



**CORVALLIS  
CITY COUNCIL AGENDA**

**March 4, 2013  
6:00 pm**

**Downtown Fire Station  
400 NW Harrison Boulevard**

*[Note: The order of business may be revised at the Mayor's discretion.  
Due to time constraints, items on the agenda not considered  
will be continued to the next regularly scheduled Council meeting.]*

**COUNCIL ACTION**

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- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. PROCLAMATION / PRESENTATION / RECOGNITION**
- V. VISITORS' PROPOSITIONS – This is an opportunity for visitors to address the City Council on subjects not related to a public hearing before the Council. Each speaker is limited to three minutes unless otherwise granted by the Mayor. Visitors' Propositions will continue following any scheduled public hearings, if necessary.**
- VI. CONSENT AGENDA – 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. [direction]**
  - A. Reading of Minutes**
    - 1. City Council Meeting – February 19, 2013
    - 2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      - a. Citizens Advisory Commission on Civic Beautification and Urban Forestry – February 14, 2013
      - b. Committee for Citizen Involvement – December 4, 2012
      - c. Economic Development Commission – January 14, 2013
      - d. Parks, Natural Areas, and Recreation Board – February 21, 2013
      - e. Watershed Management Advisory Commission – January 23, 2013
  - B. Confirmation of Appointment to Watershed Management Advisory Commission (Mann)**

- C. Announcement of Vacancies on Citizens Advisory Commission on Transit (Weaver de Balan and Monasky)
- D. Schedule a public hearing for April 1, 2013 to consider a Land Development Code text amendment and potential appeal of a Planning Commission decision (LDT12-00002, PLD13-00001 – OSU Campus Master Plan Major Adjustment)
- E. Approval of an application for an Off-Premises Sales liquor license for Mike Duke, President and Chief Executive Officer of Walmart Market #3146, 1840 NW Ninth Street, (New Outlet)
- F. Schedule an Executive Session for March 18, 2013 at 5:30 pm or following the regular meeting under ORS 192.660(2)(d) (status of labor negotiations)
- G. Confirmation of an Executive Session following the regular meeting under ORS 192.660(2)(d) (status of labor negotiations)

**VII. ITEMS REMOVED FROM CONSENT AGENDA**

**VIII. UNFINISHED BUSINESS**

- A. FY 2013-2014 City Council goals [information]

**IX. STANDING COMMITTEE REPORTS, ORDINANCES, RESOLUTIONS, AND MOTIONS**

- A. Human Services Committee – February 19, 2013
  - 1. Social Services Semi-Annual Report [direction]
- B. Administrative Services Committee – February 20, 2013
  - 1. Utility Rate Structure Study Review [direction]
  - 2. Public Safety Tax [information]
  - 3. Council Policy Review and Recommendation: CP 97-10.01 - 10.08, "Financial Policies" [direction]
- C. Urban Services Committee – None.
- D. Other Related Matters
  - 1. *A resolution accepting the Federal Transportation, Community and System Preservation grant through the Oregon Department of Transportation (\$275,608) for design of Highway 99 improvements, and authorizing the City Manager to sign the agreement and future amendments, to be read by the City Attorney* [direction]

**X. MAYOR, COUNCIL, AND STAFF REPORTS**

A. Mayor's Reports

B. Council Reports

C. Staff Reports [information]

1. Council Request Follow-up Report – February 28, 2013

**XI. NEW BUSINESS**

**XII. PUBLIC HEARINGS – None.**

**XIII. 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 4 - 16, 2013

MONDAY, MARCH 4

- ▶ City Council - 6:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

TUESDAY, MARCH 5

- ▶ Airport Commission - 7:00 am - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Human Services Committee - 2:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Downtown Parking Committee - 4:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard
- ▶ Urban Services Committee - 5:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ OSU/City Collaboration Project Parking and Traffic Work Group - 5:30 pm - Osborn Aquatic Center Conference Room, 1940 NW Highland Drive

