County Shops Supervisor, develop an apparatus replacement schedule for both agencies.
i) period of plan (from – to)	Perpetual, based on replacement of newest vehicle	7-Year Window	See above recommendation
ii) funding mechanism	No funding mechanism identified	Yearly contribution (has been reduced or skipped past several years to balance budget)	Identify funding mechanism and dedicate to apparatus replacement schedule

Survey Components	Observations -- Capital		
	Albany FD	Corvallis FD	Actions to Consider
B. Purchase or refurbishment schedule	See Replacement Schedule	See Replacement Schedule	See above recommendation
i) 2011, adopted	See Replacement Schedule	See Replacement Schedule	
ii) 2012, recommended	See Replacement Schedule	See Replacement Schedule	
iii) 2013, recommended	See Replacement Schedule	See Replacement Schedule	
iv) 2014, recommended	See Replacement Schedule	See Replacement Schedule	
v) 2015, recommended	See Replacement Schedule	See Replacement Schedule	
vi) 2016, recommended	See Replacement Schedule	See Replacement Schedule	
vii) 2017, recommended	See Replacement Schedule	See Replacement Schedule	
viii) 2018, recommended	See Replacement Schedule	See Replacement Schedule	
ix) 2019, recommended	See Replacement Schedule	See Replacement Schedule	
x) 2020, recommended	See Replacement Schedule	See Replacement Schedule	
xi) 2021, recommended	See Replacement Schedule	See Replacement Schedule	
xii) 2022, recommended	See Replacement Schedule	See Replacement Schedule	
xiii) 2023, recommended	See Replacement Schedule	See Replacement Schedule	
xiv) 2024, recommended	See Replacement Schedule	See Replacement Schedule	
xv) 2025, recommended	See Replacement Schedule	See Replacement Schedule	
3. Support Equipment			
A. Plan maintained	For staff cars, SCBA, PPE, heart monitors there is a plan in place	For staff cars, SCBA, PPE there is a plan in place	
i) period of plan (from – to)	Annual	Annual	
ii) funding mechanism	No funding mechanism identified	Budgeted	
B. Purchase interval planned for by type:	N/A	N/A	

Survey Components	Observations -- Capital		
	Albany FD	Corvallis FD	Actions to Consider
4. Methods of Financing			
A. General revenue	Yes -- Historically through equipment reserves.	The City has purchased vehicle replacements using cash reserves set aside for that purpose. Contributions to reserves were decreased in FY 10-11 and FY 11-12. Unknown if they will be increased again in FY 12-13. Cash reserves have been used to build Stations 1 and 5. Those reserves were built using Fire Department dedicated property tax levies pre-Measure 50.	
B. Reserve fund(s)	Inadequately funded and currently no funds are being allocated towards equipment replacement.	The City should be setting aside $400,000 or more into reserves. As noted, the amount contributed in the last two budget cycles are below target.	
C. Revenue fund(s)	No	No	
D. General obligation bond	Yes -- Used to building two fire stations.	None used in the last 21 years. However, the City issued a LTGO bond in 2010 that included more than $850,000 for the Fire Department's drill tower replacement.	
E. Lease-Purchase	No	No	
F. Grants or gifting	Yes	Yes – very few in the last 2 years, but numerous NFPA grants received.	
G. Special fees	No	No	

Survey Table 10: Station 11 (Albany Headquarters)
Address: 110 6th Avenue SE

Survey Components	Administrative Offices
1. Structure	
A. Construction type	Type I
B. Date	1948
C. Seismic protection/energy audits	In 2003, Seismic Issues Identified
D. Auxiliary power	Minimal
E. Condition	Poor
F. Special considerations (ADA, mixed gender appropriate, storage, exhaust removal, etc.)	No ADA
2. Square Footage	14,800
3. Facilities Available	
A. Exercise/workout	Yes (poor ventilation)
B. Kitchen/dormitory	Yes (Small and dated)
C. Lockers/showers	Yes
D. Training/meetings	Yes (upstairs ADA issue)
E. Washer/dryer	Yes (in truckbay)
4. Protection Systems	
A. Sprinkler system	Yes, in the basement
B. Smoke detection	Yes
C. Security	Appropriate
D. Apparatus exhaust system	No Smoke system on apparatus

Comments: Fire Station 11 is the oldest fire station serving downtown Albany. The station is more than 60 years old and is in need of either significant remodel or complete replacement. It has an inadequate fire sprinkler system, inadequate emergency power supply, inadequate mixed gender accomodations, significant wiring issues, poor apparatus bay space, ADA access issues, seismic stability issues, a crowded fitness area, and cramped staff/visitor parking. The units exit (respond) directly onto a one-way street, which increases response times slightly for some responses.

Survey Table 11: Station 12 (Albany)
Address: 120 34th Avenue SE

Survey Components	
1. Structure	
A. Construction type	Type V
B. Date	1973
C. Seismic protection/energy audits	Seismic upgrade in progress
D. Auxiliary power	Yes
E. Condition	Good
F. Special considerations (ADA, mixed gender appropriate, storage, etc.)	Yes
2. Square Footage	7,300
3. Facilities Available	
A. Exercise/workout	Yes
B. Kitchen/dormitory	Yes
C. Lockers/showers	Yes
D. Training/meetings	Adjacent to available room (museum)
E. Washer/dryer	In the truck bays
4. Protection Systems	
A. Sprinkler system	Yes
B. Smoke detection	Yes
C. Security	Appropriate
D. Apparatus exhaust system	No Smoke system on apparatus

Comments: Fire Station 12 was constructed in 1973 and was remodeled several years ago. Currently, Station 12 is undergoing a significant seismic upgrade which will also result in increased space in the kitchen, office, and truck bay. The remodel/upgrade is being funded approximately 70 percent by grant. The station is appropriately located and will have increased functionality at the completion of the construction. Albany fire training takes place at this location and Station 12 houses the department's breathing air compressor and SCBA repair. The station appeared to be clean and well maintained with the vigorous remodel work being completed while the station remains operational.

Survey Table 12: Station 13 (Albany)
Address: 1980 Three Lakes Road SE

Survey Components	
1. Structure	
A. Construction type	Type III
B. Date	1998
C. Seismic protection/energy audits	Appropriate for year of construction
D. Auxiliary power	Yes
E. Condition	Good
F. Special considerations (ADA, mixed gender appropriate, storage, etc.)	Yes
2. Square Footage	8,200
3. Facilities Available	
A. Exercise/workout	Yes
B. Kitchen/dormitory	Yes
C. Lockers/showers	Yes
D. Training/meetings	Yes
E. Washer/dryer	Yes
4. Protection Systems	
A. Sprinkler system	Yes
B. Smoke detection	Yes
C. Security	Appropriate
D. Apparatus exhaust system	No Smoke system on apparatus

Comments: Station 13 was constructed in 1998 through a GO Bond. The station is well designed with space for operations and work flow except for a small fitness room. The facility provides for a 12-person meeting room utilized by the community when available and by the fire department for meetings and training. Station 13 houses Region 5 Hazardous Materials response equipment. There is an adjacent two-bay shop building utilized on occasion by the Benton County Shop as a satellite repair facility. It is mainly used to house reserve apparatus and equipment.

Survey Table 13: Station 14 (Albany)
Address: 2850 Gibson Hill Road NW

Survey Components	
1. Structure	
A. Construction type	Type III
B. Date	1998
C. Seismic protection/energy audits	Appropriate for year of construction
D. Auxiliary power	Yes
E. Condition	Good
F. Special considerations (ADA, mixed gender appropriate, storage, etc.)	Yes
2. Square Footage	8,200
3. Facilities Available	
A. Exercise/workout	Yes
B. Kitchen/dormitory	Yes
C. Lockers/showers	Yes
D. Training/meetings	Yes
E. Washer/dryer	Yes
4. Protection Systems	
A. Sprinkler system	Yes
B. Smoke detection	Yes
C. Security	Appropriate
D. Apparatus exhaust system	No Smoke system on apparatus

Comments: Fire Station 14 was constructed in 1998 as a “sister station” to Station 13 and with the same design through a GO Bond. The station was built in conjunction with a park, making good use of public property. The community meeting room is utilized by the public three to four times per week. The station is clean and well maintained. As with all Albany fire stations, a particular shift is responsible for maintenance. Work that is not performed by the shift crew is accomplished by city building maintenance or outside contractors.

Survey Table 14: Station 1 (Corvallis Headquarters)
Address: 400 NW Harrison Blvd.

Survey Components	Administrative Offices
1. Structure	
A. Construction type	Type I
B. Date	1997
C. Seismic protection/energy audits	Yes
D. Auxiliary power	Yes
E. Condition	Good
F. Special considerations (ADA, mixed gender appropriate, storage, exhaust removal, etc.)	Yes
2. Square Footage	24,000
3. Facilities Available	
A. Exercise/workout	Yes
B. Kitchen/dormitory	Yes
C. Lockers/showers	Yes
D. Training/meetings	Yes
E. Washer/dryer	Yes
4. Protection Systems	
A. Sprinkler system	Yes
B. Smoke detection	Yes
C. Security	Appropriate
D. Apparatus exhaust system	Overhead exhaust extraction

Comments: Fire Station 1 was constructed in 1997. The modern two-story facility serves the downtown area. The station serves as fire department headquarters and administrative offices. Station 1 is unique in that it houses the Corvallis City Council chambers on the second floor. The station is ADA compliant with both stairs and elevator to the second floor. Communications equipment is in place to serve as a back-up to the dispatch center. The station is clean and well maintained.

Survey Table 15: Station 2 (Corvallis)
Address: 500 SW 35th Street

Survey Components	
1. Structure	
A. Construction type	Type V
B. Date	1977
C. Seismic protection/energy audits	Potential issues noted
D. Auxiliary power	Yes
E. Condition	Good
F. Special considerations (ADA, mixed gender appropriate, storage, etc.)	ADA issues likely
2. Square Footage	5,840
3. Facilities Available	
A. Exercise/workout	Yes
B. Kitchen/dormitory	Yes
C. Lockers/showers	Yes
D. Training/meetings	Yes
E. Washer/dryer	No
4. Protection Systems	
A. Sprinkler system	No
B. Smoke detection	Yes
C. Security	Appropriate
D. Apparatus exhaust system	Overhead exhaust extraction

Comments: Fire Station 2 was constructed in 1977. The station has been identified as having potential seismic stability issues. There is no fire sprinkler system protection. Fire Station 2 appears clean and well maintained. This station and its sister station (3) have roof issues that need to be addressed.

Survey Table 16: Station 3 (Corvallis)
Address: 1310 NW Circle Blvd.

Survey Components	
1. Structure	
A. Construction type	Type V
B. Date	1977
C. Seismic protection/energy audits	Potential issues noted
D. Auxiliary power	Yes
E. Condition	Good
F. Special considerations (ADA, mixed gender appropriate, storage, etc.)	ADA issues likely
2. Square Footage	5,840
3. Facilities Available	
A. Exercise/workout	Yes
B. Kitchen/dormitory	Yes
C. Lockers/showers	Yes
D. Training/meetings	Yes
E. Washer/dryer	Yes
4. Protection Systems	
A. Sprinkler system	No
B. Smoke detection	Yes
C. Security	Appropriate
D. Apparatus exhaust system	Overhead exhaust extraction

Comments: Fire Station 3 was built in 1977 and does not have a fire sprinkler system. Staff indicates the station would be in a better location if moved north and east from the current location. The station responds to 10-12 alarms per day. Potential seismic issues have been identified. The station appears to be clean and well maintained. This station and its sister station (2) have roof issues that need to be addressed.

Survey Table 17: Station 4 (Corvallis)
Address: 365 SW Tunison Avenue

Survey Components	
1. Structure	
A. Construction type	Type V
B. Date	1993
C. Seismic protection/energy audits	Appropriate for year of construction
D. Auxiliary power	Yes
E. Condition	Good
F. Special considerations (ADA, mixed gender appropriate, storage, etc.)	Yes
2. Square Footage	3,900
3. Facilities Available	
A. Exercise/workout	Yes
B. Kitchen/dormitory	Yes
C. Lockers/showers	Yes
D. Training/meetings	Yes
E. Washer/dryer	Yes
4. Protection Systems	
A. Sprinkler system	Yes
B. Smoke detection	Yes
C. Security	Appropriate
D. Apparatus exhaust system	Overhead exhaust extraction

Comments: Fire Station 4 was built in 1993. The station is connected to a community meeting room managed by the Parks and Recreation Department. Station 4 responds to six to eight alarms per day. The station is clean and well maintained. Staff reports the optimal station location would be slightly south of the existing station.

Survey Table 18: Station 5 (Scott Zimbrick Memorial Fire Station - Corvallis)
Address: 4950 NW Fair Oaks Drive

Survey Components	
1. Structure	
A. Construction type	Type V
B. Date	2004
C. Seismic protection/energy audits	Appropriate for year of construction
D. Auxiliary power	Yes
E. Condition	Good
F. Special considerations (ADA, mixed gender appropriate, storage, etc.)	Appropriate
2. Square Footage	7,000
3. Facilities Available	
A. Exercise/workout	Yes
B. Kitchen/dormitory	Yes
C. Lockers/showers	Yes
D. Training/meetings	Yes
E. Washer/dryer	Yes
4. Protection Systems	
A. Sprinkler system	Yes
B. Smoke detection	Yes
C. Security	Appropriate
D. Apparatus exhaust system	Overhead exhaust extraction

Comments: Fire Station 5 opened in 2004. The station was designed to blend in with the surrounding residential setting. The station meets LEED silver standards. A community meeting facility is attached to the fire station and is managed by the Parks and Recreation Department. The station was constructed to allow a work area (office) to be utilized by Corvallis police, which is currently not being used. Station 5 responds to approximately five calls per day and is often the unit that provides out-of-town patient transports. The modern facility meets ADA requirements and is clean and well maintained.

Survey Table 19: Station 6 (Locke Station - Corvallis)
Address: 544 NW Lewisburg Avenue

Survey Components	
1. Structure	
A. Construction type	Type V
B. Date	2000
C. Seismic protection/energy audits	Appropriate for year of construction
D. Auxiliary power	Yes
E. Condition	Good
F. Special considerations (ADA, mixed gender appropriate, storage, etc.)	Appropriate
2. Square Footage	8,700
3. Facilities Available	
A. Exercise/workout	Yes
B. Kitchen/dormitory	Yes
C. Lockers/showers	Yes
D. Training/meetings	Yes
E. Washer/dryer	Yes
4. Protection Systems	
A. Sprinkler system	Yes
B. Smoke detection	Yes
C. Security	Appropriate
D. Apparatus exhaust system	Overhead exhaust extraction

Comments: Fire Station 6 is owned by Corvallis Rural Fire Protection District and is operated by the City of Corvallis. The station is staffed 40 hours per week with a paid Lieutenant. The remaining staffing is provided by resident volunteers. The station was constructed in 2000 and has had minor upgrades more recently. Station 6 has an underground water tank for rural water supply and to supply the station sprinkler system. The modern fire station is clean and well maintained.

Figure 1: AFD Frontline Apparatus Summary

Unit	Unit Identifier	Type	Year	Make	Condition	Min Staff	Pump (GPM)	Tank (Gal)
L11	136	Ladder	1998	Central States	Good	3	1,750	300
WT11	144	Tender	1988	Western States	Good	2	500	3,000
B11	186	Brush	1997	Ford F-350	Good	2	Unknown	200
R11	120	Rescue	1989	Isuzu	Good	2	---	---
PWC	161	Personal Water Craft	2006	Honda	Good	1	---	---
Boat 11	162	Boat	2003	Sled RMX 20	Good	2	---	---
E12	132	Engine	2010	Pierce Impel	Good	3	1,750	1,000
M12	122	Medic	2009	Lifeline International	Good	2	---	---
E13	139	Pumper/Tender	2008	Pierce Impel	Good	3	1,750	2,000
T13	151	Truck	1998	HME	Good	3	1,750	500
M13	123	Medic	2006	Lifeline International	Good	2	---	---
HM13*	180	Tractor/Trailer	2004	International	Good	1	---	---
E14	138	Engine	2008	Pierce	New	3	1750	1000
B14	184	Brush	1990	Ford F-350	Good	2	Unknown	200
M14	121	Medic	2006	Lifeline International	Good	2	---	---
Boat14	163	Boat	2006	Alumaweld	Good	2	---	---
RE11	137	Engine	2001	Central States	Good	3	1,000	1,000
RE12	131	Engine	1992	Spartan	Good	3	1,250	1,000
RM12	127	Medic	2002	Ford F-350	Good	2	---	---
RM13	129	Medic	1999	Ford F-350	Good	2	---	---
RE14	133	Engine	1982	Kenworth	Poor	3	1,250	1,000
193	193	Service	1995	Freightliner	Poor	1	---	---

*Shared use with Corvallis as part of the state's regional team

Comments: The Albany Fire Department operates a front-line fleet of 16 apparatus. The fleet includes engines, tenders, trucks, brush units, ambulances, and watercraft along with specialized and general purpose vehicle apparatus types. Various manufacturers have been utilized with the most recent apparatus being constructed by Pierce. The apparatus appear to be well maintained and appropriately equipped. An apparatus replacement schedule is in place and has been utilized. The planned purchase of a replacement aerial has been placed on hold due to uncertain financial circumstances and much of the remaining reserves will be expended. With the planned replacements and continued high quality preventative maintenance, the front line fire suppression fleet appears to be adequate. With no replacement funding available, the aging and high mileage ambulance fleet will likely have increased maintenance costs and a higher potential for breakdown.

Maintenance and repairs are provided by Benton County Public Works. Mechanics are EVT certified and complete repairs in a timely manner meeting NFPA standards. The hourly repair rate is lower than comparable facilities and currently there is no parts mark-up charged (30 percent to 50 percent is standard). Benton County indicates that the current maintenance and repair price structure is not sustainable and cost increases will occur in the near future. Albany's repair costs are approximately 44 percent higher than those of Corvallis. Repair records indicate Albany utilizes the repair shop (mobile mechanic) quite often for minor repairs (wiper blades, marker lights, etc.). Albany has three reserve apparatus that are rarely utilized and appear to be surplus to the needs of the department. They are reserve ambulances 127 and 129 along with reserve engine 133.

Equipment Recommendations for Albany

- Develop a funded apparatus replacement schedule with anticipated increases in call volume potentially shortening the life of the apparatus.
- Reduce mileage on apparatus by consolidating travel/trips as much as possible.
- Consider remounting the existing ambulance bodies on a new chassis in lieu of total ambulance replacement.
- Work with the fleet manager to establish repair criteria to evaluate cost effectiveness of repair and safe operation, such as deferring minor repairs until other scheduled maintenance is performed or multiple small repairs to consolidate work.
- Specify and purchase apparatus that meet the need of the department with an eye on cost savings as well as assuring reasonable longevity.
- Consider sharing reserve apparatus between the two fire departments to avoid duplication. Utilize Benton County shop to manage the reserve apparatus fleet.
- The fire department should be prepared to see increased apparatus repair and maintenance costs.
- Utilize cooperative specifications, purchasing, and bidding practices to achieve additional cost savings.
- Continue the practice of including the shop with specification preparation, particularly with the mechanical components and repair considerations.
- Evaluate using fire department crews to provide annual pump testing rather than Benton County shops.
- In conjunction with Benton County shops, evaluate preventative maintenance intervals to assure cost effectiveness. Consider apparatus hours in addition to mileage.
- Evaluate the need to keep apparatus 127, 129, and 133.

Figure 2: CFD Frontline Apparatus Summary

Unit Identifier	Type	Year	Make	Condition	Min Staff	Pump (GPM)	Tank (Gal)
151	Truck	2010	HME	Good	3	1,500	500
131	Engine	2006	HME	Good	3	1,250	865
141	Tender	1997	Freightliner	Good	2	1,000	3,000
161	Brush	1975	International	Good	3	300	500
181*	Hazmat	1991	Ford	Good	---	---	---
121	Medic	1999	Freightliner	Good	3	---	---
182	Pulls boat	1996	Ford F-350	Good	1	---	---
183	Boat			Good	2	---	---
132	Engine	2009	HME	Good	3	1,250	860
162	Brush	1988	International	Good	3	300	500
129	Medic	1999	Freightliner	Good	3	---	---
133	Engine	1994	HME	Good	3	1,250	500
123	Medic	2008	Lifeline	Good	3	---	---
143	Tender	1988	Freightliner	Good	2	500	3,000
163	Brush	1988	International	Good	3	300	500
134	Engine	1996	Freightliner	Good	3	1,250	500
124	Medic	2001	Freightliner	Good	3	---	---
135	Engine	2006	HME	Good	3	1,250	850
125	Medic	2010	Lifeline	Good	3	---	---
136	Engine	1996	HME	Good	3	1,000	1,000
146	Tender	2005	International	Good	2	500	3,000
166	Brush	1991	Ford	Fair	2	85	310

*Indicates Hazardous Materials Region 5 asset operated and maintained by Corvallis.

