



HUMAN SERVICES COMMITTEE

Agenda

Tuesday, November 6, 2012
12:00 pm

Madison Avenue Meeting Room
500 SW Madison

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| Discussion/ Possible Action | I. Council Policy Review and Recommendation:
92-4.06, "Library Displays, Exhibits, and Bulletin Boards"
(Attachment) |
| Discussion/ Possible Action | II. Council Policy Review and Recommendation:
91-4.03, "Senior Citizens' Center Operational Policies"
(Attachment) |
| Discussion/ Possible Action | III. Council Policy Review and Recommendation:
92-4.04, "Park Utility Donations"
(Attachment) |
| Information | IV. Other Business |

Next Scheduled Meeting

Tuesday, November 20, 2012 at 12:00 pm
Madison Avenue Meeting Room, 500 SW Madison Ave

Agenda

None at this time.

MEMORANDUM

TO: Human Services Committee
FROM: Carolyn Rawles-Heiser, Library Director
DATE: 9/10/2012

Issue:

Council review of CCP 92-4.06, *Library Displays, Exhibits, and Bulletin Boards*.

Background:

This policy governs use of public display areas in the library.

Discussion:

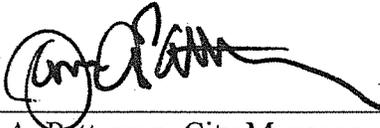
The policy has worked well for library staff and the public. Only one minor change is recommended: in Section 4.06.020 (e), staff recommends deleting the phrase "no less than one week" as we do not guarantee that public postings will be left up for a week.

The policy was reviewed at the Library Board's September 2012 meeting and they recommended it be approved as revised.

Recommended Action:

Approve as revised.

Review and Concur:



James A. Patterson, City Manager

9/13/2012

Date

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 92-4.06

Library Displays, Exhibits, and Bulletin Boards

Adopted February 18, 1992

Revised July 19, 1993

Revised April 7, 1997

Revised December 18, 2000

Revised August 2003

Revised November 20, 2006

Revised December 7, 2009

4.06.010 Purpose

The Corvallis-Benton County Public Library provides the community temporary space for displays, exhibits, and bulletin boards to further the Library's mission of bringing people and information together; therefore, a policy governing Library displays, exhibits, and bulletin boards is hereby established.

4.06.020 Policy

Community bulletin boards and exhibit spaces shall be available to all persons and groups, for any purpose consistent with the laws of the State of Oregon, ordinances of the City of Corvallis, and the Library's Code of Conduct. The Corvallis-Benton County Public Library makes its display areas and bulletin boards available to the public, but neither approves nor disapproves of any viewpoint expressed by the users of the display areas or bulletin boards. The Library does not endorse any goods or services, makes no representation as to the accuracy of information, and assumes no liability for the accuracy, quality or safety of any viewpoint, goods or services which may be the subject of postings or displays. The following policy shall apply to all users except for the Library, the Friends of the Library, and the Library Foundation.

- a. The Library reserves the right to refuse to post, and the right to remove announcements, posters, displays, or exhibits which, in its judgement, do

Council Policy 92-4.06

not meet the above criteria.

- b. The Library reserves the right to establish certain bulletin boards and display areas for certain purposes. The Library may restrict the purpose of certain bulletin boards and display areas, and reserves the right to remove and dispose of postings or displays from any given bulletin board or display if the posting or display is not consistent with the purpose of that bulletin board or display area.
- c. Acceptance of material for display does not imply approval or disapproval by the Library of the ideas or opinions expressed. The Library does not assume responsibility or liability for materials exhibited in Library facilities. The Library will post signs with a disclaimer stating that the Library does not endorse any goods or services, makes no representation as to the accuracy of information, and assumes no liability for the quality or safety of any goods or services which may be the subject of postings or displays.
- d. Only the Library's established display systems, such as display cases, display area shelving, bulletin boards, and wall hanging systems may be used for materials on display. Nothing may be attached to the library's walls, windows, doors, acoustical panels or other places using tape, pins, staples, or other materials.
- e. All displays, exhibits, and bulletin board postings shall be temporary. Each library display area subject to reservation may be booked no more than six months in advance and may be reserved once each January-June and July-December. All bulletin board postings shall be dated. The Library reserves the right to establish reasonable time limits of ~~no less than one week and~~ no more than 30 days for any announcement, poster, display, or exhibit, and to remove postings because of time and space considerations.