WEDNESDAY, MARCH 6

- ▶ Administrative Services Committee - 3:30 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Planning Commission - 7:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard
- ▶ Corvallis-Benton County Public Library Board - 7:30 pm - Library Board Room, 645 NW Monroe Avenue

THURSDAY, MARCH 7

- ▶ OSU/City Collaboration Project Neighborhood Livability Work Group - 5:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

SATURDAY, MARCH 9

- ▶ Government Comment Corner (Councilor Penny York) - 10:00 am - Library Lobby, 645 NW Monroe Avenue

### MONDAY, MARCH 11

- ▶ Economic Development Commission - 3:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ OSU/City Collaboration Project Neighborhood Livability Work Group - 5:00 pm - Library Main Meeting Room, 645 NW Monroe Avenue
- ▶ Mayor/City Council/City Manager Quarterly Work Session - 7:00 pm - Madison Avenue Meeting Room, 500 SW Madison Avenue

### TUESDAY, MARCH 12

- ▶ City Legislative Committee - 7:30 am - City Hall Meeting Room A, 501 SW Madison Avenue
- ▶ OSU/City Collaboration Project Neighborhood Planning Work Group - 5:30 pm - Osborn Aquatic Center Conference Room, 1940 NW Highland Drive
- ▶ Historic Resources Commission - 6:00 pm - Downtown Fire Station, 400 NW Harrison Boulevard

### WEDNESDAY, MARCH 13

- ▶ Citizens Advisory Commission on Transit - 8:20 am - Madison Avenue Meeting Room, 500 SW Madison Avenue
- ▶ Downtown Commission - 5:30 pm - Downtown Fire Station, 400 NW Harrison Boulevard

### THURSDAY, MARCH 14

- ▶ Citizens Advisory Commission on Civic Beautification and Urban Forestry - 8:30 am - Parks and Recreation Conference Room, 1310 SW Avery Park Drive

### SATURDAY, MARCH 16

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

**CITY OF CORVALLIS  
COUNCIL ACTION MINUTES  
February 19, 2013**

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
<b>Executive Session</b> 1. Potential litigation-WWRP Page 79	Yes		
<b>Visitors' Propositions</b> 1. Rotary Picnic Shelter (Eckroth) 2. Chintimini Senior Center fees (Riha) 3. OSU/City collaboration (Jensen) 4. Reset at sale legislation (Wershow) Pages 79-81	Yes Yes Yes Yes		
<b>Consent Agenda</b> Pages 81-82			
<b>Items Removed From Consent Agenda</b> 1. Council Work Session minutes – February 5 and 12, 2013 2. NWNG telecommunications lease Pages 82-83			<ul style="list-style-type: none"> <li>• Amended <u>passed U</u></li> <li>• Authorized City Manager to sign <u>passed U</u></li> </ul>
<b>Unfinished Business</b> 1. City Legislative Committee – February 13, 2013 Pages 83-84			<ul style="list-style-type: none"> <li>• Supported HB 2035, 2496, 2179 (9-1-1 cell phone tax) <u>passed U</u></li> <li>• Supported HJR 8/SJR10 (compression); HJR 13/SJR 11 (reset at sale) <u>passed U</u></li> </ul>
<b>Mayor's Reports</b> 1. Homelessness Forum Page 84	Yes		
<b>Council Reports</b> 1. CSC Economic Action Team meeting (Hervey) 2. Water main break correspondence (Sorte) 3. "Meet and greets" (Sorte) 4. CAD survey (Sorte) 5. Arts Center Chocolate Fantasy fundraiser (Hirsch) 6. Book sale (York) Pages 84-85	Yes Yes Yes Yes Yes Yes		
<b>Staff Reports</b> 1. CMR – January 2013 2. 10th Street reconstruction project Pages 85-87	Yes		<ul style="list-style-type: none"> <li>• Directed staff to initiate survey <u>passed U</u></li> </ul>

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
<b>Public Hearing</b> 1. Asian and Pacific Cultural Center Pages 87-96			<ul style="list-style-type: none"> <li>• Approved as conditioned <u>passed 7-1</u></li> </ul>