Comments: The Corvallis Fire Department operates a front line fleet of 22 apparatus. These apparatus include engines, trucks, tenders, ambulances, brush and boats of various design and manufacture. The fleet appears to be well maintained and appropriately equipped. Several apparatus will be in need of replacement within the next couple of years as they have significant miles, hours, and age. Based on staffing, many day-to-day activities such as training, pre-fire inspection, and meetings require that multiple apparatus be utilized. If a company moves to the training tower it must take both the engine and the ambulance to assure they have the appropriate apparatus for emergency response as many units are cross-staffed. Repair and maintenance is provided by Benton County Public Works. Mechanics are EVT certified and make repairs meeting NFPA standards. The hourly rate of $95 is lower than comparable facilities. Benton County currently does not charge a parts mark-up. The current hourly rate without parts mark-up is not sustainable. Review of work orders indicate work is being done cost effectively with reasonable mechanic hours. Corvallis apparatus repair costs are approximately 44 percent less than those of Albany.

Equipment Recommendations for Corvallis

- Develop a funded apparatus replacement schedule as soon as possible.
- Reduce mileage on apparatus by consolidating travel where possible.
- Consider remounting of ambulance bodies in lieu of total ambulance replacement.
- Work with the fleet manager to determine any repair cost saving potential.
- Specify and purchase apparatus that meet the department needs and that will provide reasonable longevity.
- Consider sharing reserve apparatus resources (managed by the Benton County Shop).

- Joint specification writing, bidding, and purchasing of ambulances and fire apparatus may be financially beneficial.
- Continue the practice of the shops assisting with vehicle specifications particularly with regard to mechanical components and repair considerations.
- Evaluate preventative maintenance intervals to assure cost effectiveness. Consider apparatus hours in addition to mileage criteria.
- The fire department should be prepared for increased apparatus maintenance and repair costs.

S.W.O.C. Analysis

The S.W.O.C. Analysis (Strengths, Weaknesses, Opportunities and Challenges) solicits input, insight, perspective, and cultural viewpoint from internal and external stakeholders regarding the current and potential future service delivery systems. Through these interviews, ESCI is able to identify critical organizational and cultural issues, and potential barriers to future system changes. During a three-day period, ESCI team members met with and interviewed various stakeholder groups. Interviews included city officials, executive fire officer staff, administrative human resource, finance personnel, line firefighters and representatives of the various labor groups.

The scope of the information gathering purposely focused on the individual strengths, weaknesses, opportunities, and challenges facing the two emergency service organizations. The information provided was accepted at face value as the perspective of the interviewee; however the project team reviewed the information for consistency and frequency of comment to identify specific patterns and/or trends.

Strengths

- Albany firefighters believe the city is financially solvent (although recent fiscal downward adjustments have occurred).
- Corvallis has volunteers, extending its service capability.
- Both agencies have experience combining with their contracted rural counterparts.
- Corvallis has OSU as a resource.
- The two agencies are already partners in Haz-Mat Response as a state team.

Weaknesses

- Corvallis has a huge nontax-paying, heavy service consumer entity in its jurisdiction (OSU).
- Community perception (and some insiders) is that Corvallis is predominantly white collar/liberal and Albany is predominantly blue collar/conservative; not capable of being combined.
- While the service areas of Corvallis and Albany have significant shared borders, the two cities don't have a common boundary.

Opportunities

- Efficiency of effort/operations in the functional areas of EMS, Training, Fire Prevention/Public Education and Special Operations were identified by administrative staff members.

- Cost avoidance or elimination of duplication potential exists, reducing the threat of layoffs.
- Potential partnerships with other neighboring and contract agencies exist.
- Potential for reduction of reserve apparatus needs by pooling resources.
- Both agencies perform extended inter-facility patient transfers – could be combined.

Challenges

- A lack of open-mindedness at some levels inside and outside the fire departments that change may actually be a net positive.
- Corvallis and Albany Fire Departments have very different perspectives of the other agency (i.e., “too militaristic”, “too laid back”).
- Fiscal solvency of one city versus another (dragging us down with “them”).
- Perception that “their” city prioritizes their fire department lower in importance than “our” city does.
- Current service is good and it would be difficult to accept even a perception of a lower level of service.
- Perception of difference in attitudes and commitment to customer service.
- Cultural differences are significant.

Fiscal Profile

This section of the report will provide a comparative snapshot of historical financial results and provide a projection of what each organization will look like through 2016 assuming that the organization structure and working conditions remain unchanged. The objective is to focus on the financial position of the fire departments including historical, current, and future revenue and cost. We calculate the likely financial outcomes of cooperative service proposals to help judge the fiscal viability of alternatives now and in the future. To conduct this analysis, ESCI uses the financial documentation provided by the two cities including the current budget documents and the cities' CAFRs (Comprehensive Annual Financial Report). In addition, sources such as the Linn and Benton County Assessor are consulted. Before exploring possible options, the methodology employed for the analysis is described.

Introduction

Financial analysis is an important part of the evaluation of cooperative efforts. To this end, we develop a computer-driven model budget for each of the fire departments. A modeled budget is designed to fairly represent the monetary policies of each agency equally, to neutralize the normal differences usually found in unilateral fiscal practices, and to account for any financial peculiarities (such as budgetary back loading). The modeling technique assures that an "apples to apples" comparison is made of the agencies, which allows an estimation of the public cost of each department's operation, and provides a means for financial evaluation of the outcome of integration. The modeled budget yields a baseline estimate of the public cost of service; but in addition, the methodology also provides the ability to project the outcome of the consolidation into the future. In this case, we establish a financial baseline for 2011.

Creating a Financial Baseline

The process to convert the financial records of each agency to a model budget requires certain conventions and assumptions. First, the annual budgets of two fire departments are reformatted. We categorize the line item accounts of each into three major classifications: personal services, materials and services, and capital outlay. The classifications are further sub-divided to permit the tracking of program cost (such as fringe benefits, maintenance, and capital purchases). All jobs are identified and indexed to compensation paid during the baseline year (2011). Each position is extrapolated to the model budget based on the costs associated with the job (salary and benefits) for a full year and expressed in FTEs (full-time equivalent).

We identify all non-tax revenues and subtract them from agency expenditures to produce the estimated general operating tax requirements of each jurisdiction. We consider that the resultant sum fairly estimates the amount of public tax support that each agency requires to sustain the current level of fire and emergency medical services, regardless of the source of the jurisdiction's tax revenues. A corresponding modeled property tax rate is generated for the fire departments by applying the calculated general operating requirements of the organization against the assessed (taxable) value of the current year.

Note that the model tax rate is calculated to permit the *comparison* of the effects of the proposed action only. The model tax rate may not match the actual tax rate of the agency for a number of reasons. For example, any back-loaded program or position will increase the model budget and resultant tax rate because each is calculated on a full year of services. On the other hand, the accumulation of fund balances tends to drive down the modeled tax rate in comparison to the actual rate. We do not intend that the ESCI model budget exactly mimic the agency's current or future budget. Instead, the modeling process provides a stable base by which to measure and compare the effects of a proposed change.

Generally, we use a set of standard conventions when combining the modeled budgets of the individual agencies for analysis. Depending on local situations, we may apply other special protocols to our calculation of the financial impact of restructuring. Regular and special conventions observed in this study are:

- Jobs: To facilitate the analysis, we assume that in combining programs or divisions an agreement is reached in which all full-time positions are preserved but not necessarily converted to exactly the same jobs in the new organization.

- Job Classifications: Differences exist between the job classifications and structure of the two fire departments. Although we combine some functions of the two departments and carryout financial analysis based on the existing organizations, we note that in the long term the departments may need to restructure their administrative and support sections to better suit the new character of any consolidated divisions or departments.

- Staffing: The model assumes that the existing staffing of all fire stations continues, with an equivalent number of FTE positions.

- Compensation: Some job classifications within a department may have more than one level of compensation assigned. If we are not able to identify the actual salary that is paid in such cases, we usually weight our compensation estimate to about 90 percent of the high-end of the salary scale to allow for a tendency (over time) for a group of workers to reach maximum wage. In this case, we were able to use payroll reports to identify

existing salaries; consequently, the model makes compensation assumptions that are very close to the actual amounts paid. When merging organizations, we assume that the highest salary paid to similar classifications prevails.[2]

- Created Positions: In most circumstances, the salary costs for the jobs of a unified program are calculated on the highest compensation level of current (or similar) positions. We may assign an assumed compensation to new positions created for the purposes of analysis. Occasionally, some employees or groups are compensated at a rate much higher than comparable positions in the other agencies. In these cases, we usually assume that pay for the higher position is "red circled"; essentially holding the current employee at that level until normal increases in other classifications close the gap. When compensation levels appear to be very much higher than comparable positions, we may assign (what we consider to be) a normally expected rate of compensation to avoid adversely weighting the model.

- Governing Board Expense: Expenses for governance of municipal fire departments is normally absorbed or prorated to the various city departments. Districts usually maintain line item accounts associated with governance expenses (mileage, per diem, reimbursement, elections, insurance, and meetings). When departments are combined in an integration[3], such duplicated expenses are eliminated creating direct savings. Governing body expenses are not factored out of modeled budgets when an alliance[4] is considered.

- Capital equipment and facilities: Financial analysis assumes the existing facilities and apparatus are maintained after a consolidation of a program or division.

- Revenue: When a partnering strategy involves unification of the departments through a merger, consolidation, or a new organization (such as forming a fire protection district), the non-tax revenues of the departments is combined. In some instances however, agreed upon terms (IGA, contract) dictate how revenue is collected and distributed.

Calculated Service Cost

A primary reason for this report is to explore the feasibility of cooperative efforts and the feasibility of various options for delivering fire and EMS services to Albany and Corvallis. A key issue in determining the feasibility of any of alternative efforts revolves around the cost of service. This section of the report provides the baseline information on the cost of service as well as other factors that may ultimately influence conclusions and decisions.

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[2] Specifically, if each agency has the same job classification (e.g., captain) but those positions are paid different salaries, we assume that the compensation of that job in the merged department will be paid at the highest former rate.

[3] Integration: Includes organizational changes at the corporate or governance levels and may consist of the creation and/or dissolution of one or more organizations.

[4] Alliance: Intergovernmental cooperation via contract for any function or activity the agencies have authority to perform.

We emphasize one point. This analysis provides a "snapshot" estimate of the public tax cost for the current budgetary year, fiscal year 2012. Many forces may act to change the level of tax support in the future including changes in law, revenue, politics, or contracts. Our process uses current revenue and appropriation to generate an estimate of the amount of tax support relative to existing levels of fire and medical services. The analysis allows comparison with the predicted cost of cooperative efforts between AFD and CFD; it does not predict actual tax rate, current or future. The table below lists the estimated equivalent tax support for Albany FD[5] and Corvallis FD.

Figure 3: Estimated Equivalent Tax Support, 2012

FY 2012 Operating Budget		
Component	**AFD**	**CFD**
1. Assessed Value	3,944,275,843	3,825,053,000
2. Total Requirements	12,451,600	10,665,080
3. Total Revenue (except tax)	3,489,399	3,482,600
4. Tax Necessary to Balance (#2 – #3)	8,962,201	7,182,480
5. Equivalent General Tax Rate (#4 / #1)	$2.272	$2.334
6. Bonded Debt Service Levy (extrapolated)	0	0
7. Equivalent Bond Tax Rate (#6 / #1)	0	0
8. Total Equivalent Tax Rate (#5 + #7)	$2.272	$1.878

These calculations indicate an equivalent tax rate of $2.272 per $1,000 of AV (assessed value) for AFD and $1.878 per $1,000 of AV for CFD.

Economic Indicators

Economic indicators specific to the State of Oregon, Benton and Linn counties, and the local area will provide the historical basis for projecting future costs that impact the operation of each organization. Information in this section is provided to substantiate the forecast and projected increases in taxable assessed value, revenue, and expenditures. This will be accomplished by reviewing historical home retail sales information, the basis for establishing property appraised valuation, and a ten-year historical review of CPI-U.

Property Tax

Property taxes in Oregon are collected by the counties and distributed to individual taxing entities (schools, cities, county agencies, fire districts, road districts, public utilities, and other

[5] Albany FD debt is included in the City budget and is not reflected in the fire department budget.

districts). The amount of property tax paid basis is (1) the assessed value of a property and (2) tax rates and bonded debt service of the taxing district.

Generally, an increase in assessed value is limited to 3 percent unless changes have been made to a property. The county assessor compares the real market value (how much the property is worth, as determined by the assessor, as of January 1 each year) to the maximum assessed value (the 1995 value reduced by 10 percent, plus any changes that were made to a property, increased by 3 percent each year after 1997). The lower of the two values is called the assessed value (AV).

Taxes may increase by more than 3 percent with a voter-approved ballot measure. Taxes can also increase or decrease due to other changes, such as the amount a taxing district needs to pay for voter-approved bonded debt or property annexations. There are a number of factors that influence governmental revenues, not the least of which are the tax limitation measures known as Measures 5, 47, and 50. These initiatives have had the net effect of limiting government spending by restricting property tax resources. The tax limitation measures have been problematic for nearly all local governments and especially for special districts. Special districts generally have fewer sources of revenue.[6]

The process of identifying taxable property and assigning a value to it is termed appraisal. Property subject to taxation includes all privately owned real property (e.g., land, buildings, and fixed machinery and equipment), manufactured homes, and personal property used in a business. There is no property tax on household furnishings; personal belongings and automobiles; crops; orchards; business inventories; or certain intangible property such as stocks, bonds, or bank accounts.

The value of the property is determined as of January 1 of each year. The AV is the value upon which property taxes are based. AV is the lower of the RMV (Real Market Value) and the MAV (Maximum Assessed Value). MAV was established by Measure 50 as passed by voters in 1997. The MAV was set in 1997 for all existing properties by taking the 1995 RMV and reducing it by 10 percent. Increases in MAV each year are 3 percent annually, unless changes were made to the property; new construction, partitions, or removal from special assessment or exemption programs. For property that did not exist in 1997, the MAV is established by the

[6] This is relevant to special districts in general, including those that contract with Albany and Corvallis for emergency services.

using a change property ratio which brings the MAV down to the same general level of property that was established prior to 1997.

Because RMVs have grown significantly over the past years and the MAV only increases 3 percent annually, there has been a disparity between RMV and MAV. The majority of property owners in Benton County have a taxable AV that is much lower than their RMV.

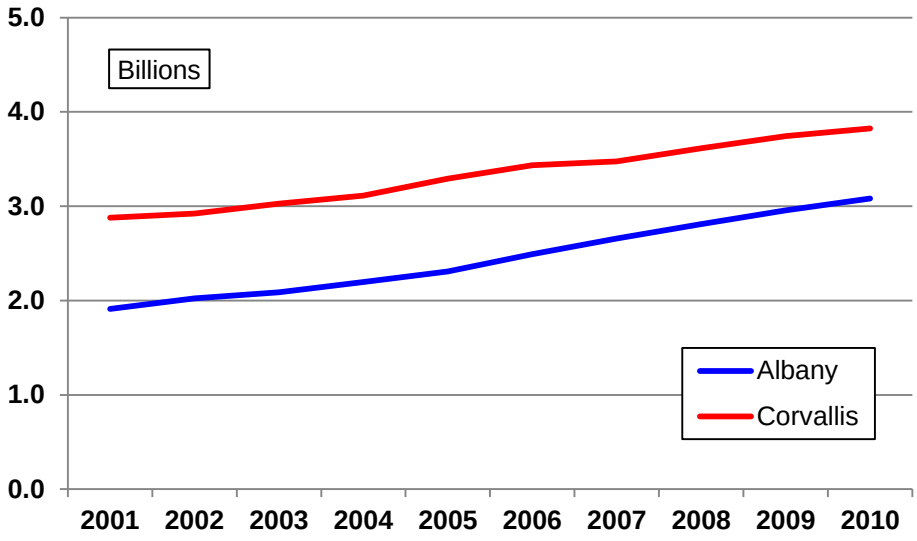
Oregon Tax Limitation Issues

In the mid-1990s, the voters of Oregon passed a constitutional tax initiative aimed at curbing and then limiting property taxes. Since then, each non-school taxing entity of the state is limited to levying property taxes at (or less than) the agency's state-assigned permanent tax rate. In addition, the law specifies that no property may be taxed at more than $10.00 per $1,000 AV for general government (non-school) purposes.[7] If the combined tax rates of governmental entities exceed the $10.00 limit in any taxing zone, the assessor must lower the effective tax rates of all entities in that zone to the statutory limit, thereby putting that zone in tax "compression."

Property Valuation

ESCI first examined the AV of the two cities from 2001 through 2010 (Figure 4).

Figure 4: Historical Assessed Valuation, 2001 – 2010



[7] Constitution of Oregon, *Section 11b. Property tax categories; limitation on categories; exceptions, (1) and (3b)*, 2002 ed. Taxation to retire general obligation debt for the purpose of capital construction or improvement is exempt from the limit.

Between 2001 and 2010 the City of Albany's AV has increased 61.12 percent and Corvallis's has increased 32.86 percent. After a number of years of strong economic growth, many public entities in Oregon are experiencing a flattening or a downturn in revenue. Figures for the most recent year available (fiscal year 2010) indicate that AV growth for the two cities has slowed but not declined. The combined AV for Albany and Corvallis in fiscal year 2010 is budgeted to be approximately $6.9 billion.

A component of projecting AV growth is the valuation of property in each agency's area of responsibility. In the following figure the number of home sales and the median value by quarter from January 2006 through September 2011 for the City of Albany is shown.

Figure 5 shows that retail home sales range from approximately 70 to 210 homes sold each quarter. In 2011, the number of homes sold is in the range of 75 to 85 per quarter, down significantly from a high of 210 in the second quarter of 2006. The median sales price of homes has fluctuated over the six-year period but is essentially unchanged in 2011 from the first quarter of 2006.

Figure 5: City of Albany Median Value and Home Sales, 2006 – 10/2011

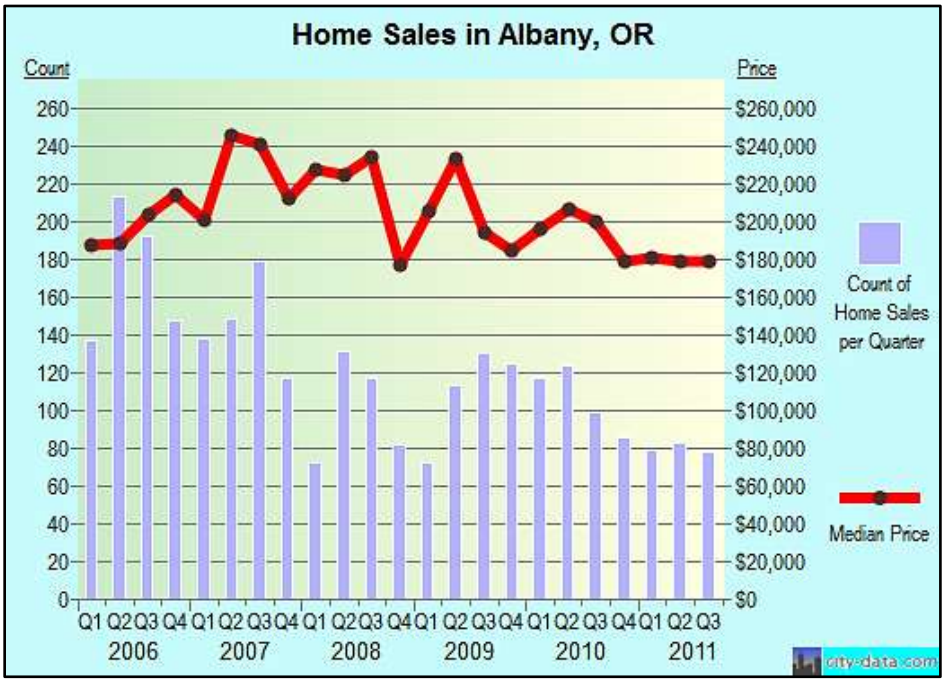
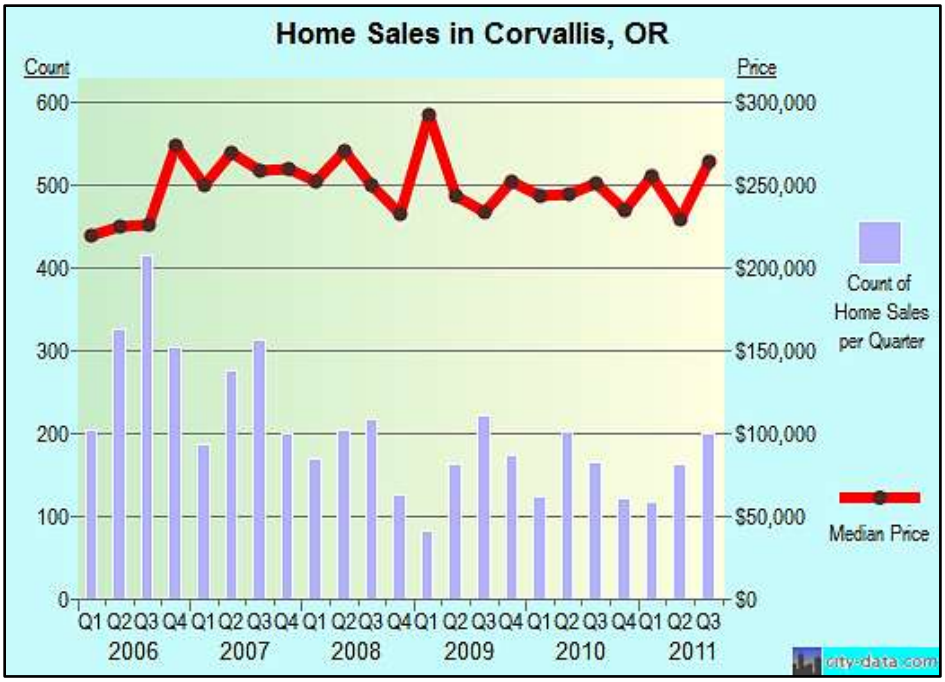


Figure 6 shows the number of home sales and the median value by quarter from January 2006 through October 2011 for Corvallis.