4.06.030 Review and Update

This Leisure and Cultural Activities Policy shall be reviewed triennially in October by the Library Director and updated as appropriate.

MEMORANDUM



To: Human Services Committee
From: Karen Emery, Parks and Recreation Department Director
Sharon Bogdanovic, Senior Center Supervisor
Date: October 18, 2012
Subject: CP 91-4.03, Senior Center Operational Policies Review

Issue: This policy establishes policies governing operation of the Corvallis Senior Center, and is scheduled for review every three years.

Background: This policy has been in existence since 1978. This policy provides guidelines for the operation of the Corvallis Senior Center within the City of Corvallis Parks and Recreation department. In 2012, the Senior Citizen Council of Benton County joined forces with the Senior Citizen Foundation of Benton County, Inc. This Foundation meets monthly at the Corvallis Senior Center and invites the Senior Center Supervisor to attend and give a monthly report on Senior Center activity. The Senior Citizen Foundation of Benton County currently provides grant funding for programs to the Corvallis Senior Center as requested.

Discussion: One change made to the previous Operational Policy is to delete any reference to the Senior Citizen Council of Benton County, Inc. The Senior Citizen Foundation of Benton County does not provide an advisory role, so it is not necessary to list them in this operational policy.

The other change is to add in Senior Center facility rentals to the order of priority of use of the Corvallis Senior Center. We currently give priority use to Senior Center programs, then Parks and Recreation programs. It is proposed that paid rentals be added as a third priority ahead of free city use to assist the Senior Center in meeting cost recovery revenue expectations as budgeted.

Recommendation: It is recommended that Council Policy 91-4.03 be approved as revised.

Review and Concur



James A. Patterson, City Manager



Nancy Brewer, Finance Director

Attachment:

Council Policy 91-4.03, Revised

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 91-4.03 **Corvallis Senior Center Operational Policies**

Adopted April 17, 1978

Revised June 25, 1991

Affirmed October 7, 1991

Revised April 17, 1995

Revised November 17, 1997

Affirmed June 19, 2000

Revised October 20, 2003

Revised November 6, 2006

4.03.010 **Purpose**

To establish policies governing operation of the Corvallis Senior Center.

4.03.020 **Policy**

The Corvallis Senior Center shall be administered by the City of Corvallis through its Parks and Recreation Department ~~with advisory assistance from the Senior Citizen Council of Benton County, Inc.~~ The Senior Citizen Council shall represent senior organizations in the area and provide input to staff and the Parks, Natural Areas and Recreation Advisory Board.

4.03.030 **Use of Facility**

- a. Where possible, the Corvallis Senior Center shall be scheduled first to serve senior citizen activities and programs, second for other Parks and Recreation or City activities, and third for non-City events paid rentals, and fourth for free city use.
- b. A fees and charges schedule shall be set for use of the Corvallis Senior Center and reviewed annually. Any requests for exemption to fees for use of the Corvallis Senior Center shall comply with the City Council policy 97.4.09 Guidelines For Free Use of Parks and Recreation Facilities.

- c. Patrons using the Corvallis Senior Center shall abide by Corvallis Council Policy 07-4.06 *Code of Conduct for Patrons at Parks and Recreation Facilities, Events and Programs*. Any violations of this policy will result in enforcement as identified in the policy.

4.03.040

Contributions

- a. All items contributed to the City which are appropriate for use in the Corvallis Senior Center shall be the property of the City of Corvallis. ~~Items contributed to the Senior Citizen Council which are the property of the Senior Citizen Council may be placed in the Center with the permission of the Corvallis Senior Center Supervisor or the Assistant Parks & Recreation Department Director.~~ Any items donated directly to the Corvallis Senior Center become property of the City of Corvallis.
- b. All items shall be clearly marked and identified as property belonging to the appropriate organization. All equipment used in the Corvallis Senior Center shall be used according to established rules and regulations.