Glossary of Terms

CAD	Community Alliance for Diversity
CMR	City Manager's Report
CSC	Corvallis Sustainability Coalition
HB	House Bill
HJR	House Joint Resolution
NWNG	Northwest Natural Gas
OSU	Oregon State University
SJR	Senate Joint Resolution
U	Unanimous
WWRP	Wastewater Reclamation Plant

**CITY OF CORVALLIS  
COUNCIL ACTION MINUTES**

**February 19, 2013**

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

*The Council entered executive session at 5:30 pm.*

City Attorney Fewel, Public Works Director Steckel, and Utilities Division Manager Penpraze briefed Council about potential litigation involving the City's Wastewater Reclamation Plant.

Mayor Manning recessed the Council at 5:47 pm and reconvened the Council at 6:00 pm.

**I. CALL TO ORDER**

The regular meeting of the City Council of the City of Corvallis, Oregon, was called to order at 6:00 pm on February 19, 2013 in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Manning presiding.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

PRESENT: Mayor Manning, Councilors Traber, Hervey, Hirsch, Sorte, Brown, Beilstein, Hogg, Brauner, York

Mayor Manning directed Councilors' attention to items at their places, including a letter from Rana Foster regarding the Northwest Natural Gas telecommunications lease (Attachment A), revised City Council Work Session minutes for February 5 (Attachment B) and February 12 (Attachment C), the Community Development Department's Annual Report (Attachment D), a press release announcing the Homelessness Plan progress forum (Attachment E), and a memorandum from Councilor Brown related to the public hearing (Attachment F).

**IV. PROCLAMATION/PRESENTATION/RECOGNITION** – None.

**V. VISITORS' PROPOSITIONS**

Lee Eckroth, Rotary Club of Greater Corvallis, announced that the Rotary Club raised the \$150,000 needed to construct the picnic shelter at Willamette Park. He said Parks and Recreation Department

staff have been working with the Rotary Club and plan to break ground in mid-April with completion set for mid-summer.

Mayor Manning thanked Mr. Eckroth for his leadership, and the Rotary Club and community members who have generously given to this project.

Jeanne Riha said the Chintimini Senior Center (Center) recently introduced the "Gold Pass." The pass is mandatory to participate in most Center programs. The cost of the annual pass is \$25 and a one-day \$5 pass is available for citizens not needing an annual pass. Support group meetings staffed by seniors, Friday night socials, and sing-a-longs do not require a pass. Ms. Riha does not object to fees for entertainment, trips, and meals; however, health and welfare programs should not require a pass. The very essence of a senior center is providing important health and welfare programs. Last year, a program on fall prevention was offered for \$3. With the one-day pass, that same program now costs \$8, and the foot care program now costs \$28 with the one-day pass.

Ms. Riha opined that instead of serving seniors, the Center seems intent on making money from seniors. This cost increase is in addition to the more than \$500,000 the Center receives from property taxes and fees, and the more than \$350,000 from the tax levy. Ms. Riha suggested an independent audit to determine where the money is being spent.

Ms. Riha said she rarely observes many people or much socialization during her infrequent visits to the Center, except for the attendants, exercise classes, and tax aide program. She noted that citizens can ride buses for free, but seniors must pay extra for information that protects health and life.

Councilor Sorte said a number of his constituents have expressed the same concern. They thought the fees would remain stable when they voted for the levy. Initiating the Gold Pass to cover health and welfare programs feels like a breach of contract to those seniors.

Councilor Beilstein explained that revenue for the Parks and Recreation Department comes from fees and property taxes. The Center attempts to provide the best they can at the lowest cost to their customers. The Department tries to keep fees lower for youth programs and offers scholarships for participation.

Ms. Riha confirmed that a scholarship program is also available for seniors.

Councilor Beilstein encouraged those who cannot afford the Center's programs to apply for a scholarship. Property tax dollars no longer cover many of the services that the City previously offered for free. The City has been considering additional fees as a revenue source for the Parks and Recreation Department.

Ms. Riha added that the mission of the Center should include offering important health and welfare programs for free instead of taxing everyone.