Figure 6: Median Value and Home Sales in Corvallis, 2006 – 10/2011



Over the period January 2006 through September 2011, the median value of homes in Corvallis has increased—bucking the trend found in most other areas of the State—while the number of home sales has decreased.

City of Albany Financial Overview

Revenue and Assessed Valuation Trends

Fire districts derive operating revenue from a limited number of sources, with ad valorem taxation being the most common. In the municipal environment, a fire department typically is allocated a portion of the city's general fund, which generally is funded from a variety of sources. While AFD and CFD directly compete for revenue like any municipal fire department, the departments have a better position financially with the revenue received from EMS transport. For this reason and to the greatest degree possible, we recommend that any new iteration of the agencies or collaborative effort should maintain a broad revenue base for greater financial stability.

AFD Revenue

The City of Albany finances the AFD's three programs from the City general fund and a public safety levy. While the ambulance fund is not an enterprise, it is operated similarly with the ambulance budget expenditures equal to revenues of the activity plus public safety levy funds.

The public safety levy is from the levy fund and transfers are made to the general fund for fire, ambulance, police, and inflationary fund.

The following figure displays the historical AV data for the City of Albany in table format (sections of Albany are located in Linn County and others are located in Benton County).

Figure 7: Albany Historical Assessed Valuation, 2002 – 2012

Year End	Linn	Benton	Combined	% of Change
2002	1,708,549,715	313,782,275	2,022,331,990	
2003	1,752,832,617	334,249,796	2,087,082,413	3.20%
2004	1,837,116,379	358,947,500	2,196,063,879	5.22%
2005	1,913,454,224	395,736,624	2,309,190,848	5.15%
2006	2,061,601,036	428,648,082	2,490,249,118	7.84%
2007	2,202,687,502	454,804,642	2,657,492,144	6.72%
2008	2,323,996,912	487,155,971	2,811,152,883	5.78%
2009	2,429,035,563	526,917,483	2,955,953,046	5.15%
2010	2,529,699,882	550,561,377	3,080,261,259	4.21%
2011	2,618,801,545	578,241,790	3,197,043,335	3.79%
2012	2,648,804,108	603,925,284	3,252,729,392	1.74%

While the City has not seen a decline in AV, the largest contract area has seen a decrease. A decline in Albany Rural Fire Districts' AV is primarily due to closure of the International Paper Mill.

Figure 8: AFD Contract Area Historical Assessed Valuation, 2007 – 2012

Year	Albany Rural	North Albany	Palestine	Total AV	% of Change
2007	634,816,951	118,254,034	60,502,946	813,573,931	
2008	596,486,231	124,875,258	62,814,932	784,176,421	-3.61%
2009	595,724,627	133,995,055	67,193,907	796,913,589	1.62%
2010	614,878,068	140,691,756	70,228,596	825,798,420	3.62%
2011	533,431,626	142,798,056	72,323,674	748,553,356	-9.35%
2012	476,185,374	142,514,956	72,846,121	691,546,451	-7.7%

Combined AV in the three contract areas has declined 14.34 percent between 2010 and 2012. Between 2007 and 2012, Albany Rural's AV decreased 27.12 percent.

Revenue from the Public Safety Levy is experiencing a significant issue with compression. As noted, compression exists when the taxes on a property exceed $10 per $1,000 AV for governmental services. In fiscal year ending in 2011, 12.4 percent of the Public Safety Levy was uncollectible due to compression. This equates to a reduction of revenue for the Albany

fire and police departments of $377,546. The City of Albany anticipates that this trend will continue in the future. The actual and forecast loss of revenue due to compression from 2006 to 2012 is shown in Figure 9.

Figure 9: Albany Public Safety Levy and Amount in Compression, 2006 – 2012

Year	Linn	Benton	Amount in Compression	Levy Amount
2006	1,966,414	400,571	($132,504)	2,234,481
2007	2,100,835	423,968	($97,597)	2,427,206
2008	2,217,791	452,811	($137,454)	2,533,148
2009	2,330,244	488,610	($159,763)	2,659,091
2010	2,417,605	508,058	($203,141)	2,722,522
2011	2,504,913	532,445	($368,509)	2,668,849
2012	2,535,336	554,765	($723,027)	2,367,074

A total of approximately $1.8 million from the voter-approved Public Safety Levy was unavailable between fiscal years 2006 and 2012 because of tax compression.

City of Albany Debt

Albany Fire Department does not carry any specific debt separate from the City of Albany. The only debt the City is carrying that is specific to the Fire Department is a 1996 General Obligation Bond that paid for the construction of two fire stations (Stations 13 and 14). This debt is scheduled to be paid off in fiscal year 2015.

AFD Revenue

The foundation of Albany FD's revenue is obtained from three sources: City General Fund, EMS, and contractual services (Albany Rural, North Albany, and Palestine Fire Protection Districts). The 2011 budgeted amount of non-tax revenue from EMS is 57.10 percent with 42.90 percent for contracted service. Other sources of non-tax revenue included a seismic rehab grant, licensing and permit fees, hazardous materials, and other miscellaneous income.

There is one URA (Urban Renewal Area) in Albany. All revenue from this source goes towards funding improvements in the URA.

City of Albany Fee Schedule

Albany Fire Department charges for contracted services with three fire protection districts but also has fees for other services. A significant segment of revenue is received from EMS and

EMS transport services. Figure 10 shows the ambulance fee schedule adopted by the City of Albany effective February 1, 2010.

Figure 10: AFD Ambulance Fee Schedule

Service	Charge	Service	Charge
Base Rate	$1,020.00	Waiting Time	$180.00
Bariatric Services	$420.00	Aid Call (no transport)	$420.00
Extrication/Rescue	$420.00	FireMed Membership (annual)	$50.00
Mileage (per loaded mile)	$19.50	Stand-by Coverage (per unit/per hour)	$270.00
Extra EMT	$90.00	Stand-by Coverage (per EMT/per hour)	$90.00

Figure 11 lists the source and amount of non-tax revenue budgeted for AFD in fiscal year 2012.[8]

Figure 11: AFD – Source and Amount of Non-Tax Revenue, 2011

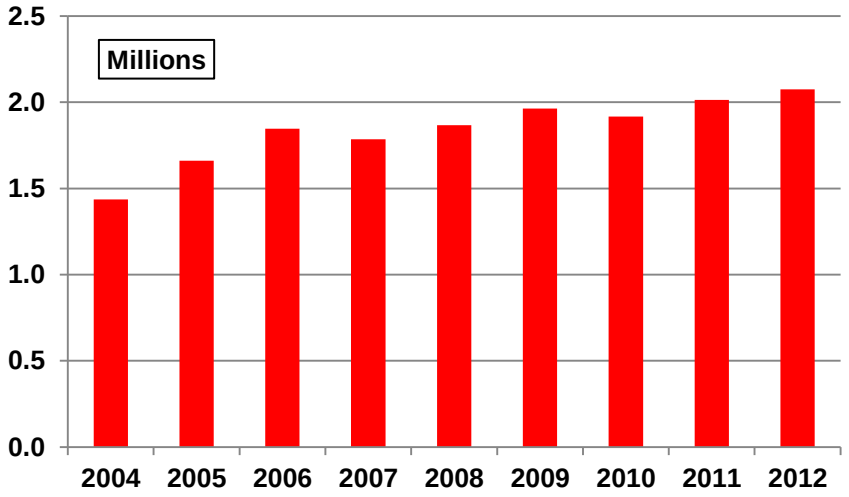
Source	Amount
Ambulance Service Fees	1,882,587
Fire Med Fees	125,550
Misc. EMS	3,723
EMS Interest	1,132
Rural District Contract Revenue	1,414,151
Conflagration Response Reimbursement	2,706
Grant: Fire Station 12 Seismic Upgrade	15,828
Total	**$3,445,677**

Approximately 59.47 percent of non-tax revenue is from EMS and 40.53 percent is from contracted services to Albany Rural, North Albany, and Palestine FPDs.

In the following table, the EMS revenue for AFD is shown for fiscal years 2004 through 2012. EMS revenue for fiscal year 2011 is based on actuals while 2012 is the budgeted amount.

[8] Source: Annual Budget, City of Albany, fiscal year 2012.

Figure 12: AFD EMS Revenue, 2004 – 2012



Revenue from EMS flattened between 2008 and 2010 and is estimated to only increase modestly in 2012.

AFD Historical and Current Operational Costs

Figure 13 shows the historical annual expenditures of the AFD from 2006 through 2012. The amount for fiscal year 2012 is based on the adopted budget. Annual expenditures are inclusive of personal services, materials and services, and capital outlay.

Figure 13: AFD Annual Expenditures, 2006 – 2012

	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	Unaudited FY 10-11	Budgeted FY 11-12
Fire							
Personal Services	$4,896,642	$5,164,202	$5,614,900	$5,831,114	$6,036,384	$6,491,200	$6,730,400
Materials and Services	565,608	1,253,227	1,616,500	1,649,896	1,520,310	1,515,225	1,718,300
Capital	16,816,000	38,957	200,500	274,164	0	0	0
Public Safety Levy: Fire							
Personal Services	506,623	519,142	620,500	657,020	720,016	832,300	911,900
Materials and Services	236,696	285,628	375,300	363,783	142,260	116,900	80,300
Fire and Life Safety							
Personal Services	380,581	314,599	440,900	446,761	468,088	510,700	607,300
Materials and Services	90,074	125,174	130,300	156,371	155,006	159,400	159,100
Capital	0	0	0	0	9,012	0	0
Ambulance							
Personal Services	1,451,129	1,486,896	1,692,500	1,812,482	1,744,242	1,892,800	1,884,800
Materials and Services	329,738	569,571	387,600	388,158	398,167	324,200	359,500
Total	**$25,273,091**	**$9,757,396**	**$11,079,000**	**$11,579,751**	**$11,193,484**	**$11,842,725**	**$12,451,600**
Total Less Capital	**$8,457,091**	**$9,718,439**	**$10,878,500**	**$11,305,587**	**$11,193,484**	**$11,842,725**	**$12,451,600**

In fiscal year 2005 – 2006, AFD had a large capital expenditure that increased the annual operating budget. Total expenditures less capital in fiscal year 2005 – 2006 were 8,457,091.

Figure 14 provides a summary of the costs to fully fund a capital apparatus plan for the Albany FD.

Figure 14: AFD Vehicle Replacement Plan Summary

Unit	Year	Type	Make	Useful Life	Years left as of 1/1/12	Purchase Cost	Required @ 1/1/12	Annual Reserve
B11	1997	Pierce	Ford F-350	20	5	$75,000	$56,250	$3,750
B14	1990	Pierce	Ford F-350	20	0	75,000	75,000	3,750
E12	2010	Pierce	Pierce Impel	15	13	475,000	63,333	31,667
RE11	2001	International	Central States	15	4	475,000	348,333	31,667
RE12	1992	Ford 350	Spartan	15	0	475,000	475,000	31,667
RE14	1982	Ford 250	Kenworth	15	0	475,000	475,000	31,667
L11	1998	Polaris	Central States	20	6	875,000	612,500	43,750
M12	2009	Pierce	Lifeline International	7	4	235,000	100,714	33,571
M13	2006	Pierce	Lifeline International	7	1	235,000	201,429	33,571
M14	2006	Pierce	Lifeline International	7	1	235,000	201,429	33,571
RM12	2002	International	Ford F-350	7	0	235,000	235,000	33,571
RM13	1999	Ford 350	Ford F-350	7	0	235,000	235,000	33,571
E13	2008	Ford 250	Pierce Impel	15	11	525,000	140,000	35,000
E14	2008	Ford 250	Pierce Impel	15	11	525,000	140,000	35,000
R11	1989	Pierce	Isuzu	20	0	160,000	160,000	8,000
193	1995	Pierce	Freightliner	20	3	175,000	148,750	8,750
WT11	1988	Pierce	Western States	20	0	325,000	325,000	16,250
T13	1998	Ford 350	HME	20	6	875,000	612,500	43,750
Total Annual Funding Requirement						**$6,335,000**	**$4,535,238**	**$466,274**

City of Corvallis Financial Overview

CFD Revenue

The City of Corvallis operates the CFD using the Fire and Rescue fund. The Fire and Rescue fund accounts for the revenues and expenditures associated with the operation of fire, emergency medical, and transport ambulance services. Primary sources of revenue are taxes and charges for services.

City of Corvallis Fee Schedule

Corvallis Fire Department receives a significant segment of revenue EMS and EMS transport services. Figure 15 shows the ambulance fee schedule adopted by the City of Corvallis effective July 1, 2010.

Figure 15: CFD Ambulance Fee Schedule

Service	Charge	Service	Charge
Specialty Care Transport Rate	$990.00	Evaluation & Treatment No-Transport	$450.00
Advanced Life Support Level 2	$1,000.00	Public Assistance Calls	$186.00
Advanced Life Support Level 1	$1,000.00	Critical Care Packaging for Air Transport	$400.00
Basic Life Support	$775.00	Mileage (per loaded mile)	$15.00
Stretcher Transport	$445.00	Extra Attendant	$61.00
Waiting Time (per ½ hour)	$61.25	EMT Standby (per hour)	$70.00
Standby Time (special events/hour)	$250.00		

The City has adopted a schedule for billing for other services provided by the CFD. The fee schedule adopted September 9, 1989, and last updated May 1, 2000, includes charges for:

- Fire suppression on/in property outside of the Corvallis Rural Fire Protection District, special contract areas, and not subject to mutual aid request (ORS 476.280 and 476.290).
- Fires on or originating on railroad rights-of-way and for transportation emergencies, including aircraft crashes involving persons or property not taxed or assessed by the City for fire protection (ORS 478.310).
- Hazardous materials spill control efforts (CMC 7.08.150).
- Stand-by fire protection which interferes with the Department's ability to adequately protect the City and District without additional resources. Examples:
  - Stand-by on-site protection at Corvallis Municipal Airport
  - Standby at special events such as pyrotechnic displays
  - Standby due to delayed response by utility companies
- Fire suppression resulting directly or indirectly from neglect or failure to promptly comply with a notice issued by the Chief (or designee) to abate a hazard within the time stipulated on the notice (CMC 7.08.050).
- Suppression of fires caused by fireworks set by minor children (ORS 480.158).
- Cleanup or abatement of a hazardous or unsafe condition (CMC 7.08.050).
- Suppression of arson fires when restitution is mandated by court order.
- Filling breathing air cylinders.
- Hydrant flow test information (static and residual measurements).
- CFIT supplemental report for fire investigations.
- Training to outside agencies, unless otherwise specified by contract.
- Fees for Multiple Nuisance Fire Alarm Responses

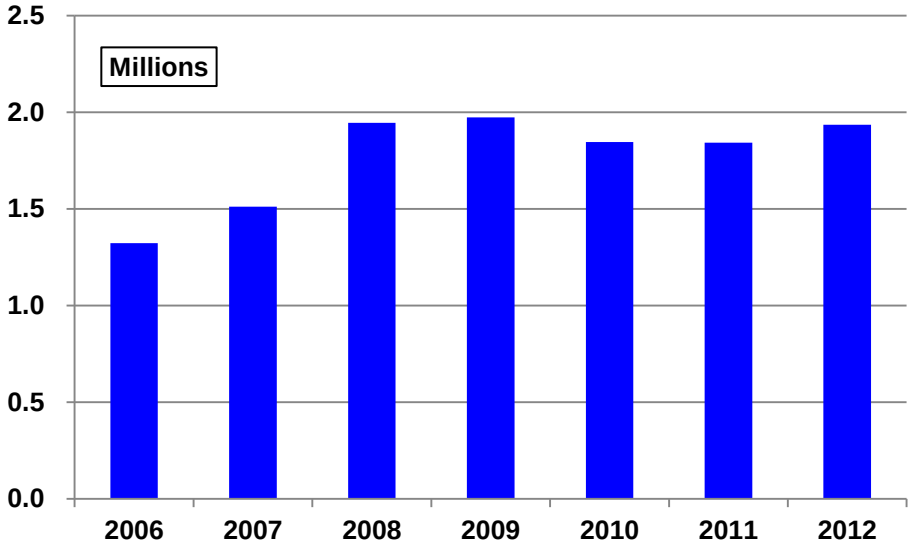
Figure 16 lists the source and amount of non-tax revenue budgeted for CFD in fiscal year 2011.[9]

Figure 16: CFD – Source and Amount of Non-Tax Revenue, 2011[10]

Source	Amount	Source	Amount
License and Permits General	$21,162	Penalty Fees – General	0
Operating Charges for Service	150	Crime & Asset Forfeiture	1,033
Other Charges for Service	88,811	Fines & Forfeitures – General	16,190
Contracted Fire Services (1)	1,136,763	Surplus Prop – Non Capital	25
Fire Inspection Services	65,318	Bad Debts Recovered	2,613
Fire/Rescue/Hazard Services	19,421	Gifts/Donations/Contributions	481
FireMed Subscriptions	122,850	Non-Intergovt Grants	58,012
Ambulance Services	1,812,698	Other Misc. Revenue	733
Plan Review Services Fire	25,088	Interest on Investments	11,327
Parking Meters Fire	166	Interest – Other	248
Dept. of Justice Grant	0	Unrealized Gain/Loss-Inv.	1,893
FEMA/Other Federal Grant	28,479		
		Total	**$3,413,462**

In the following figure, the EMS revenue for CFD is shown for fiscal years 2006 through 2012. EMS revenue for fiscal year 2011 is based on actuals while 2012 is the budgeted amount.

Figure 17: CFD EMS Revenue, 2004 – 2012

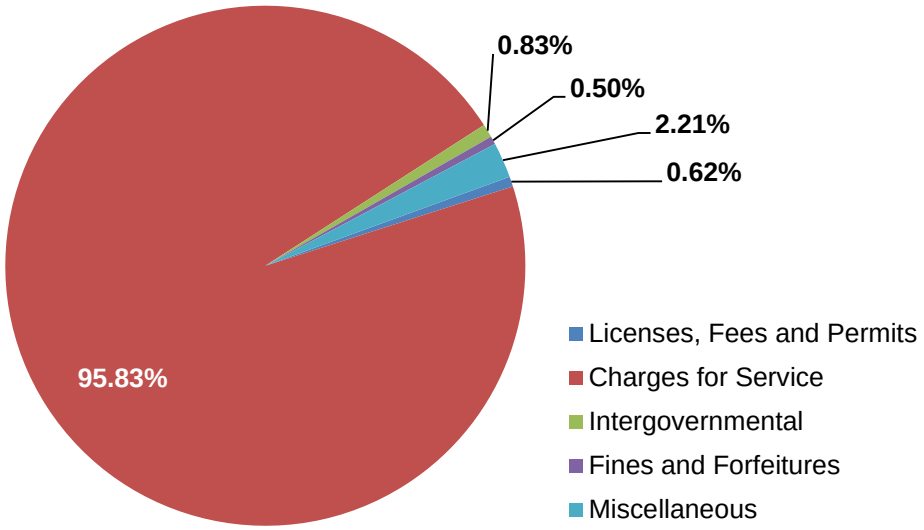


Revenue from EMS between 2008 and 2011 has been stagnant and is estimated to remain flat in 2012.