4.03.041

Contributions of money or materials may be made to the Corvallis Senior Center and may be accepted by ~~either the Senior Citizen Council,~~ the Senior Citizens Foundation of Benton County, or the City, with the provision that the City has final approval over any improvements or use of donations at the Corvallis Senior Center.

4.03.050

Review and Update

This Leisure and Cultural Activities Policy shall be reviewed triennially in October by the Parks and Recreation Director and updated as appropriate.

MEMORANDUM



To: Human Services Committee
From: Karen Emery, Director Parks and Recreation Department
Date: October 17, 2012
Subject: Review of Council Policy 92-4.04 Park Utility Donations

Issue:
Council Policy 92-4.04 Park Utility Donations, requires a review every three years.

Background:
This policy establishes guidelines governing the solicitation and expenditure of funds donated through the rate payers' utility bill for park improvements and support of the Youth Parks Corps (YPC) Program.

Discussion:
The Parks and Recreation Department continues to use funds generated through utility bill donations to match the donation funding sources supporting the YPC program. Utility bill donations for the current and preceding three fiscal years have been as follows:

FY 09-10	\$3,955
FY 10-11	\$4,195
FY 11-12	\$3,980
FY 12-13 (1 st Quarter)	\$872

The YPC trains youth from 14 to 16 years of age in basic job skills. The FY 12-13 program experienced 3,280 hours of productive labor for the Department completing park improvements. The program has been in existence for 20 years and annually serves 40 youth. A list of 2012 projects accomplished are attached.

Recommendation:
It is recommended that City Council Policy 92-4.04 is accepted as written without changes.

Review and Concur:

Jim Patterson, City Manager

Nancy Brewer, Finance Director

Attachment: 1) CP 92-4.04
2) List of 2012 YPC projects

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 92-4.04 **Park Utility Donations**

Adopted February 3, 1992

Revised April 17, 1995

Revised January 21, 1997

Affirmed June 19, 2000

Affirmed October 20, 2003

Revised November 6, 2006

Affirmed October 19, 2009

4.04.010 **Purpose**

To provide guidelines in the solicitation and expenditure of funds donated through the utility bill for park improvements and the Youth Park Corps Program.

4.04.020 **Policy**

- a. The City Council has approved the solicitation of funds as part of and through the City of Corvallis utility bill.
- b. These funds are necessary to support the employment of youth 14 to 16 years of age to work in the parks and on beautification projects.
- c. This policy is necessary to provide guidelines for the solicitation, expenditure, and reporting on the use of these funds.

4.04.030 **Guidelines**

4.04.031 Donations for the Youth Park Corps Program shall be solicited through the utility billing process. These funds shall be collected by the Finance Department and accounted for in the Parks and Recreation Fund. Interest earned on the donations shall be credited to this fund.

Council Policy 92-4.04

4.04.032 Funds shall be used to support a Youth Park Corps Program.

4.04.033 This program shall be evaluated and an annual report, detailing the amount of funds collected and projects accomplished with utility donation funds, submitted to the City Council by November 1 of each year.

4.04.034 Every effort will be made to leverage these funds at least another 25% through additional grants and donations of funds/labor.