Tom Jensen requested Council dissolve the City/Oregon State University (OSU) collaboration committees and separate the City from OSU. He testified about several City/OSU issues:

- The City already had groups to deal with livability, parking, traffic, development, and planning.
- OSU will do whatever they want on their own campus.

- OSU continues to build on their parking lots which does not help Corvallis.
- Corvallis residents should be provided with a free parking permit and OSU students should be charged at least or more than the highest parking permit on campus for parking on City streets.
- The current construction glut is student housing that does not address family housing needs.
- The safety tax the City is considering should be a levy with a decision made by the voters.
- The City should not consider tying the nuisance code to the rental housing code without fully implementing and utilizing what has already been approved. Combining these codes will result in displacement of people who will not be able to afford to move back in since renters ultimately pay for required improvements. If the City is charging landlords, then every homeowner/tenant should also pay and be subject to the same inspection as a rental unit. Homeowner/tenant housing is just as likely to degrade as rentals. When landlords are given a list of items that must be remedied they will decide that demolition is cheaper.

Stewart Wershow referred to the City Legislative Committee information and said Representative Gelser expressed concern that the "reset at sale" legislation will negatively impact school districts. He requested this issue return to the Legislative Committee for additional review.

In response to Councilor Beilstein's inquiry, Mr. Wershow said Measures 47 and 50 provide schools with property tax funds based on the difference between assessed and real market values. If the reset at sale legislation passes, the funds will no longer be available for school districts.

Mayor Manning said she met with Representative Gelser just prior to the Legislative Committee meeting. Representative Gelser expressed support of the legislation at that time.

## VI. CONSENT AGENDA

Mayor Manning noted an administrative change to the February 4 Council meeting minutes. The change reflects the correct Council vote to support further development of the public safety tax proposal.

Councilor Hervey requested the Council Work Session minutes for February 5 and 12 be removed from the Consent Agenda.

Councilor Beilstein requested the Northwest Natural Gas Company telecommunications lease be removed from the Consent Agenda.

Councilors Hervey and Traber, respectively, moved and seconded to adopt the Consent Agenda as follows:

- A. Reading of Minutes
  1. City Council Meeting – February 4, 2013
  2. City Council Work Session – February 11, 2013
  3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
    - a. Airport Commission – December 4, 2012
    - b. Arts and Culture Commission – January 16, 2013
    - c. Corvallis-Benton County Public Library Board – January 2, 2013

- d. Historic Resources Commission – January 8 and 22, 2013
  - e. Parks, Natural Areas, and Recreation Board – January 17, 2013
  - f. Planning Commission – January 16, 2013
- B. Confirmation of Appointments to Boards, Commissions, and Committees (Bicycle and Pedestrian Advisory Commission - Bahde; Housing and Community Development Commission - Brausen, Henderer, and Lowe)
  - C. Announcement of Appointment to Watershed Management Advisory Commission (Mann)
  - E. Approval of Municipal Judge recruitment process and proposed interview schedule
  - F. Schedule an Executive Session for March 4, 2013 at 5:30 pm or following the regular meeting under ORS 192.660(2)(d) (status of labor negotiations)
  - G. Confirmation of an Executive Session at 5:30 pm under ORS 192.660(2)(h) (status of pending litigation or litigation likely to be filed)

The motion passed unanimously.

## VII. ITEMS REMOVED FROM CONSENT AGENDA

- A. Reading of Minutes
  - 2. City Council Work Sessions – February 5 and 12, 2013

Councilor Hervey referred to Attachments B and C and said he was satisfied with the corrections to the minutes that now include staff responses to his inquiries made during budget discussions.

Councilors Hervey and Sorte, respectively, moved and seconded to adopt the amended City Council Work Session minutes for February 5 and 12, 2013. The motion passed unanimously.