[9] Source: Annual Budget, City of Corvallis, fiscal year 2011.
[10] Unaudited.

Corvallis FD is successfully using a wide variety of sources to capture non-tax revenue. Figure 18 is CFD's budgeted non-tax revenue by major category by percentage for fiscal year 2011.

Figure 18: CFD – Non-Tax Revenue Percentage by Source



Of the $3,413,462 in non-tax revenue for 2011, 53.10 percent is from ambulance services and 33.30 percent from contracted service.

CFD Historical and Current Operational Costs

Figure 19 shows the historical annual expenditures of the CFD from 2006 through 2012. The amount for fiscal year 2012 is based on the adopted budget. Annual expenditures are inclusive of personal services, materials and services, and capital outlay.

Figure 19: CFD Annual Expenditures, 2006 – 2011

	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	Unaudited FY 10-11	Adopted FY 11-12
Total Personal Services	$6,292,654	$6,860,450	$6,997,979	$7,434,564	$7,996,443	$8,317,500	$8,760,020
Materials and Supplies	284,043	302,317	426,989	371,464	278,660	329,077	367,110
Services	345,381	367,738	359,990	429,017	457,414	439,131	481,250
Utility and Overhead	139,140	154,405	144,833	116,505	98,705	129,792	132,660
Internal Service Charge	669,962	685,312	757,014	843,665	856,984	890,190	877,130
Travel and Training	21,809	35,839	35,613	40,768	39,932	30,293	34,280
Capital Outlay	9,207	9,198	8,952	16,162	0	0	12,630
Total	**$7,762,196**	**$8,415,259**	**$8,731,370**	**$9,252,145**	**$9,728,138**	**$10,135,983**	**$10,665,080**

Annual increases in expenditures for CFD have averaged 5.44 percent between fiscal year 2005 – 2006 and fiscal year 2011 – 2012. During the same period, personal services have increased approximately 5.69 percent.

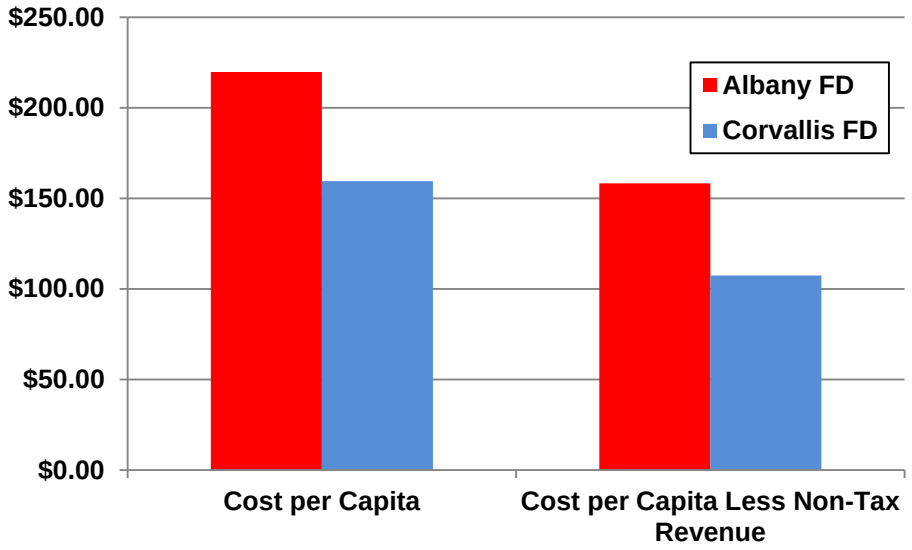
Figure 20 provides a summary of the costs to fully fund a capital apparatus plan for the Corvallis FD.

Figure 20: CFD Vehicle Replacement Plan Summary

Unit No.	Unit Year	Vehicle Description	Unit Year	Purchase Cost	Years of Life	Replace-ment Cost	Annual Reserve	2012 Balance Needed
121	1999	Freightliner Ambulance	1997	139,567	7	257,980	$36,854	$257,980
123	2008	Highliner Ambulance	2008	206,592	7	257,980	$36,854	$147,417
124	2001	Freightliner Ambulance	2001	144,149	7	257,980	$36,854	$257,980
125	2010	Highliner Ambulance	2010	227,733	7	257,980	$36,854	$73,709
129	1999	Freightliner Ambulance	1999	142,531	7	257,980	$36,854	$257,980
131	2006	HME Engine	2006	303,272	20	486,460	$24,323	$145,938
132	2009	HME Engine	2009	409,272	20	486,460	$24,323	$72,969
133	1994	Central States Engine	1994	262,205	20	696,480	$34,824	$626,832
134	1995	Central States Engine	1995	210,464	20	486,460	$24,323	$413,491
135	2005	HME Engine	2005	286,525	20	486,460	$24,323	$170,261
136	1997	Central States Engine	1997	190,300	20	486,460	$24,323	$364,845
139	1991	Grumman Engine	1991	184,668	20	486,460	$24,323	$486,460
141	1997	Central States Tender/Pumper	1997	182,650	25	371,500	$14,860	$222,900
142	1977	American General Tender	1997	68,002	15	371,500	$24,766	$371,500
143	1988	Western States Tender	1988	122,908	25	371,500	$14,860	$356,640
151	2009	HME Platform Aerial Engine	2009	758,951	20	790,750	$39,538	$118,613
161	1975	Int'l Harvester Brush	1995	26,420	15	61,450	$4,097	$61,450
162	1977	Chevrolet Brush	1998	22,523	15	61,450	$4,097	$57,353
163	1979	GMC Brush	1998	25,714	15	61,450	$4,097	$57,353
165	1994	Ford Brush	2001	14,906	15	61,450	$4,097	$45,063
166	1991	Ford Brush	1999	30,562	15	61,450	$4,097	$53,257
Annual amount needed to meet schedule							**$479,540**	
Current balance required to meet schedule								**$4,619,991**

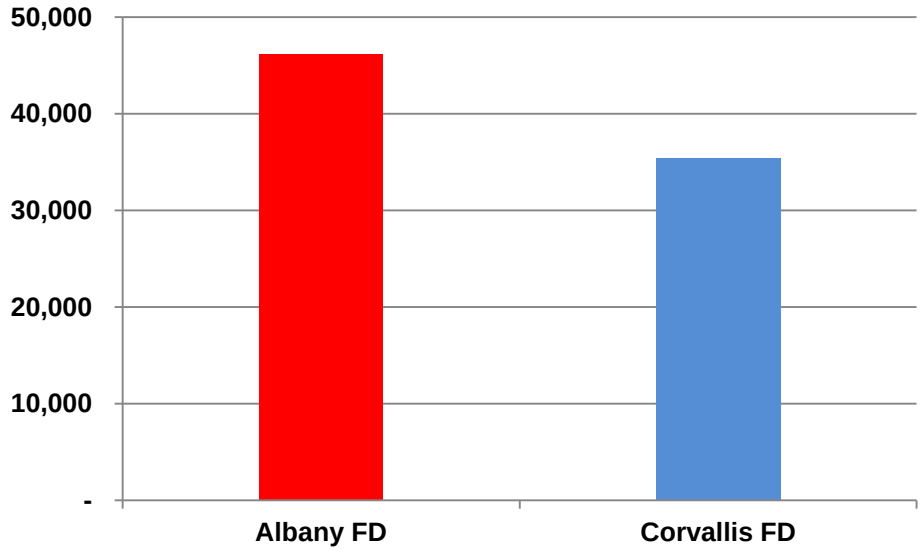
Comparing operating costs should be examined with other indicators (such as services provided, level-of-service, fire loss, and value of property protected), provides a financial measurement of a fire department's services. In Figure 21 the cost per capita for operating the two fire departments is shown compared the total budget and less non-tax revenue.

Figure 21: Comparable Operating Costs per Capita, Fiscal Year 2012



Measuring the non-tax revenue per employee provides another view of the financial benefit that a fire department is netting from outside property tax receipts. Figure 22 shows the estimated non-tax revenue per employee for fiscal year 2011 – 2012.

Figure 22: Non-Tax Revenue per FTE, Fiscal Year 2012



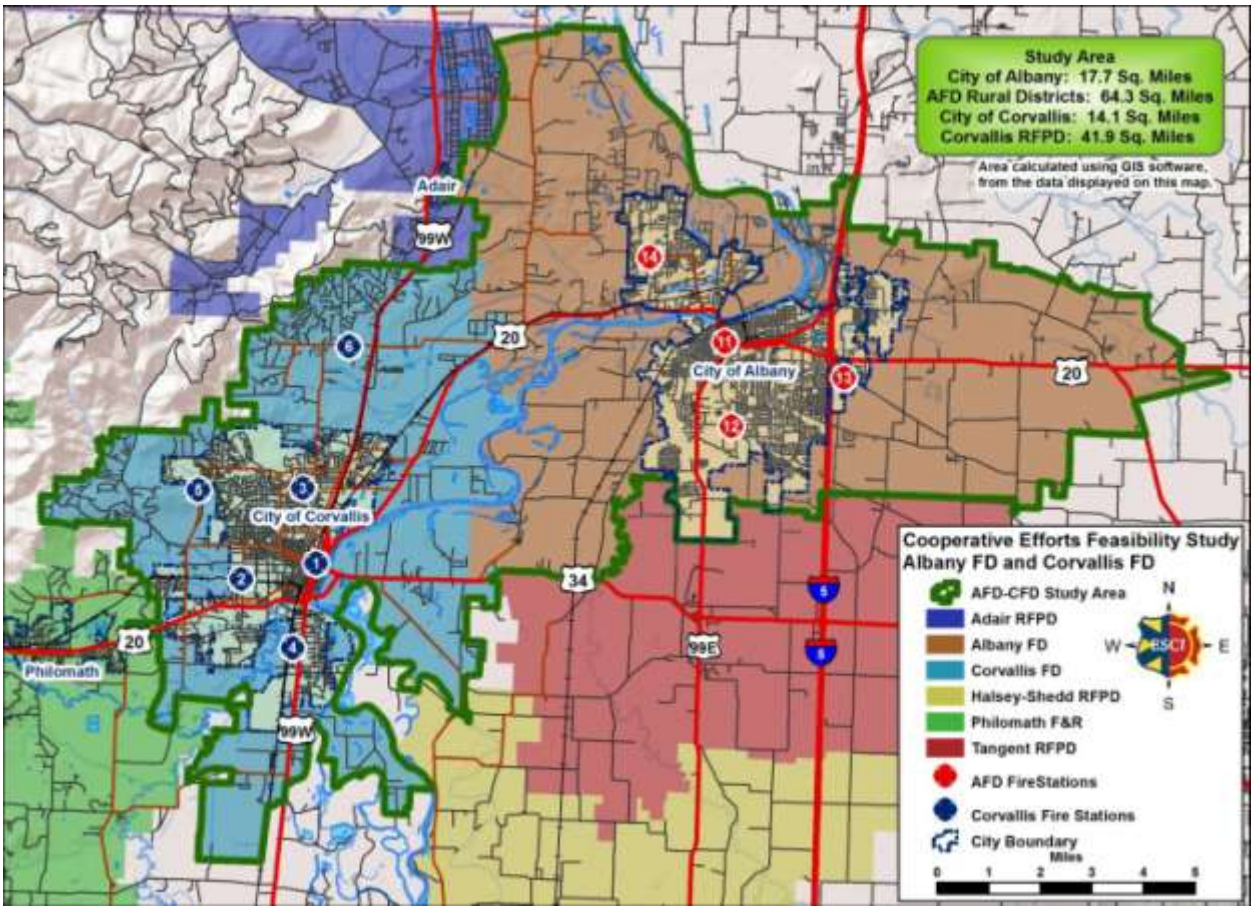
The amount of non-tax revenue has an impact on the ability of the two fire departments to provide service to both cities. In fiscal year 2011 – 2012, non-tax revenue equals approximately 28.02 percent of the AFD budget and 32.65 percent of the CFD budget

Service Delivery & Performance Analysis

Both organizations have established service level objectives and monitor their performance annually. Turnout time, travel time, resource distribution, resource concentration and the percentage of times the objectives are met to the extent that they are accurately measured at the dispatch centers. The following graphics characterize the study area as well as those components that make up the emergency response systems of Albany Fire Department and Corvallis Fire Department.

The map in Figure 23 illustrates the study area, which includes the City of Albany, the City of Corvallis, and their contract service areas surrounding each city. The city limits of the two cities do not touch, but their contracted service areas are adjoined.

Figure 23: Albany Fire Department & Corvallis Fire Department Cooperative Efforts Study



The population densities of the two cities are predominantly urban (equal to or greater than 1,000 population per square mile), while the contracted services areas are predominantly rural (less than 500 population per square mile), as illustrated in Figure 24

Figure 24: Study Area Population Density, 2010 Census Data

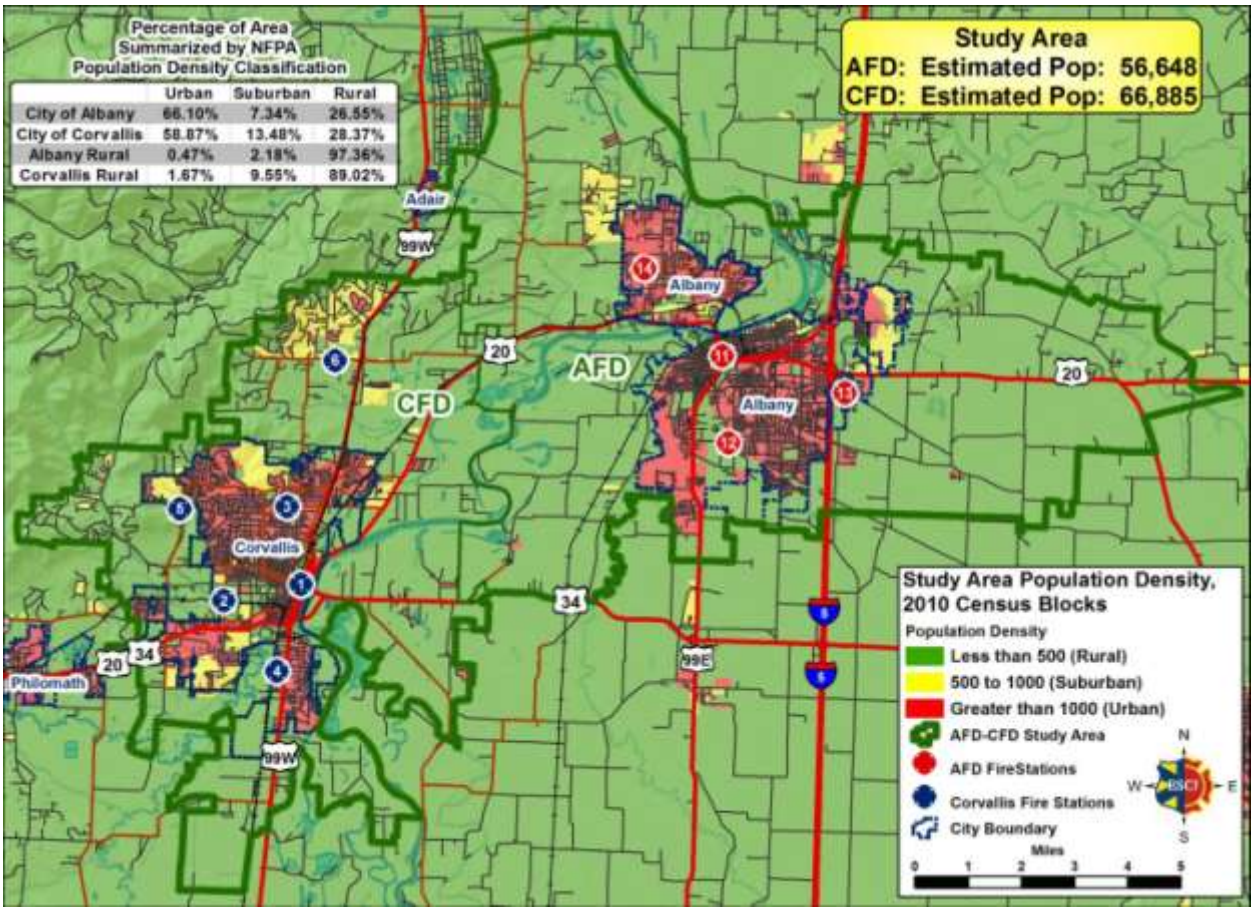
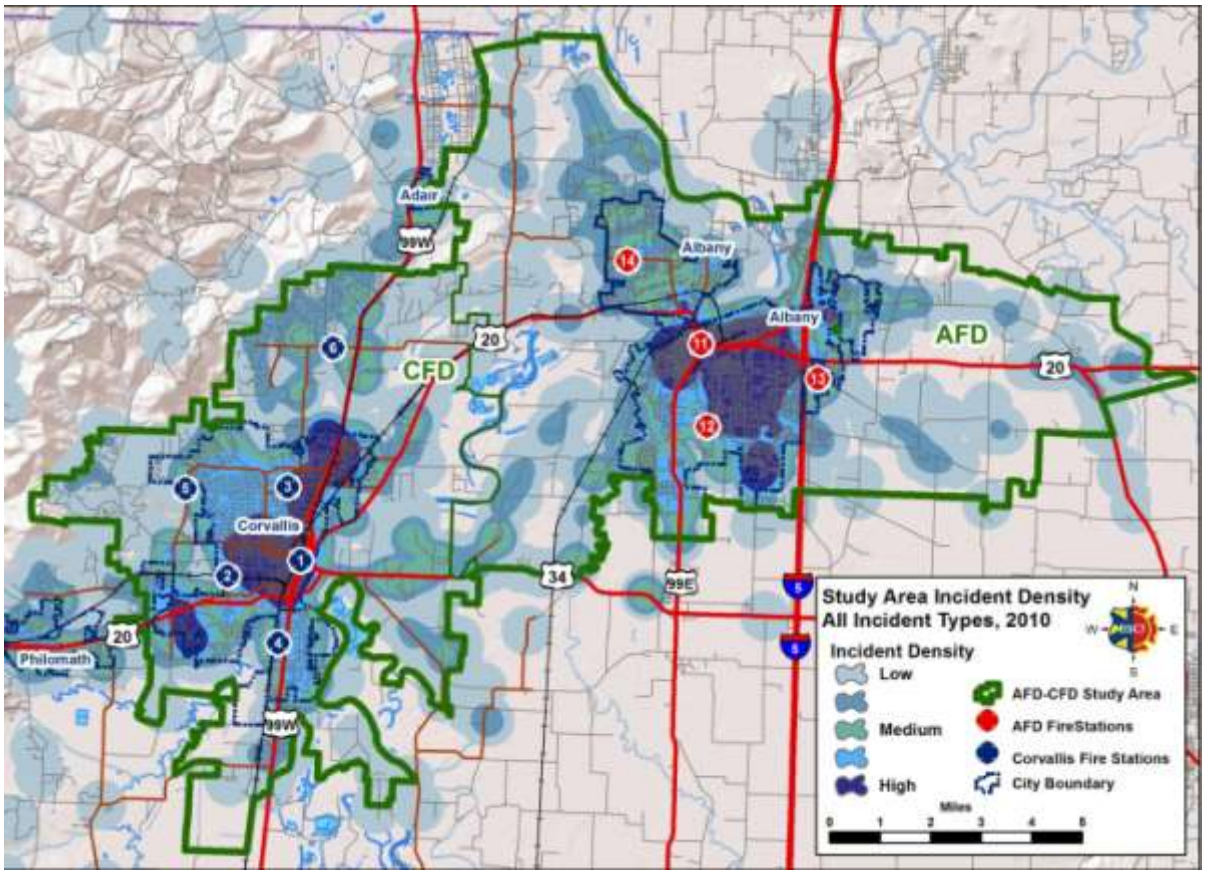


Figure 25 reveals the distribution of all emergency calls for service, including the “hot-spots” of activity. Note the urban areas tend to naturally reflect a higher density of call volume, which is to be expected and is why distribution of fire department resources typically follow density of population or development.