4.04.040 Other Pertinent Policies

4.04.041 Financial Policies:

- a. 10.02.030 (Sources of Revenue)
- b. 10.02.090 (Grants)
- c. 10.02.100 (Gifts, Donations, and Bequests)
- d. 10.03.060 (Personal Services)

4.04.050 Review and Update

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

YPC Projects 2012

<u>Location</u>	<u>Project</u>	<u>Program Area</u>	<u>Timeline</u>	<u>Date</u>
All Parks	Treat benches, paint tables	Facilities	ongoing	
	Repair picnic tables	Facilities	ongoing	
	Remove suckers, hazard branches off trees	L&T	ongoing	
	Prepare, paint wooden park signs	Facilities	ongoing	
	Repaint yellow curbing	Facilities	ongoing	
	Repaint handicap curbing	Facilities	ongoing	
All Playgrounds	Weed pole sides, add hogfuel	Facilities	ongoing	
	Wash play structures	Facilities	ongoing	
Arnold	Weed sandlot	Sports	2hrs	8/3/2012
	Path edging	Turf	4hrs	8/3/2012
	Tree trimming	L&T	2hrs	8/3/2012
	Prep, paint picnic shelter metal	Facilities	4hrs	8/27/2012
Avery	Sidewalk, curb edging	Turf	4hrs	8/20/2012
	Trail trimming	Trails	2hrs	7/2/2012
	Trail fence repair; step fill	Trails	4hrs	7/10/2012
	Road entrance trimming, tree raise	L&T	2hrs	7/2/2012
	Edging along lower playground concrete	Facilities	2hrs	7/5/2012
	Cap rock river trail	Trails	8hrs+	7/5/2012
	Paint playground boat & trim	Facilities	4hrs	8/23/2012
	Playground metal painting	Facilities	4hrs	8/24/2012
	Rose Garden	Clean memorial benches	Facilities	2hrs
	Stain memorial benches	Facilities	2hrs	7/27/2012
	Dead-head roses	Horticulture	ongoing	8/9/2012
Horseshoe Court	Runway edging	Sports	4hrs	7/6/2012
Administration	Clean entrance sign	Facilities	2hrs	7/9/2012
	Clean conference room porch	Facilities	2hrs	7/9/2012
	Stain conference room porch wood fixtures	Facilities	4hrs	7/10/2012
Rhod. Garden	Rhododendron dead-heading	Horticulture	8hrs	8/13/2012
	Landscape weed, trim	Horticulture	8hrs	8/21/2012
Fireside	Refinish shelter tables	Facilities	4hrs	8/28/2012
Bald Hill	Trim back trail brush	Trails	4hrs	7/26/2012
	Repair memorial bench	Facilities	2hrs	7/12/2012
	Prep, stain memorial benches	Facilities	8hrs	7/12/2012
	Paint Oak Creek bridge railings, gate	Trails	4hrs	7/26/2012
	Repair trail section	Trails	4hrs	8/7/2012
	Prepare bridge footing	Trails	4hrs	8/23/2012
	Footbridge ramp build	Trails	8hrs	8/28/2012
	Brandis	Trim back trail brush	Trails	4hrs
	Install water diversion	Trails	4hrs	8/23/2012
Central	Dead-head roses	Horticulture	4hrs	8/17/2012
	Landscape mulching	Horticulture	8hrs	7/13/2012
Chepenefa	Landscape bed mulching	Horticulture	4hrs	8/16/2012
	Trim brush along concrete path south of park	Trails	2hrs	7/6/2012
Huckleberry Drive	Trim brush along trail at end of Huckleberry	Trails	2-4hrs	7/6/2012
Shooting Star	Trim brush along trail	Trails	4hrs	7/2/2012
Chintimini	Trim suckers along east fence	L&T	2hrs	7/16/2012
Chip Ross	Prepare, paint yellow gate	Facilities	4hrs	8/16/2012
Cloverland	Sidewalk edging	Turf	4-8 hours	7/2/2012
	Weed, mulch Small Tree Arboretum	Urban Forestry	4hrs	7/12/2012
Crystal Lake	Gate, curb painting	Sports	8hrs+	7/3/2012
Forest Dell	Trim back trail brush	Trails	2hrs	8/6/2012
Kendall	Clean-up log debris	L&T	8hrs+	7/27/2012
Lilly	Weed sandbed	Facilities	2hrs	7/17/2012
	Tree, blackberry trim	L&T	2hrs	7/17/2012
	Wood chip landscape beds	Horticulture	2hrs	8/3/2012
MLK	Trim blackberries by fence	Facilities	2hrs	7/16/2012
	Sidewalk edging	Turf	4hrs	8/7/2012
	Scotch Broom removal	Open Space	2hrs	7/16/2012