- D. Authorization to enter into and for the City Manager to sign a public property lease agreement with Northwest Natural Gas Company for a telecommunications site on city-owned property on Marys Peak

Councilor Beilstein said a citizen expressed concern about allowing communications equipment on city-owned property at Marys Peak. The citizen requested the agreement include a clause requiring Northwest Natural Gas Company (NWNG) to acquire Benton County permits and Oregon Department of Forestry permission. Councilor Beilstein added that during the Council Chairs meeting, Deputy City Attorney Brewer opined the clause was not needed since requirements for construction permits are implicit and NWNG is meeting all requirements.

Mr. Fewel noted that the issue involves a lease and is not a land use decision. Although he is not opposed to including the suggested clause, it is most likely not needed since the lease states that NWNG "...will conform to all applicable laws and regulations, municipal, State,

and federal, affecting the Premises and the use thereof." He cautioned that issues can arise when specifics are added.

Councilors Beilstein and Sorte, respectively, moved and seconded to authorize the City Manager to enter into a lease agreement with Northwest Natural Gas Company for a telecommunications site on City-owned property on Marys Peak.

In response to Councilor Sorte's inquiries about competitive rates, Ms. Steckel said staff reviewed nearby land values and rates for a similar site in Albany. She noted that the request is for internal NWNG communications only.

The motion passed unanimously.

Written testimony requesting addition of a clause in the lease concerning the recognition of the Scenic and Botanic Special Interest Area designation was received from Liz Frenkel (Attachment G).

## VIII. UNFINISHED BUSINESS

### A. City Legislative Committee – February 13, 2013

Mayor Manning explained that the Committee meets during State legislative sessions. She chairs the Committee that is comprised of Councilors Hervey, Brauner, and York. Recommendations from their first meeting include support for House Bills (HB) 2035, 2496, and 2179, all related to a cell phone tax supporting 9-1-1 services. The Committee discussed these HBs with Police Chief Sassaman.

Councilors Hervey and York, respectively, moved and seconded to support House Bills 2035, 2496, and 2179. The motion passed unanimously.

Mayor Manning said the Committee also reviewed two constitutional referrals that, if approved, will be forwarded to the voters. House Joint Resolution 8 and Senate Joint Resolution 10 will provide local municipalities opportunities to levy outside of compression. House Joint Resolution 13 and Senate Joint Resolution 11 concern reset at sale. Both issues are top priorities for the League of Oregon Cities (LOC) in conjunction with other organizational partners. The Committee recommended Council support both referrals.

Councilors Hervey and Brauner, respectively, moved and seconded to support both Joint Resolutions.

Councilor Brauner referred to the reset at sale issue and its impact on school district funding. He said school funding is set by the Legislature based on available funding coupled with a property tax amount given per student, minus approved levies. Reset at sale increases the total available funding. The only way a school district can lose money from the State would be if the State offsets the funds for another purpose. Representative Gelser does not oppose reset at sale. She prefers a similar bill and expressed concern that the Legislature will not send more than one constitutional amendment to the voters.

The motion passed unanimously.

Mayor Manning noted that Council support of these legislative issues will be communicated to elected officials.

Councilor Hervey referred to the Committee notes regarding bill tracking through the LOC Web site. He said he hoped Council could be more proactive identifying issues to support in addition to LOC priorities. The bill tracking system categorizes bills but requires users to open each bill to determine the issue.

In response to Councilor Beilstein's inquiry, Mayor Manning announced that the next City Legislative Committee meeting is tentatively scheduled for March 12 at 7:30 am in City Hall Meeting Room A.

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

- A. Human Services Committee – None.
- B. Administrative Services Committee – None.
- C. Urban Services Committee – None.

#### X. MAYOR, COUNCIL, AND STAFF REPORTS

- A. Mayor's Reports

Mayor Manning announced that the Benton County Homeless Oversight Committee is hosting a public forum on February 28 to discuss the progress of implementing Benton County's Ten-Year Plan to Address Issues Surrounding Homelessness (Attachment E). She noted that this is the third year of the ten-year plan.

- B. Council Reports

Councilor Hervey said he and Councilor Beilstein recently attended a Corvallis Sustainability Coalition (CSC) Economic Action Team meeting. The Team discussed future goals and action plans and aligned some of their goals with developing Council goals. The Team will be featured at the CSC annual meeting on March 14.