Figure 25: Study Area Incident Density, 2010



Fires also tend to reflect density and pose the greatest threat for conflagration (out-of-control fire spread) due to the close proximity of buildings. The fires occuring in the rural areas pose a significant challenge where water infrastructure is absent, requiring additional staffing and equipment to shuttle water to the incident. Figure 26 illustrates the concentrations of both risks.

Figure 26: Study Area Fire Incidents

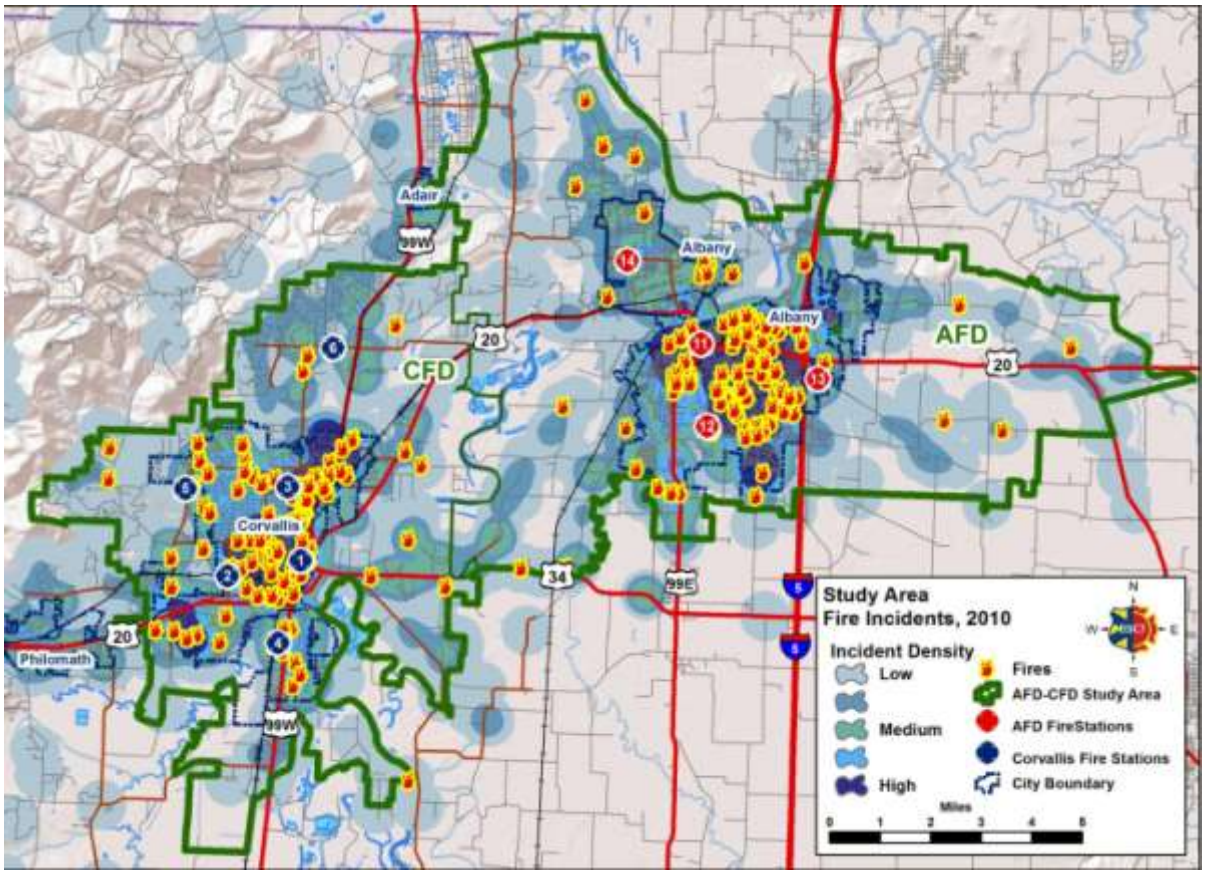


Figure 27 depicts the importance of a networked road system for fire protection. Distance between the emergency equipment/personnel and the building/incident significantly influences the likely outcome of a fire. Both cities are well served with the majority of the city limits lying within 1.5 miles travel distance of a fire station. Rural areas are well served with the overwhelming majority of the areas lying within five miles of a fire station.

Figure 27: Study Area Travel Distance

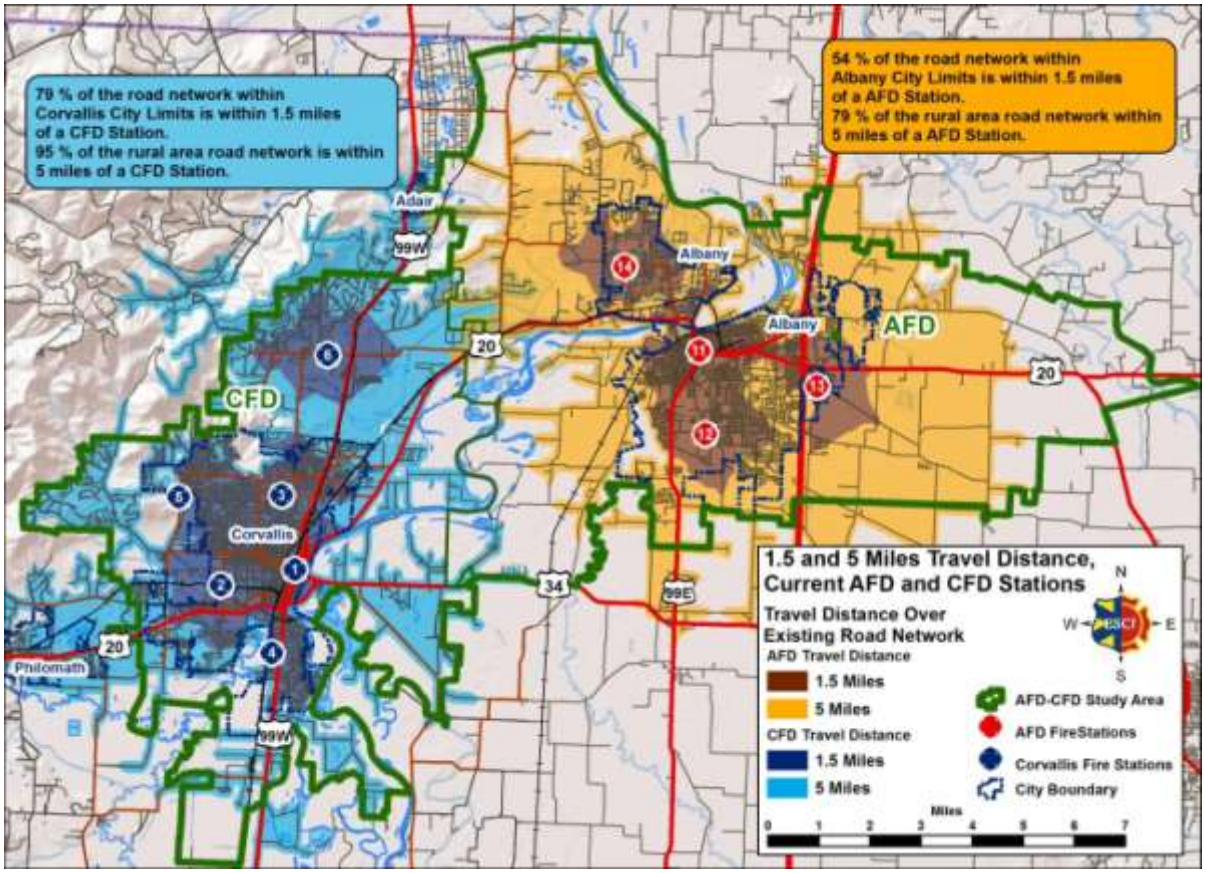


Figure 28 reflects current travel times (reach) for each jurisdiction in four and eight-minute increments. The vast majority of the city limits of both agencies fall well within the four-minute travel time, and a significant percentage of the rural areas are served with an eight-minute travel time.

Figure 28: Study Area Travel Time

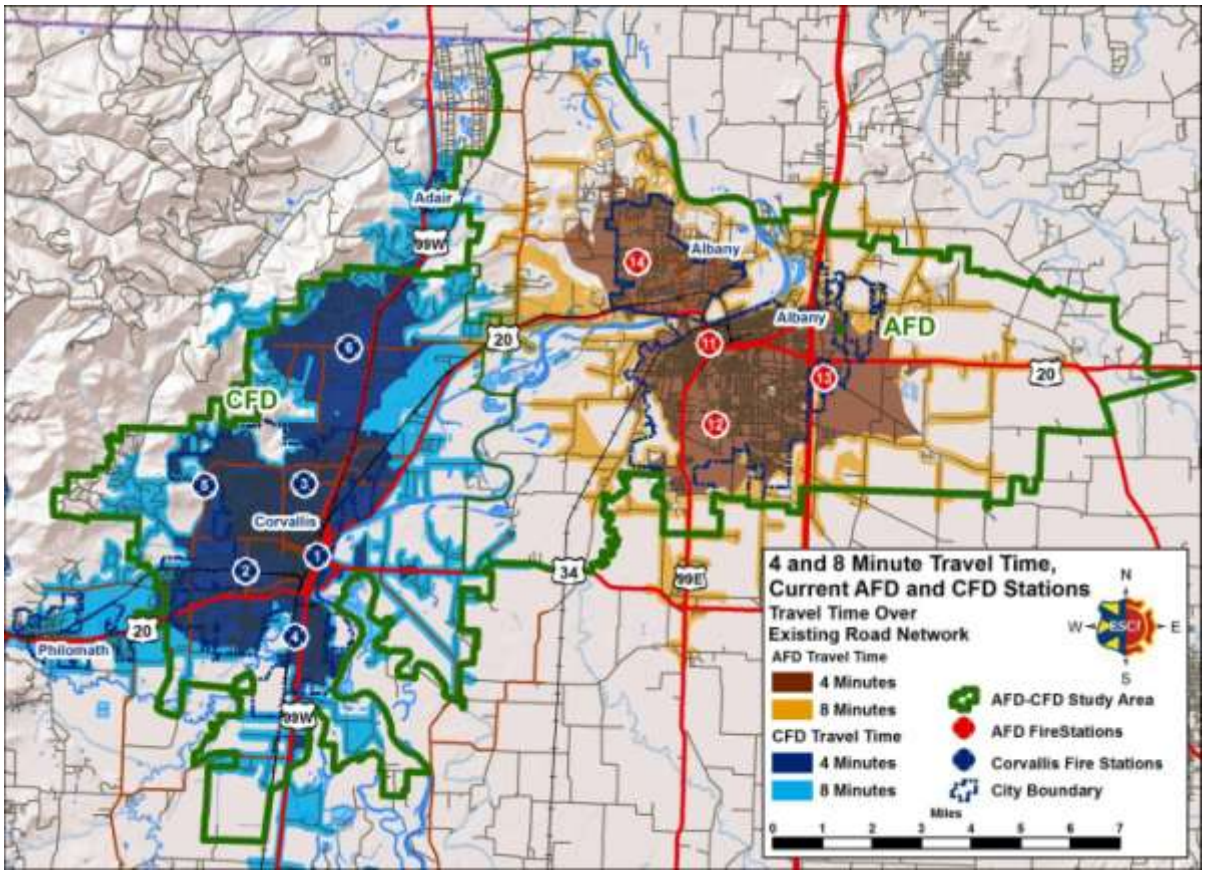


Figure 29 illustrates that the road network and distribution of existing fire stations combine to provide a travel time of four minutes for 95 percent of incidents occurring in the City of Corvallis and 96 percent in the City of Albany. Corvallis's rural service area receives a travel time of eight minutes 93 percent of the time. In Albany's rural service area receives a travel time of eight minutes 60 percent of the time.

Figure 29: Study Area Geocoded Incidents over Travel Time

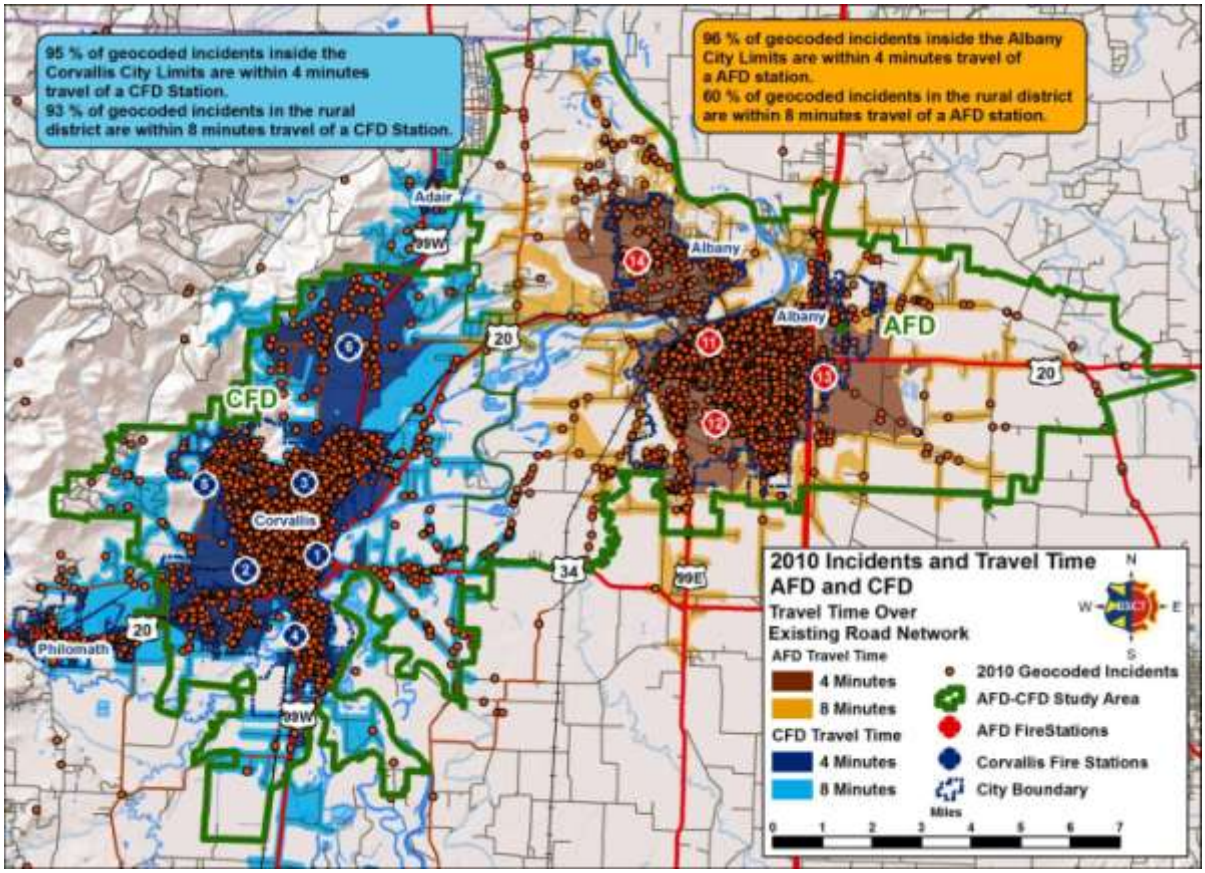


Figure 30 illustrates the first response for each station area in the two cities for fires. Note the station response areas do not limit themselves to the city limits. In Corvallis, Station 6 serves a large portion of the rural area, whereas all rural areas of Albany are served by fire stations located within the city.

Figure 30: Study Area Station Areas, Fire Responses

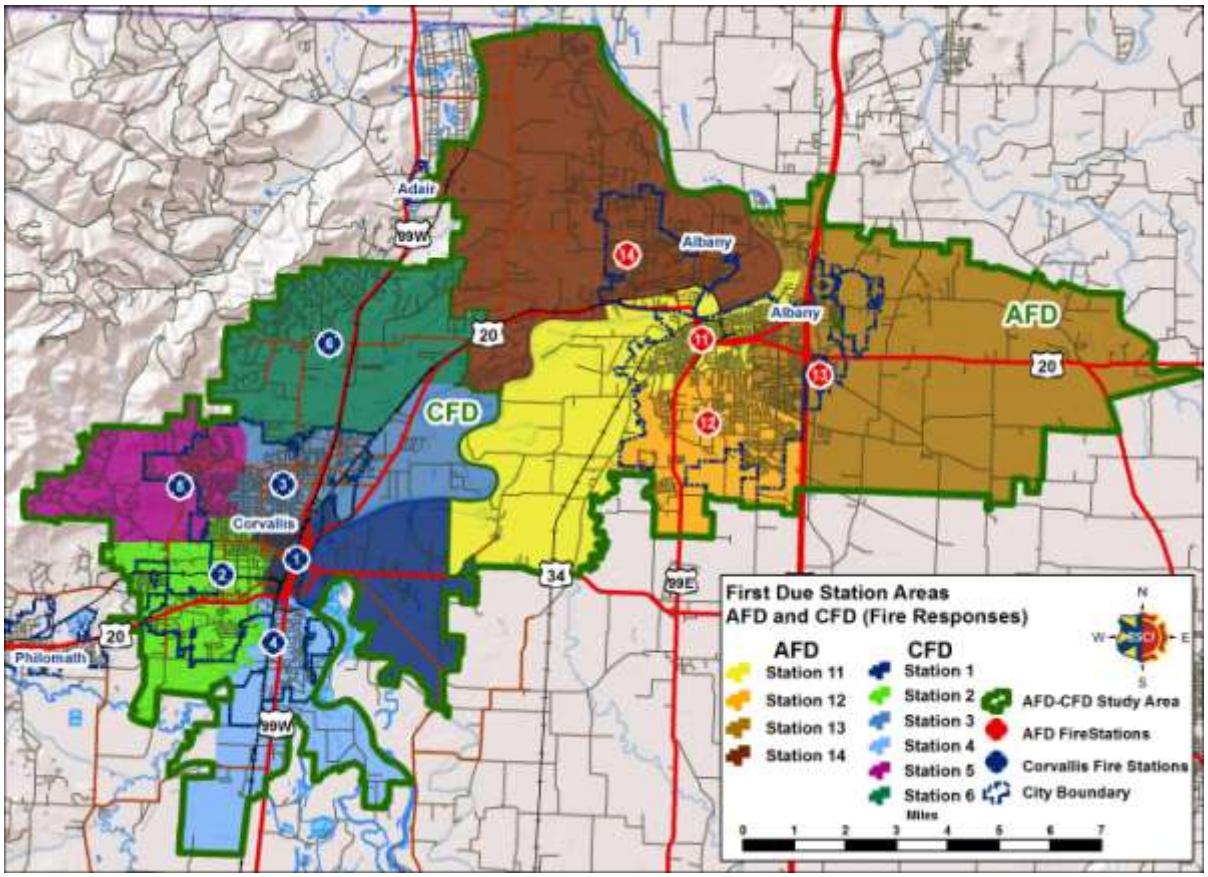
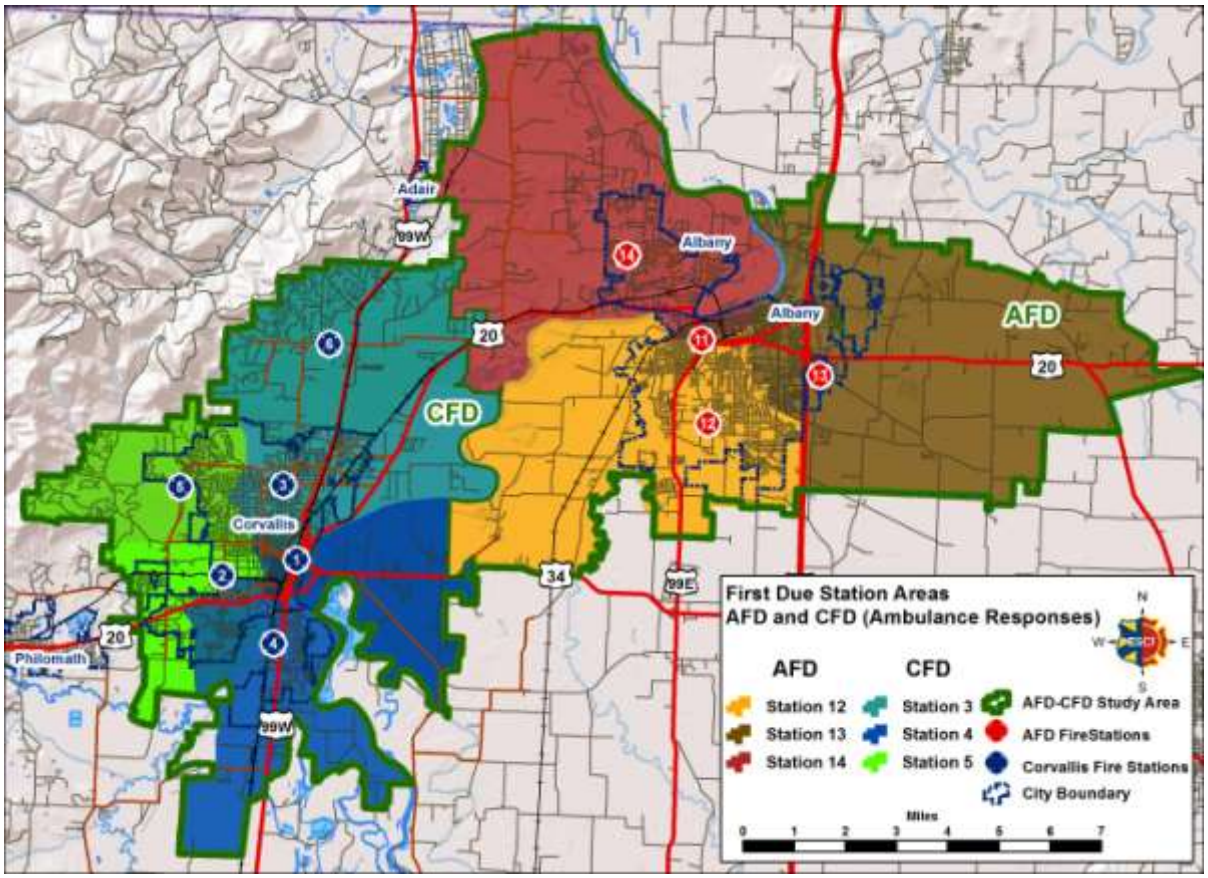


Figure 31 illustrates the first response for each station area in the two cities for ambulances. Note the station response areas do not align with the illustration in Figure 30 due to Stations 1, 2, 6, and 11 not having a first response ambulance responding from those stations.