Osborn AC	Landscaping	OAC	4hrs	7/3/2012
Pioneer	Grandstand concrete/woodwork paint	Sports	8hrs	7/12/2012
	Restroom painting	Facilities	8hrs	8/2/2012
	Exercise post replacement	Facilities	2hrs	8/20/2012
Porter	Sidewalk edging	Turf	4hrs	7/12/2012
	Fill/level sidewalk/turf border by bridge	Trails	2hrs	7/6/2012
	Refit hardware to bridge planks	Trails	2hrs	7/6/2012
	Inspect, replace bridge planks	Trails	4hrs	8/3/2012
Riverbend	Sidewalk, curb edging	Turf	4hrs	7/9/2012
	Mulch landscape beds	Horticulture	8hrs	7/26/2012
	Tree trim	L&T	2hrs	7/13/2012
	Treat benches, paint tables	Facilities	4hrs	7/9/2012
Riverfront	Firework clean-up	Facilities	2hrs	7/5/2012
Rock Creek	Clean facilities	Facilities	4hrs	7/5/2012
	Remove scotch broom, tree ivy	Open Space	4hrs	7/2/2012
	Refinish shelter, amenities	Facilities	8hrs	8/16/2012
	Turf clean-up, trimming	L&T	4hrs	8/16/2012
Shop	Wash rigs as needed		ongoing	
	Extend concrete pad for wash area		8hrs	7/13/2012
	Clean, paint mobile stage		4 hours	7/17/2012
	Install storage pad, racking		8hrs	7/23/2012
	Prep picnic table board replacements	Facilities	ongoing	
	Build hose rack		2hrs	7/26/2012
	Sort, load metal recycle		2hrs	7/27/2012
	YPC area concrete padding		8hrs	8/27/2012
Starker Arts	Sign area trimming	Horticulture	2hrs	7/2/2012
	Landscape trim	Horticulture	4hrs	8/9/2012
	Metal sign prep, re-finish	Facilities	4hrs	7/2/2012
	Metal sign trim prime, paint	Facilities	2hrs	8/2/2012
	Trim tree volunteers, suckers	L&T	8hrs	7/5/2012
	Construct memorial pad	Facilities	4hrs	8/9/2012
	Playground releveling	Facilities	2hrs	8/13/2012
	Ivy removal	Horticulture	2hrs	8/24/2012
Sunset	Landscape bed mulching	Horticulture	8hrs	7/20/2012
	Boardwalk trim (Willows within 18")	Trails	2hrs	7/5/2012
	Remove volunteer trees in boardwalk vicinity	Trails	4hrs	7/10/2012
	Fasten loose toe rails	Trails	2hrs	7/10/2012
Tunison	Prime, paint play amenities	Facilities	4hrs	7/27/2012
	Secure tables	Facilities	2hrs	8/24/2012
Village Green	Weed, mulch playground	Facilities	4hrs	8/7/2012
	Sidewalk edging	Turf	4hrs	7/16/2012
	Shelter painting	Facilities	4hrs	8/7/2012
	Shelter bench repair	Facilities	2hrs	8/20/2012
Washington	Firework clean-up	Facilities	2hrs	7/5/2012
Willamette	Trim shelter area hazard branch, suckers	L&T	2hrs	7/10/2012
	Weed, mulch playground	Facilities	2hrs	8/3/2012
	Trim blackberries/tree by DG run 7	Sports	2hrs	7/27/2012
	Prep, stain memorial benches	Facilities	8hrs	7/9/2012
	Paint park sign, road gate	Facilities	4hrs	7/17/2012
Witham Hill Natural Park	Trim back trail brush	Trails	4hrs	8/2/2012
Woodland Meadow	Trim Corl House tree wells	L&T	2hrs	7/6/2012
	Hedge row weed, trim	Horticulture	2hrs	7/6/2012