Figure 31: Study Area Station Areas, Ambulance Responses

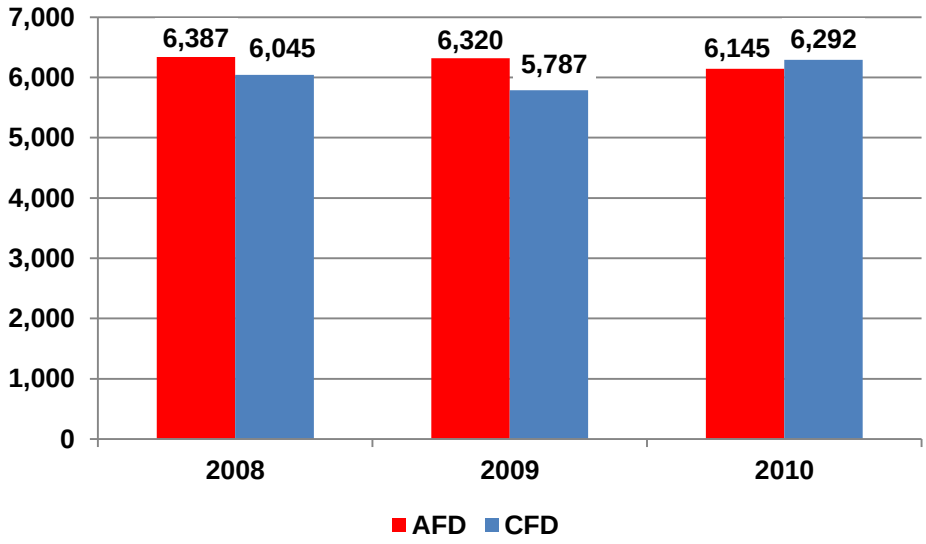


Service Demand

In the following set of figures, ESCI examines current service demand by incident type and temporal variation. Both Albany Fire Department and Corvallis Fire Department provided ESCI with historical incident data that is summarized and presented in the following series of figures.

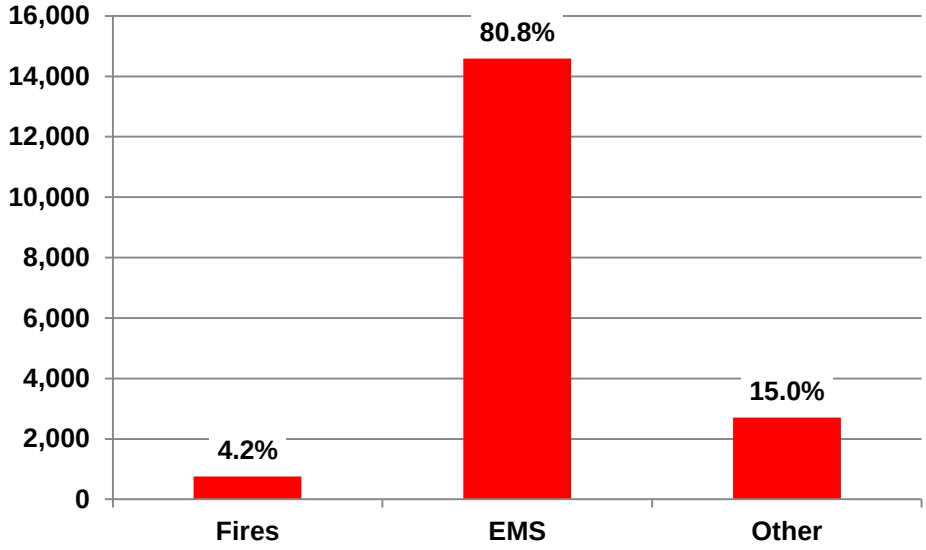
In Figure 32, service demand within the Albany Fire Department service area has decreased by 4.4 percent since 2008. Within the Corvallis Fire Department service area, demand decreased in 2009; but increased by 4.4 percent from 2008.

Figure 32: Total Service Demand, 2008 - 2010



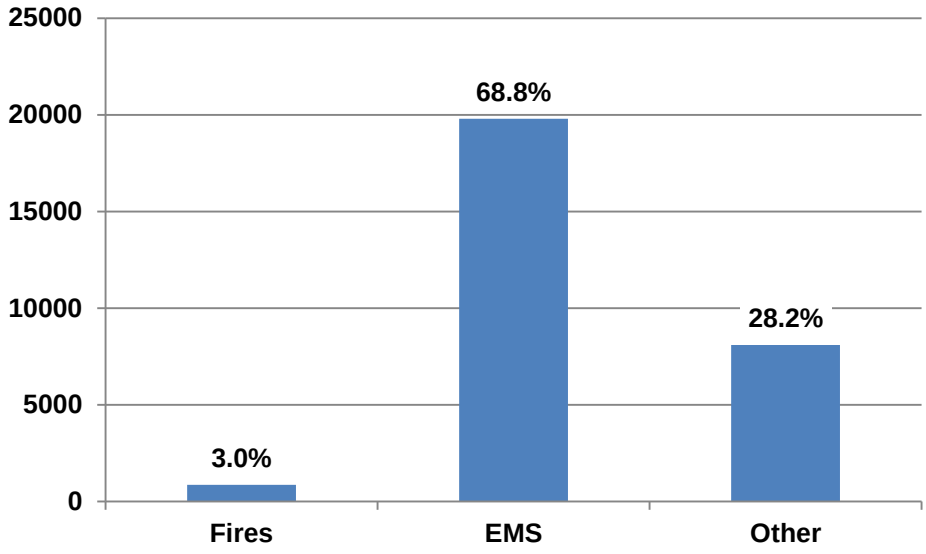
The next two figures display service demand by incident type within the study area. As seen in Figure 33, EMS incidents comprise the majority of calls for service in the AFD service area.

Figure 33: AFD Service Demand by Incident Type, 2008 - 2010



The Corvallis data set (Figure 34) includes two more years of data, but is similar to the Albany data. The ratio of responses by incident type is comparable to that of fire departments throughout the region and nationally.

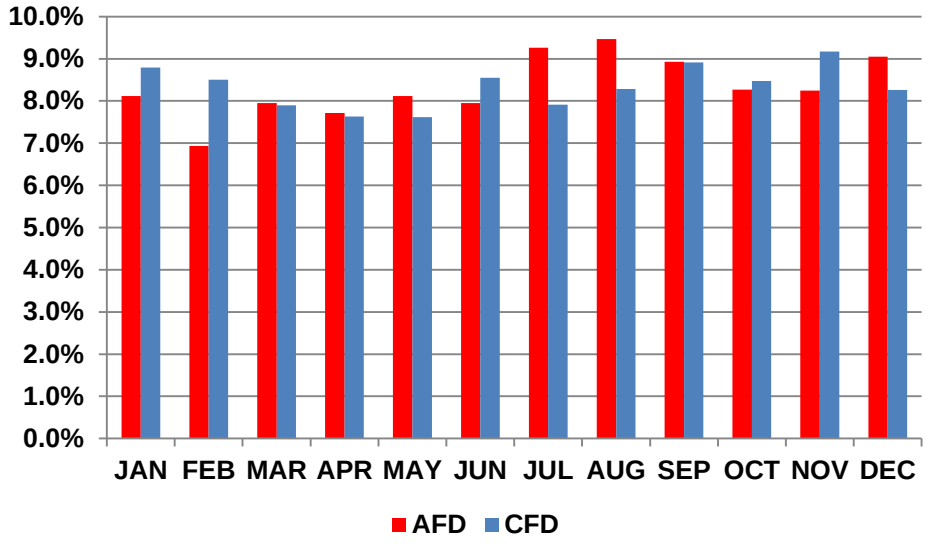
Figure 34: CFD Service Demand by Incident Type, 2006 - 2010



In the data above, the "Other" incident category includes any incident not classified as a fire or EMS incident, such as hazardous materials, wires down, and alarm sounding.

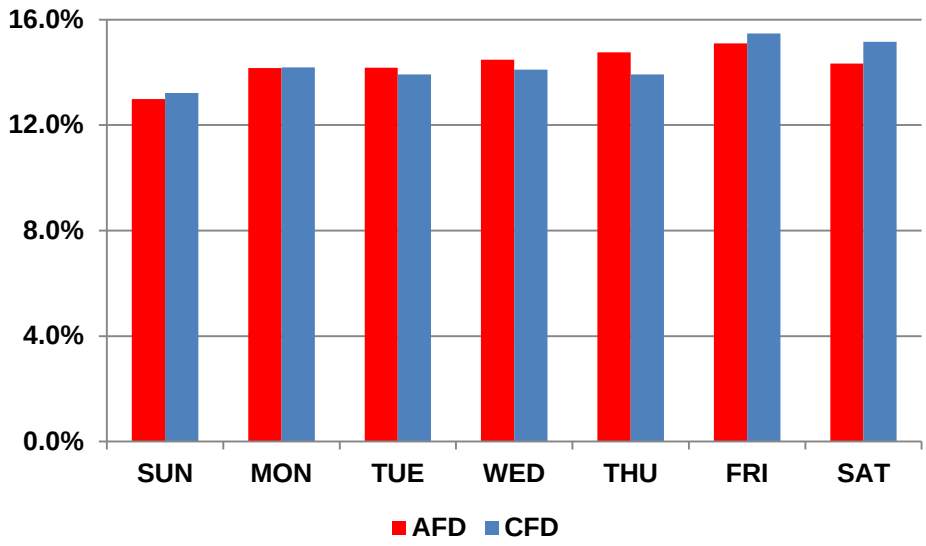
The following figures (Figure 35, Figure 36, and Figure 37) use 2010 data from AFD and CFD to examine temporal variations in service demand.

Figure 35: 2010 Service Demand by Month, AFD and CFD



The service demand by month varies from a low of 6.9 percent in February to a high of 9.5 percent in August. The median percentage for both agencies is 8.2 percent per month.

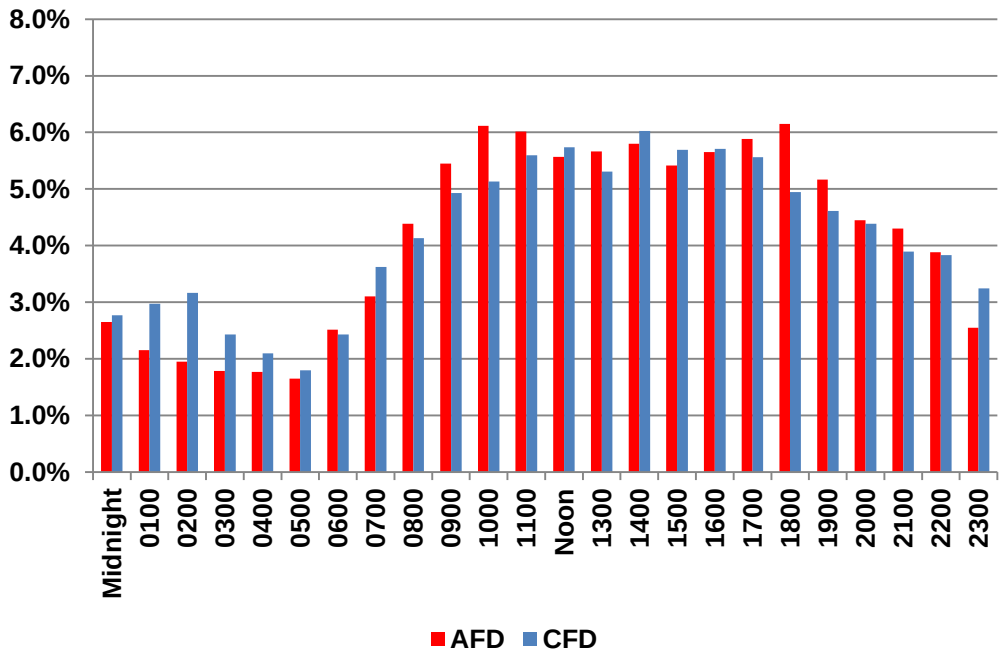
Figure 36: 2010 Service Demand by Day of Week, AFD and CFD



Service demand fluctuates within a range of 2.5 percent when summarized by day of week. The demand occurs on Friday within both agencies, with the lowest number of calls for service on Sunday within both agencies.

Calls for service are lowest from midnight through the early morning hours and increase during the work day. In 2010, approximately 67 percent of AFD calls for service and 63 percent of CFD calls for service occurred between 08:00 AM to 8:00 PM.

Figure 37: 2010 Service Demand by Hour of Day, AFD and CFD



Call Concurrency, Resource Drawdown, and Unit Hour Utilization

Call concurrency measures the amount of time multiple calls occur within the same time frame on the same day. In Figure 38, ESCI uses 2010 response data provided by Albany Fire Department to illustrate the percentage of simultaneous incidents within the AFD service area. In 2010, approximately 58 percent of AFD responses occurred as a single incident. Approximately 42 percent of the time there were two or more incidents occurring at the same time.

Figure 38: AFD Concurrent Incidents, 2010

Concurrent Incidents	
Single Incident	57.95%
2	30.59%
3	9.53%
4	1.69%
5	0.15%
6 or more	0.10%

Figure 39 displays the concurrency rate within the Corvallis Fire Department service area. The CFD data is for the time period of July 2009 through June 2010. Within the Corvallis Fire

Department service area, approximately 68 percent of the time there were two or more incidents active during some portion of the same time period. Just over 31 percent of incidents occurred as a single event.

Figure 39: CFD Concurrent Incidents, July 2009 - June 2010

Concurrent Incidents	
Single Incident	31.39%
2	41.84%
3	20.53%
4	5.29%
5	0.87%
6 or more	0.09%

Resource drawdown measures the number of apparatus that respond to a single incident. Figure 40 illustrates the count of apparatus per incident in the AFD service area.

Figure 40: AFD Resource Drawdown, 2010

Resource Drawdown	
Single Apparatus	25.39%
2	48.54%
3	14.02%
4	5.38%
5	2.56%
6	1.05%
7 or More	3.06%

Approximately 25 percent of Albany Fire Department incidents are answered with a single apparatus.

Figure 41 illustrates resource drawdown within the Corvallis Fire Department service area.

Figure 41: CFD Resource Drawdown, July 2009 - June 2010

Resource Drawdown	
Single Apparatus	56.17%
2	34.77%
3	5.84%
4	2.27%
5	0.64%
6	0.16%
7 or More	0.15%

Only 56 percent of Corvallis Fire Department incidents are handled by a single apparatus. Two or more apparatus respond to approximately 44 percent of incidents within the CFD service area.

Unit hour utilization measures the amount of time that a piece of apparatus is actually committed to an incident. The following figures analyze the total time each apparatus was committed to all incidents during the study year and expresses this as a percentage of the total year.

Figure 42 displays unit hour utilization in 2010 for AFD apparatus (Medics, Engines, and Aerial apparatus). Unit hour utilization is highest for the AFD medic units.

Figure 42: AFD Apparatus Unit Hour Utilization, 2010

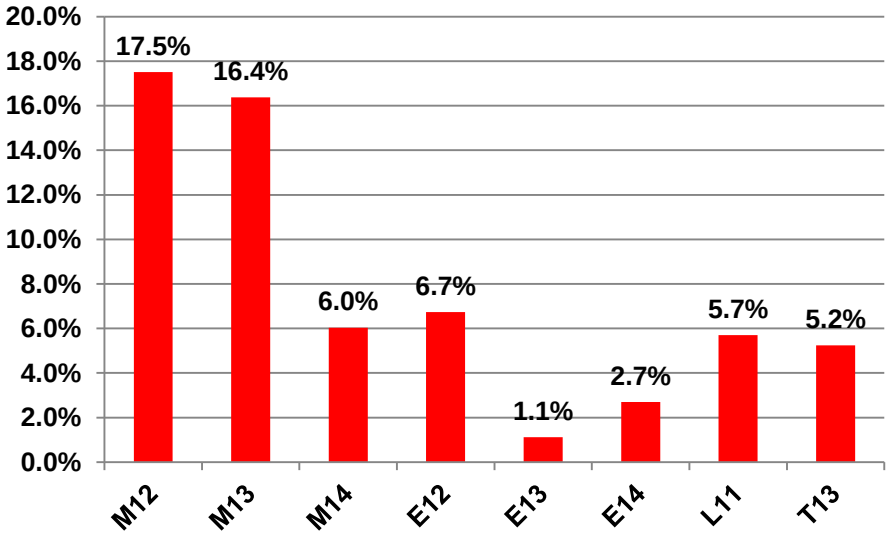
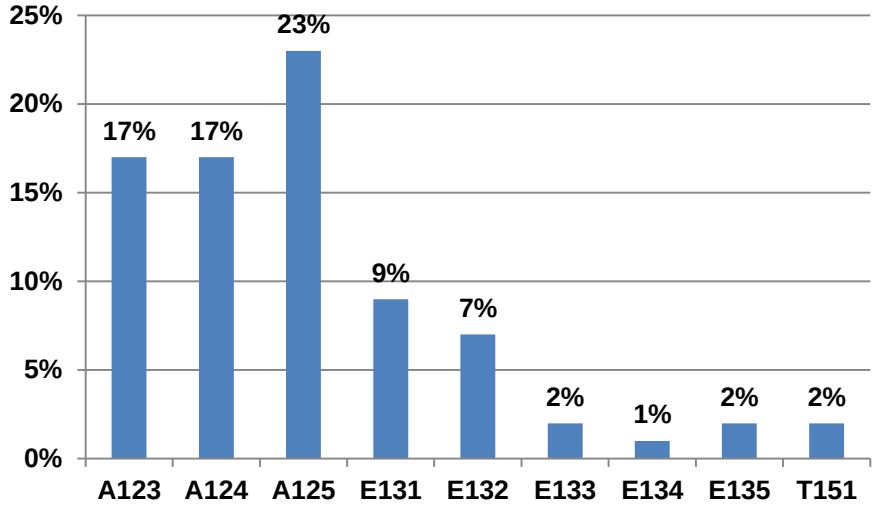


Figure 43 summarizes unit hour utilization for Corvallis Fire Department apparatus. As in the Albany table, the Corvallis Fire Department ambulances have the highest unit hour utilization.

Unit hour utilization for fire apparatus should not exceed 20 percent, with some studies indicating that significant employee burnout can occur with fire-based EMS units at around 30 percent.

Figure 43: CFD Apparatus Unit Hour Utilization, July 2009 - June 2010

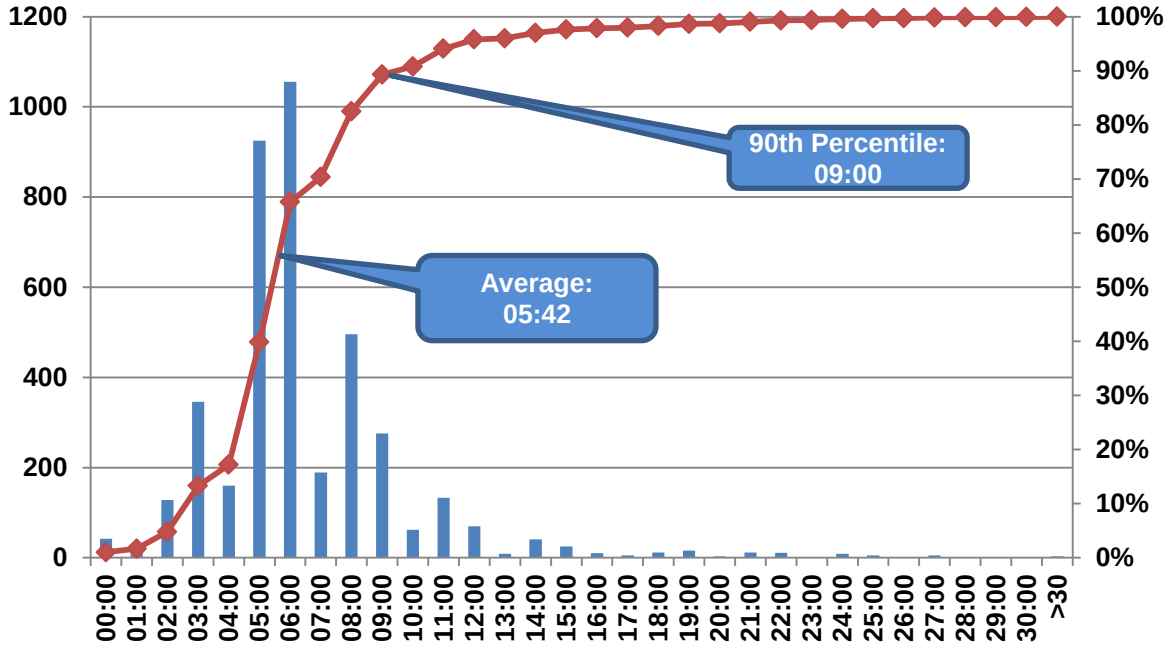


Response Performance

In this section of the report, ESCI examines emergency incident response time performance for both Albany Fire Department and Corvallis Fire Department. Both AFD and CFD provided incident response time data for 2010. Using the data provided by each agency; ESCI calculated emergency incident response times. For this study, response time is defined as the time interval from when the fire department is notified of an emergency (usually by the dispatch center); to when the first apparatus arrives on scene. Figure 44 summarizes emergency response time frequency within the Albany Fire Department service area during 2010. It should be noted that the response data provided by Albany Fire Department only reports times to the nearest minute, therefore the calculated response times (especially 90th percentile calculations) are not as precise as is usually desired when examining response performance.

Albany Fire Department emergency response performance is displayed in Figure 44. Since AFD provides emergency medical transport to several remote rural fire districts that require extended travel time; only emergency responses within the City of Albany and its contract fire service areas are considered in this data set.

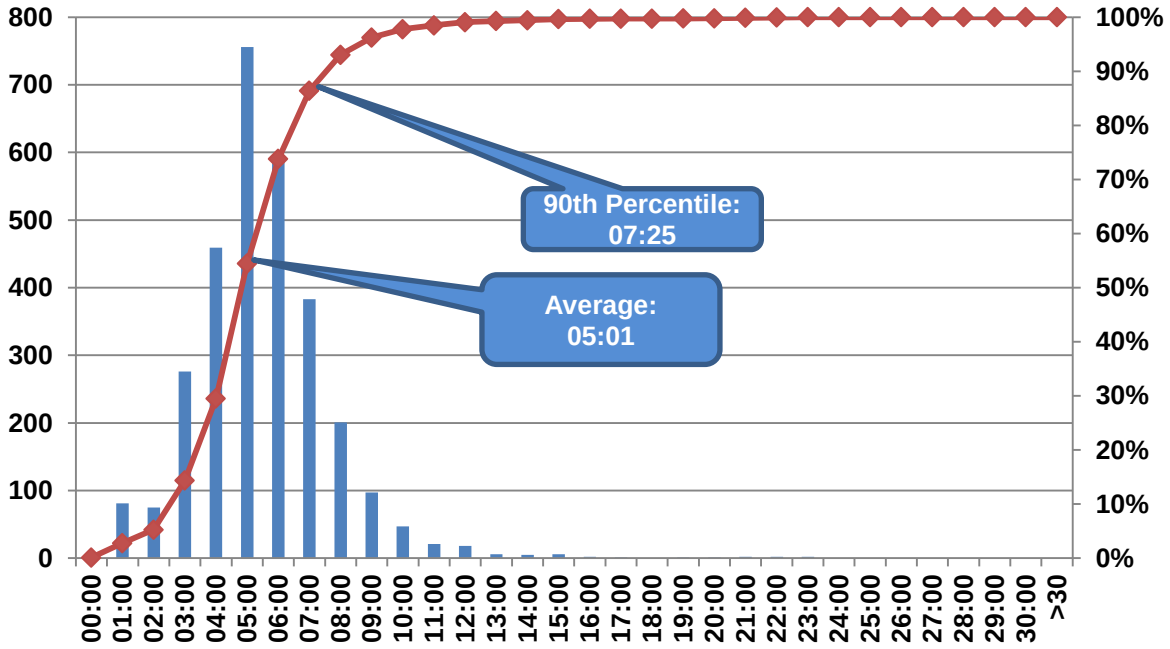
Figure 44: AFD Response Time Frequency, 2010



The most frequently recorded response time in the AFD service area is in the six-minute time range. The average response time for all emergency responses is 5 minutes 42 seconds (05:42). Approximately 90 percent of incidents were answered in 9 minutes or less.

Corvallis Fire Department emergency response performance is displayed in Figure 45. Since CFD provides emergency medical transport to several remote rural fire districts that require extended travel time; only emergency responses within the City of Corvallis and the Corvallis Rural Fire Protection District are considered in this data set.

Figure 45: CFD Response Time Frequency, July 2009 - June 2010

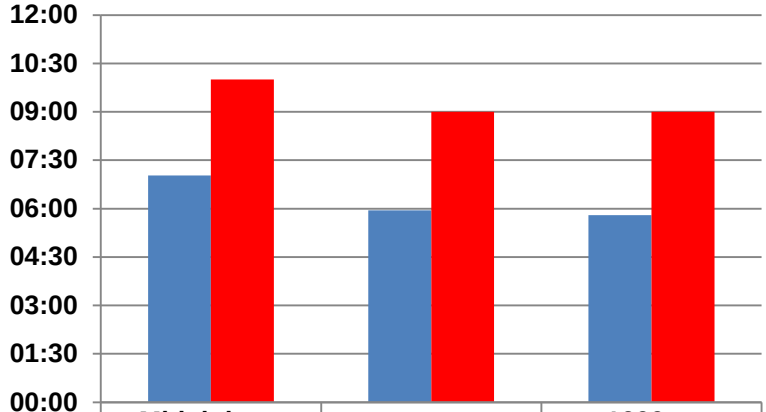


The most frequently recorded response time is within the five-minute range. The average response time is 5 minutes 1 second. Ninety percent of all emergency calls for service were answered in 7 minutes 25 seconds or less.

Response times can vary by time of day due to service demand workload, traffic congestion, and weather, to name but a few. In the next set of figures, response performance is summarized by time of day. Response times are grouped into three time periods: midnight to 0800, 0800 to 1600, and 1600 to midnight. Average and 90th percentile response times are calculated for each time period.

Figure 46 presents response time performance by time of day within the AFD service area.

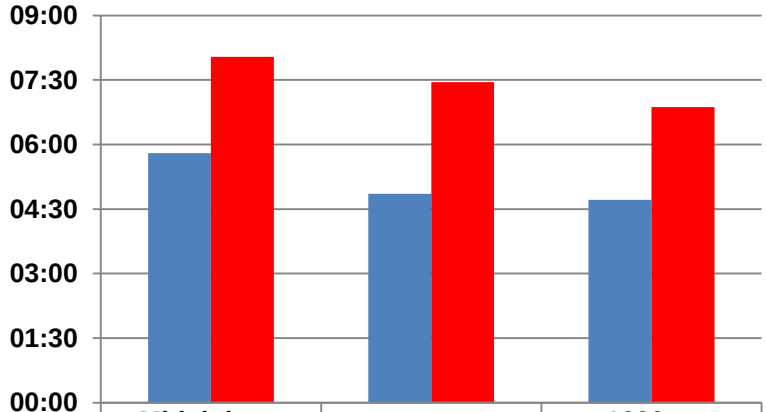
Figure 46: AFD Response Time Performance by Time of Day, July 2009 – June 2010



	Midnight to 0800	0800 to 1600	1600 to Midnight
Average	07:02	05:57	05:48
90th Percentile	10:00	09:00	09:00

Figure 47 summarizes Corvallis Fire Department response time performance by time of day.

Figure 47: CFD Response Time Performance by Time of Day, July 2009 – June 2010

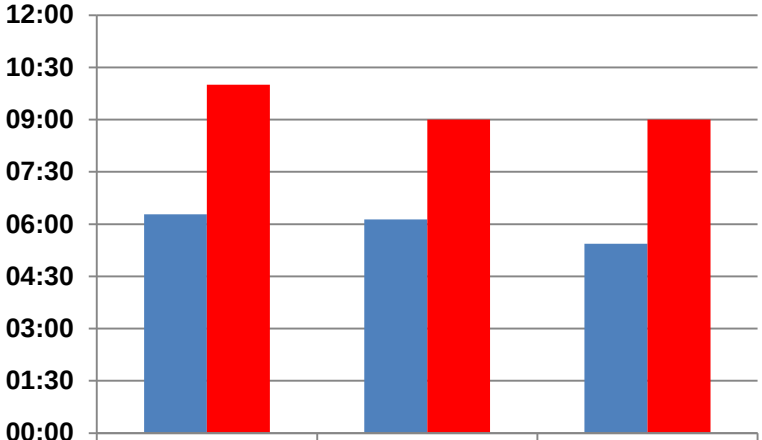


	Midnight to 0800	0800 to 1600	1600 to Midnight
Average	05:48	04:51	04:43
90th Percentile	08:02	07:27	06:52

In the preceding figures, both Albany and Corvallis Fire Department response times are increased during the time period of midnight to 0800. There is a slight decrease in response times for both agencies during the 1600 to midnight time period.

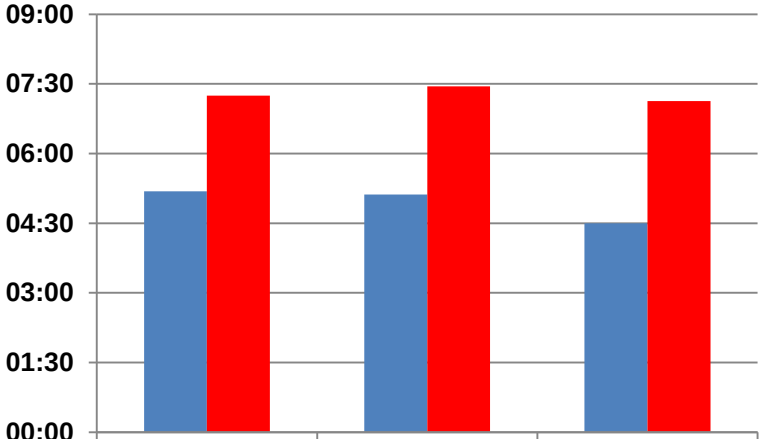
Response times may vary depending on the type of call reported. Figure 48 and Figure 49 illustrate response time performance by incident type for the Albany and Corvallis Fire Departments.

Figure 48: AFD Response Time Performance by Incident Type, July 2009 – June 2010



	Fire	EMS	Other
Average	06:17	06:08	05:26
90th Percentile	10:00	09:00	09:00

Figure 49: CFD Response Time Performance by Incident Type, July 2009 - June 2010



	Fire	EMS	Other
Average	05:11	05:07	04:30
90th Percentile	07:15	07:27	07:08

In the preceding figures, "*Other"* refers to incidents that are neither an actual fire nor an EMS response, such as fire alarm sounding, Hazmat, or down power lines. Emergency response times for both agencies vary only slightly by incident type.

Emergency Medical Services

Albany and Corvallis are each responsible for providing ambulance transport services to the citizens of Linn and Benton counties, as defined previously in this report. Both agencies demonstrate a significant commitment to a quick response time and immediate transport to an area receiving hospital. Both agencies are plagued with long inter-facility transports to Portland, leaving a depleted force to protect the rest of the jurisdiction for as long as five hours.

The EMS Divisions of Albany and Corvallis work together cooperatively as often as possible. With shared training and new equipment orientations, the agencies are operating similarly, with the exception of the first response patterns. Corvallis responds with cross-staffed units (engine and ambulance); Albany responds with one cross-staffed unit, but the rest of the response configuration is with dedicated staffing on first response units. Both organizations should compare response and transport data in order to identify “best practices” to be shared. This includes patient transports by one agency, only to have the other agency have to perform a long distance inter-facility transfer once the receiving hospital has determined the patient must be transferred. Eliciting the help, advice and support of the physician advisor, who can advocate for a “systems approach” to coordination of patient transports, will help manage the workload and potentially reduce duplicative transports.

Corvallis has had a continuing challenge keeping a physician advisor who meets the evolving needs of the department. Discussions have begun between the two agencies and neighboring agencies about forming an EMS consortium to contract with one physician advisor (Albany’s current physician advisor) to advise the entire region’s EMS program. This effort should continue and has numerous benefits:

- Potentially reduces physician advisor costs for each agency
- Standardizes medical protocols for the entire region
- Standardizes medical equipment and medications, facilitating bulk purchases
- Establishes the basis for other potential partnership opportunities

Support Programs

Training Observations

Both training divisions are similar in that they are effective and successful, but there are different approaches to some training tasks. Albany has a greater investment in personnel dedicated to the Training Division, whereas Corvallis relies more on technology to provide training support (internet cameras and Adobe Connect software facilitate in-service, in-quarters didactic training). Recruit training is handled similarly between the two agencies, Beyond this slight difference, both agencies can easily collaborate in a joint recruit academy by standardizing the curriculum, emergency scene operations, and training manuals. A joint recruit academy could be expanded to include neighboring Lebanon, Philomath, and Tangent fire departments, making the academy even more efficient. Utilizing existing resources from the region provides an opportunity to expand on efficiencies. The Linn-Benton Training Council provides a firefighter academy for volunteer agencies currently. Expansion of this capability provides an opportunity to reduce costs.

Ongoing skills maintenance and new practices training for incumbent veterans are tricky for both agencies. Taking units out of service for training leaves holes in the response coverage system and neither agency has sufficient additional resources (on duty or funding for overtime to back-fill) to adequately cover the holes during training. If both agencies collaborated on their training activities and their response coverage systems, holes could be minimized and training activities could be conducted with minimal exposure. This collaboration could be further enhanced by collaborating in a centralized joint training facility, which neither agency currently enjoys. Expanding the use of a joint training center with partners such as Lebanon, Philomath, and Tangent increases the cost-effectiveness of such an undertaking.

Albany's Training Chief retired June 30, 2011, and is working back full-time through the end of December, when the position converts to part-time. This is an open-ended agreement by both parties with no sunset clause. Both parties have the ability to end this agreement at any time. The salary savings for this position are intended to be used to avoid a lay-off elsewhere in the department. This presents an opportunity to re-evaluate the combined training needs of both Albany and Corvallis. By combining the training divisions, a more cost effective and efficient training product can be delivered, all while staying within existing budgeted resources.

A training center should be constructed in a central location for the convenience of all financially participating agencies. Existing training props by participating agencies could be relocated to

this center, enhancing its utility to the combined training division. Relocating all training resources, including staff, to the training center facilitates a complete training experience. Crews can be assigned to the training center for an entire day (back-filled by shifting resources from the combined agencies), concentrating the training experience for the crew and providing a heightened awareness by the training staff of the readiness of all emergency response crews. This was attempted prior to Corvallis getting approval for a new training tower.

Albany and Corvallis both use “taskbooks” for each firefighter for training competencies, although for varying degrees of detail and at varying ranks. Both agencies should collaborate on a single training manual, and from that develop a single taskbook approach, applying that philosophy across both organizations. Taskbooks are excellent tools to track individual skills maintenance records within an organization. Individuals are constantly aware of agency requirements and their relative status. All mandatory competencies are outlined in a taskbook, making it clear what is required, how it is to be demonstrated, and how often it is to be demonstrated. Individual supervisors can help manage taskbook sign-offs by observing and recording the demonstrated skills of their subordinates, reducing the record-keeping burden of the training division.

Collaboration between Albany and Corvallis can be further enhanced as follows:

- Exchange Subject Matter Experts (SMEs) to instruct technical skills.
- Conduct combined disaster drills, alternating target hazards between agencies.
- Integrate target hazards into training simulators, walk-throughs.
- Establish specific, measurable, verifiable performance objectives for each rank/position and maintain records/accountability for same.
- Establish an internet-based video training curriculum for suitable subjects.
- Create a three-year training calendar, updated at the end of every year.

Fire Prevention Observations

The Fire Prevention Divisions of each agency are staffed with conscientious professionals who are passionate about their chosen career. Their impact on new risks being created in their communities is negligible. Neither fire marshal has a seat at the table with building officials nor developers as new buildings are being constructed in their jurisdictions. Albany and Corvallis must enact an enabling ordinance to provide that expertise at the table. Both cities must also pursue exempt status to create a fire code appeals process. By adopting parallel fire codes for uniformity of application to businesses and developers doing business in both cities, competition between cities and frustration by developers for differing code application and interpretation is reduced.

Albany and Corvallis should link staffing levels in fire prevention to the desired inspection interval and risk for businesses. Inspection intervals directly correlate to the risk the city faces of devastating fires. The more frequent the inspection interval, the lower the risk. If the stated inspection interval is short but staffing doesn't exist to accomplish it, the liability risk goes up as well as the frustration level of the staff attempting to achieve what isn't possible. Further, existing regulations should be reviewed for enforceability and exceptions amended as necessary for enforcement or abolished.

Albany should consider utilizing company inspections as part of its prevention efforts. While company inspections aren't always considered part of the business inspection interval, it provides building familiarization to the crews who would be fighting a fire in those same buildings. Any fire hazards discovered by on duty suppression crews during a company inspection can be handled at that low, unofficial level.

The wildland fire hazards in Albany warrant an aggressive public education effort with property owners creating defensible spaces around their property. While this can be a laborious, time-intensive education effort, it doesn't have to be. Use of such national programs as the National Fire Protection Association's FireWise program can be provided passively through the department's website. Highlighting its existence on the website is all that is required to increase awareness and facilitate self-reliance by property owners. Albany's website can be enhanced to make this a more powerful public education tool, reducing the staff time necessary to positively impact the community risk. Excellent models exist, such as the Corvallis Fire Department website and the Tualatin Valley Fire & Rescue website, which provide citizens with a tremendous source of information that is very user friendly. Care must be exercised,

however, that reliance upon a website for regular public education requires regular maintenance and updates. A static website quickly declines in effectiveness if regular updates are not provided in a timely manner.

Both Albany and Corvallis could benefit from a collaborative effort in the areas of Public Education, Fire Investigation, and Data Analysis. Albany has excellent staff skills in data analysis, which can be put to excellent use for the combined agencies. Analyzing the data of the combined agencies, understanding the fire problem and emergency risks facing the community, educating the community on prevention efforts to reduce their risk, and reporting that information in an annual report published on the website of both agencies are all positive aspects of this type of collaboration.

Albany and Corvallis Fire Departments already participate in the Linn-Benton Fire Investigation Team (LBFIT). However, membership in this effort could be expanded. By expanding the team make-up, the burden and expense of conducting fire cause determination is spread across a wider base.

Communications Observations

Albany Fire and Corvallis Fire receive dispatch and communications services through their respective regional 9-1-1 Dispatch Centers. These centers are a part of and supervised by the Linn County Sheriff's Office for Albany Fire Department and the Corvallis Police Department for Corvallis Fire Department. This is an arrangement common to Oregon where 9-1-1 dispatch is regulated county-by-county.

As a result, the two cities' fire departments operate under different systems that do not normally monitor what one another are doing. Different dispatch protocols and unfamiliar personnel are two of the obstacles most commonly associated with emergency responders who need to work cooperatively across dispatch center boundaries. Fortunately, both 9-1-1 centers operate with similar or identical hardware and software. This limits differences between the two operating environments.

In areas where this kind of crossover occurs regularly, public safety personnel come to take it for granted and to develop effective "work around" strategies. Because Albany and Corvallis firefighters do not run a significant number of calls at the edges of their districts, the fact that they do not share one dispatch center has not caused a problem.

There are two major areas of improvement in communications identified by this study. The first area is in relation to ambulance system status, and the second is in relation to data retrieval.

Currently, each city's fire department serves as a backup for the other when one of the systems has no ambulances left to respond to emergencies. However, while each county's dispatch center keeps track of available resources within its own boundaries, neither dispatch center knows the needs of the other until the county in need calls for help. In the case of ambulance services, this call is not made until dispatch has conferred with a duty chief.

By waiting, the department in need of assistance finds itself that much farther behind the response time curve when the call for assistance is finally made. On the other hand, if the system with available resources had the needed information in real time, an ambulance, or other piece of equipment could be moving closer to the area in need in advance of any potential call for service. Compounding the challenge to timely assistance is the tendency of reactive systems to be slow to respond because those within them grow to **expect** not to be called.

We recommend that each city request that the Dispatch Centers develop a way to keep each other informed of their county's fire and EMS resource status. Further, that protocols be developed establishing depleted resource thresholds for each fire department, triggering a move-up system to cover gaps in the entire system in advance of an actual emergency.

The other area in need of improvement is the retrieval and sharing of response data. Best practice is for departments to know how long it takes to answer the 9-1-1 line at dispatch, call processing time, dispatch time, reaction time for the crews to begin response, travel time, arrival of the first unit and arrival of the full response assignment.

This information is important in two ways. First, it can help to identify any part of the process that is not as efficient as it should be. The agencies can then pay attention to ways in which it may be able to improve the process. Second, this information can serve to validate (or question) stated response time goals set by the organization and to serve as an indicator of future service needs if or when these times change in the future.

We understand that neither Albany nor Corvallis can control the ability of the law enforcement-led dispatch centers to respond to these two requests for improved service. Like all public agencies, the 9-1-1 centers are under-resourced in terms of staff, software, and equipment. However, we recommend that the cities make the centers aware of their need for these improvements as it negatively affects both departments' ability to adequately manage their individual risks.

General Partnering Strategies

A number of policy options exist for integrating the fire and emergency services. The various partnering strategies are described, beginning with a do-nothing approach and ending with complete consolidation of the agencies into a new emergency service provider. These options are not limited to an Albany-Corvallis merger, but are generally options available to any combination of agencies. The following alternatives will be evaluated and discussed:

- Maintain status quo
- Administrative unification
- Functional unification
- Operational unification
- Full merger

Status Quo

This is a do-nothing strategy. While typically viewed negatively, in some cases the best action is no action. In this case, maintaining status quo means that essentially nothing changes. The advantages of this approach are that it's the easiest strategy to implement, creates the least amount of work or stress on the participating organizations, and does not necessitate any reorganizing. One additional consideration is that it maintains local control.

The disadvantages of this approach are that the current fiscal difficulty facing both agencies is not changed, the opportunities for efficiency (either financial or service level) through greater collaboration are not realized, and some duplication and overlap continue. In today's environment, taxpayers typically hold their elected officials accountable for delivering a quality level of service at an affordable rate, and expect creative thinking to solve problems or achieve those ends. While "maintaining the status quo" is easy and involves the least amount of impact to the two agencies, it may well be one of the riskier decisions to make politically.

Administrative Unification

An administrative unification occurs when two or more agencies maintain their separate legal status and separate operational elements, but combine some or all of their administrative functions. Examples include combining the administration under one fire chief, and combining clerical, HR, IT and/or Financial functions while maintaining separate operational activities. An administrative unification is accomplished legally through an Interlocal Governmental Agreement (IGA) between the two or more agencies.

The advantages of such a model include reduced overhead costs by eliminating administrative duplication; a gradual alignment of otherwise separate operations under a single administrative head; less resistance to change by the rank and file in the operational elements than other legal collaboration options; and singularity of purpose, focus, and direction at the top of the two organizations. This strategy lends itself well to a gradual move toward a single, merged or consolidated agency where differences in attitude, culture and/or operation are otherwise too great to overcome in a single move to combine.

The disadvantages include potential conflicts in policy direction from the two governing bodies; potentially untenable working conditions for the fire chief ("one man, two bosses"); and increased potential for personnel conflict as separate employee groups vie for dominance/supremacy.

Functional Unification

Functional unification occurs when two or more agencies continue to exist separately, but they combine certain functions into a common resource, such as combining training divisions into one division. This strategy requires alignment of standard operating guidelines, policies, procedures and certain operational aspects to make the consolidated function perform properly. A structure of shared decision-making is typically created as they relate to the unified function(s). This requires policy-makers and administrators to voluntarily forfeit their authority to unilaterally change actions, activities or direction in the unified function area in favor of a collaborative approach. A functional unification is accomplished legally through an Interlocal Governmental Agreement between the participating agencies.

The advantages of this strategy are greater opportunities for efficiency; an opportunity to reinvest redundant resources into those areas lacking in resources (e.g., transferring a duplicate training officer back to a line (operations) function, increasing line strength); and a closer working relationship between members of the participating agencies in the unification function(s) that can spill over to other unrelated activities in the two agencies. This type of approach may be a segue to greater levels of cooperation. Barriers can be broken down as members of one agency realize that the members of the other agency "aren't so bad after all".

The disadvantages are that functional unifications require a much greater collaboration between the two agencies than the previously discussed partnering strategies; numerous details must be worked out in advance of such a move, including but not limited to, work rules, employee

assignments, compensation, office location, logos, asset allocation, authority and even the name of the unified function; and independence and autonomy are lost in the areas of unification, even bleeding over into other seemingly unaffected areas.

Operational Unification

This partnering strategy takes the next step in the continuum of closer collaboration. In this case, all operations are unified under a single organization that serves both agencies. The participating agencies remain independent organizations from a legal/political/taxing standpoint, but from a service level standpoint, the organization operates as one agency. An operational unification is accomplished legally through an Interlocal Governmental Agreement between the participating agencies. This strategy requires a significant commitment toward a full unification and is usually done as a segue toward full merger or consolidation while the administrations and policy-making bodies work out the last details. The level of trust required to implement operational unification is very high, since independence and autonomy have been willingly relinquished in favor of the preferred future state of a full merger or consolidation.

The advantages of this approach are that the greatest opportunity for efficiency is typically in the operational element where the expense is greatest; and the level of trust and cooperation required to make this strategy successful implies a near-readiness to take the next step to full consolidation or merger.

The disadvantage is that administrators and policy-makers must share power and gain consensus where they once had unilateral authority to control and implement. Further, it requires extensive labor-management discussion and negotiation to address likely changes to wages, hours and working conditions.

Full Merger

A merger is the legal combining of participating agencies into a single surviving agency (participating agencies are merged into and become part of the surviving jurisdiction). An advantage to a merging of fire agencies includes the potential reduction in the number of governmental agencies, elimination of multi-agency cultures—and all of its attendant challenges—and equalization of costs across the service area.

Disadvantages include a loss of identity and control by participating agencies, and in Oregon, potential revenue challenges. The creation of a new taxing authority produces challenges if tax compression exists, which it does in both Benton and Linn Counties. With some properties in

the two county general fund taxing districts already experiencing tax compression, adding a new levy would have the net effect of reducing revenue proportionally on all local option taxes. The only remedy to this challenge, if the cities of Albany and/or Corvallis transfer fire protection to a new entity, is to reduce their levy rate equivalent to the new taxing entities mill levy to prevent additional compression.

Consideration of Service Options

Service Option	Pro	Con	Consideration
1. Continue Existing Cooperative Initiatives			
Combined Hazardous Materials Team	Provides an emergency response resource to both communities while defraying some costs through state funding	Not all costs of maintaining the response capability are covered by the state funding	This combined level of service creates opportunities to minimize cultural differences and build relationships
Combined USAR Team	Provides an emergency response resource to both communities while defraying some costs through federal funding	• Not all costs of maintaining the response capability are covered by the federal funding • Slightly differing levels of service are provided in water rescue	• This combined level of service creates opportunities to minimize cultural differences and build relationships • Consider standardizing water rescue mission

2. Enhance Cooperative Initiatives Between the Departments			
A. Emergency Medical Services			
Explore the joint management of out-of-area ambulance transfers and more aggressive use of volunteers/interns as drivers in long distance routes.	• Recovery of one FTE of professional FF service per transfer (for Albany) • Reduction in out-of-service time for professional staff at both departments	Possible increase in travel time depending upon origination of the patient to be transferred	• Albany and Corvallis have different ambulance staffing models. This will have to be addressed • If AFD re-establishes a volunteer program, utilization of CFD's Lieutenant to manage both agency's volunteers is a consideration
Explore integration of EMS functions, including Supervising Physicians, EMS Chiefs, and inter-facility transports.	• Potential reductions or reassignments in billing and administrative staff within the division • Increased uniformity in medical supplies & equipment (as a result of a single physician advisor) • Opportunities for increased interaction between the two departments' EMS crews	• Possible turf battle between the two current medical supervisors • Some loss of direct, local control	The current EMS Chiefs have already integrated orders and policies, and the consolidation of the physician advisor role has occurred as of this writing

Service Option	Pro	Con	Consideration
Explore sharing the EMS billing function between the two cities or employing best practices analysis to assure that both cities are achieving the highest level of recovery possible.	• Increased efficiency and possible elimination or reassignment of a partial or full FTE.	Resistance from Finance/EMS billing personnel in either or both departments.	Both departments could benefit from a "best practice" comparison of current billing procedures

B. Communications			
Explore the possibility of connecting Linn and Benton Counties' 9-1-1 system status monitors, making it easier for each department's chiefs and each department's PSAP to identify the availability of appropriate resources when either department is in deficit.	Resolves resource draw-down conflicts by factoring in each other's capability to the combined service area.	Possible expense	Because Linn and Benton County residents are so dependent on the two departments' fire agencies for ALS services, the two dispatch agencies need to be able to communicate their systems' status more effectively. This may also reduce overtime exposure for mandatory call-backs due to resource drawdown (negotiable)
Request that the dispatch centers provide specific response data to the nearest second for Standards of Coverage response time intervals	• Facilitates setting credible response standards • Establishes opportunities to increase efficiency in controllable factors	Request that PSAPs provide specific response data to the nearest second, including at a minimum: time call received, call processing time, time of initial dispatch, time of response for all units on call, time of arrival for all units on call, elapsed time of call	May require assistance with software/hardware expenses to implement

C. Fire Prevention			
Pursue exempt jurisdiction status for each city.	Provides control over fire code appeals process	• May create turf issues with Building Officials • May get push-back from developer/builder interests	Built-in fire protection features may reduce fire department infrastructure costs, which may reduce overall costs for fire protection to the communities

Service Option	Pro	Con	Consideration
Explore opportunities for partnering at the Fire Prevention/Public Information/Fire Investigation level.	• Recent retirements at one department may create an opportunity for sharing prevention resources cooperatively right now. • Regional Fire Investigation Team provides 24/7 coverage without burdening any single agency. • Public Education can be combined, potentially reducing costs.	Current budget issues may cause this initiative to be used to reduce resources committed to Fire Prevention/Public Education.	Corvallis Fire partners with OSU's teacher training programs to provide student teachers who teach Fire Safety curricula in Corvallis schools. Could this be extended to Albany?
Improve response data retrieval and analysis in order to empower more strategic use of resources.	• Without such data, critical decision making in regards to future servicing of the communities will be hampered.	Generally, such analysis may require some software costs and will definitely require staff time dedicated to compilation and analysis.	Such analysis is used by fire/ems agencies to more efficiently manage responses to service calls

D. Training			
Explore an IGA between Albany, Tangent, Corvallis, and Philomath forming a unified Training Division	• Ultimately, all area departments' operational practices would become more uniform, leading to safer and more efficient emergency scenes • More training with the same number of personnel or the same training with fewer personnel • Increased interactions between neighboring departments • Increased coordination between departments permitting more efficient training schedules	• Departments have more contact (potential for conflict) with one another • Travel time to training may increase for some companies • Inter-departmental competition may arise based upon relative ranks of shared training personnel • Some perceived loss of local control • Turf struggles over "the correct" way to do things	Future potential cooperative initiatives will be easier to implement over the training foundation

Service Option	Pro	Con	Consideration
The two departments should bring their fire ground and other emergency scene protocols and procedures into congruence.	• Increases incident safety of response personnel • Increases depth of resources for both agencies through more efficient mutual aid • Facilitates training collaboration. • Provides a potentially larger impact to significant incidents more quickly than relying on call-back of off duty personnel	• Turf struggles over "the correct" way to do things • Potentially impacts working conditions, which is a mandatory subject of bargaining	Could expand mutual aid to include automatic response to certain target hazards and increase the Effective Response Force for a first alarm assignment
Corvallis FD should look for partners (among the region's smaller volunteer and combination departments) to provide for volunteer/intern academies.	Reduced costs and increased regional collaboration.	Turf struggles over "the correct" way to do things	Could become the hub of academy training for the region, expanding the efficiencies.

E. Capital Equipment			
Reduce the number of reserve apparatus held by the two cities (and possibly adjoining rural districts) by pooling reserves and sharing use.	• Savings available in apparatus maintenance and storage. • Reduced future capital expenditures	• Departments may disagree on composition of the reserve pool • Departments may have competing demands for the use of the shared pool • Departments may disagree on the proper maintenance and equipping of reserve apparatus	The issues to be addressed in regards to the reserve apparatus pool will also be need to be addressed if the departments decide to bring their operational polices into alignment.

Major Recommendations

The following major recommendations are a result of evaluating all of the foregoing components of this report. They are not in any particular order of importance or chronology.

1. Pursue a functional consolidation of Training Divisions between Albany, Corvallis, Tangent and Philomath Fire Departments (and possibly other regional partners).
    - Form an Intergovernmental Agreement creating the Training Consortium.
    - Establish a centralized, regional training center with burn rooms, ancillary training props, drill yard/driving course, and classrooms.
    - Blend all training personnel (maintaining employment under their current employers), who report to a single Training Chief.
    - Establish standardized training competencies for each combat position in the participating agencies.
    - Centralize training records and provide annual report to each participating agency fire chief.
    - Form an Administrative Board, made up of the fire chiefs of each participating agency, to which the training chief reports.
2. Explore establishment of a functional consolidation of ambulance services between Albany and Corvallis, serving the combined ASA of Linn and Benton Counties.
    - Form an Intergovernmental Agreement creating the Linn-Benton Ambulance Service Area.
    - Pool administrative and billing functions, reducing redundancies (reassigning where appropriate) and adopting best practices between the two incumbent work-groups.
    - Establish ambulance transport policies and practices consistent between Albany and Corvallis.
    - Contract with one physician advisor who will set a single set of protocols for the combined service.
    - Standardize equipment within the ambulance system.
    - Eliminate redundant reserve apparatus created by pooling all ambulance resources between the two agencies.
    - Utilize volunteer personnel in Corvallis as scheduled long-transport drivers to reduce cost and maintain response readiness for the remainder of the jurisdictions (requires bargaining).
3. Form a combined Fire Prevention Task Force consisting of Public Education, Fire Investigation, and Data Analysis.
    - Public Education –
        - Combine resources, reassigning any duplicated positions.

        - Craft public education message based on fire problems for each jurisdiction.
        - Perform post-education analysis for evidence of behavior modification/message effectiveness.
    - Fire Investigation --
        - Establish policies and procedures for the FIT team modeled after the ATF MetroFIT.
        - Use rotation schedule to spread impact across all participating agencies for fire investigation.
        - Partner with APD, CPD, and county sheriffs to form arson prosecution team.
    - Data Analysis –
        - Centralize data base for all combat operations for ease of analysis.
        - Analyze and report trends, “hot spot” activities, and annual performance metrics for both agencies.

4. Establish a system of communicating formal combat readiness capability for each jurisdiction through the two dispatch centers.
    - Establish minimum number of combat resources (units) each agency maintains.
    - Establish trigger-points for circumstances where minimum resource have been depleted and automatic notifications occur by the dispatch supervisor to:
        - Fire Chief/Duty Chief
        - Battalion Chief
        - Opposing dispatch center
    - Establish protocols for move-ups or other adjustments to be initiated.

5. Request that PSAPs provide specific response data to the nearest second, including:
    - Time call received
    - Call processing time
    - Time of initial dispatch
    - Time of response for all units on call
    - Time of arrival for all units on call
    - Elapsed time of call

6. Establish a combined capital equipment plan for Albany and Corvallis.
    - Pool reserve apparatus between Albany and Corvallis.
    - Establish a front-line-to-reserve ratio of 4:1 (one reserve for every four front line units, not including dedicated call-back units) and liquidate excess equipment.

- Rely on the judgment and expertise of combined maintenance shop supervisor to identify appropriate reserve units for liquidation.
- Develop apparatus specifications for combined service area in concert with maintenance shop supervisor and a user group.
- Establish a combined agency apparatus replacement fund, with both agencies contributing to it based on their incremental cost forecasts.

Appendix — Stakeholders

Stakeholder Interview Log

Person	Date	Affiliation or Group
Internal, Fire Department		
Battalion Chief Chuck Carver	August 16, 2011	AFD Battalion Chief
Battalion Chief Harrison	August 16, 2011	AFD Battalion Chief
Fire Chief Roy Emery	August 16, 2011	CFD Fire Chief
Division Chief Douglas Baily	August 16, 2011	CFD – Plans & Administration
Division Chief Will Bauscher	August 16, 2011	CFD - EMS
Division Chief Hunt	August 16, 2011	CFD – Training & Volunteers
Fire Chief John Bradner	August 17, 2011	AFD Fire Chief
Training Chief Larry Allen	August 17, 2011	AFD Training Chief
Fire Marshal Mike Trabue	August 17, 2011	AFD Fire Prevention
Lt. Chuck Harris	August 17, 2011	AFD, line officer at Station 13
Division Chief Mark Bambach	August 17, 2011	AFD EMS Chief
Jason Katzenstein, Union President	August 17, 2011	AFD Union President
Assistant Chief Shane Wooton	August 17, 2011	AFD Assistant Chief
Lt. Phil McPherson	August 18, 2011	AFD line officer at Station 13
Battalion Chief Ryan Bond	August 18, 2011	AFD Battalion Chief
Admin. Asst. Lorri Headrick	August 18, 2011	Administrative Services Supervisor
Battalion Chief Scott Cowan	August 18, 2011	AFD Battalion Chief
Fire Marshal Jeff Prechel	October 17, 2011	CFD Fire Prevention
Internal, City Government		
Ed Boyd	August 17, 2011	Police Chief, Albany
Ellen Volmert	August 18, 2011	Corvallis Asst. City Manager (acting CM)
Stewart Taylor	August 17, 2011	Albany Finance Director
Nancy Brewer	August 16, 2011	Corvallis Finance Director
Sharon Konopa	August 17, 2011	Albany Mayor
External, Public Safety		
Ray Lusk	August 17, 2011	Public Safety Commission
Carole Gougeon	August 18, 2011	North Albany Rural Fire District
Doug Isaac	August 17, 2011	North Albany Rural Fire District
Cary Vanasek	August 18, 2011	Tangent Fire Assistant Chief
Wayne Henneck	August 18, 2011	Palestine Rural Fire District
Jacque Schreck	October 16, 2011	Chair the Corvallis Budget Commission

Person	Date	Affiliation or Group
Dr. Russ McUne	August 18, 2011	AFD Physician Advisor
Jim Burke	August 16, 2011	Benton County Public Works – Fleet Maintenance Mgr. for both agencies
Mike Martin	August 18, 2011	Public Safety Commission for AFD
Bob Conder	August 18, 2011	Corvallis Rural FPD Board Secretary
Dr. Abbe Montgomery	August 18, 2011	Corvallis Physician Advisor