Councilor Sorte noted that Councilors received copies of Mr. Brewer's response to Ward 7 constituents who made four requests to the City following the water main break. He said he is working on a response to City Manager Patterson and Mr. Brewer that will include recommendations.

Councilor Sorte said he has been conducting "meet and greets" at various local businesses. He noted that students like to talk about current issues and garden centers are better venues than restaurants.

Councilor Sorte reported that he has been working with the Community Alliance for Diversity on a survey for the CSC annual meeting.

Councilor Hirsch announced that The Arts Center Chocolate Fantasy fund raising event will be held on March 1. The ticket price has been reduced and the event features live music.

Councilor York said the Friends of the Library book sale is scheduled for the weekend of February 23 at the Benton County Fairgrounds.

C. Staff Reports

1. City Manager's Report – January 2013

2. 10th Street reconstruction project

Councilor Beilstein said Ward 6 residents have been discussing the elimination of the traffic circle on NW 10th Street. They would prefer the circle not be rebuilt during the scheduled construction. The process to change a traffic calming device can be initiated by Council or the residents who originally requested traffic calming. He suggested Council direct staff to survey the residents in the area about their preference.

Councilors Beilstein and Hirsch, respectively, moved and seconded to direct staff to initiate a survey and collect other traffic data to determine whether the NW 10th Street traffic circle should be permanently removed.

Mayor Manning announced that this process is outlined in Council Policy 08-9.07, "Traffic Calming Program."

In response to Councilor Traber's inquiry about support to permanently remove the circle, Councilor Hirsch said the circle can only be removed if those who initiated the circle have changed their minds and now want it removed. The circle cannot be removed by the community-at-large. The survey will determine what the neighborhood desires.

Mayor Manning requested clarification about whether the immediate neighborhood is in general support of removing the circle.

Councilor Hirsch said he is only aware of Councilor Beilstein and Public Works Director Steckel supporting the traffic circle. He added that he understands the traffic circle is safer.

Councilor Sorte requested the history related to the installation of the traffic circle be included with additional information staff brings forward. He opined that safety is more important than convenience.

In response to Councilor Hervey's inquiry, Ms. Steckel said the effort to conduct the survey would be minimal. Mayor Manning added that the Council Policy outlines

the procedure for bringing information to Council via the Urban Services Committee.

Councilor York agreed that the major concerns are safety, expense, and the impact on traffic circulation and convenience. The issue is coming forward as the traffic circle is temporarily removed for construction. If, with additional information, it is determined the circle should be permanently removed, now is the time for Council to consider it.

Councilor Beislstein said he likes the traffic circle and utilizes it daily as a pedestrian and bicyclist. Bicyclists must be careful using the circle due to broken pavement. He requested the survey to ensure there is public support for keeping or removing the traffic circle.

Councilor Hervey requested that the data include an estimate of the probable traffic increase on NW 10th Street due to the shopping center being developed in the immediate area.

Councilor Traber said, according to the Council Policy, if the removal process is initiated by a neighborhood petition, 70 percent of the current owners of the original requesting neighborhood must sign the petition. He inquired whether the same standard would apply in steps two and three that speak to a Council-initiated survey.

Ms. Steckel responded that she assumed that section of the policy would also apply in steps two and three.

Councilor Traber stated support for roundabouts and traffic circles. He noted that there is a public perception in Corvallis that everyone hates the circle. He will support the motion.

Mayor Manning requested clarification about whether a Council-initiated survey would only concern the neighbors who were part of the original petition group or other neighbors.

Ms. Steckel said the survey would only include the neighbors who were part of the original petition group.

Councilor Beilstein clarified that it is the people currently living at those residences that were part of the original petition group.

Ms. Steckel confirmed that the survey group is the properties initially included in the original petition.

Councilor Traber said he understood the Policy to mean in the neighborhood, not the individual properties who signed the original petition.

Ms. Steckel said staff interprets the policy as re-surveying the properties that were included in the original 1996 survey group to initiate traffic calming measures. The

current property owners will be asked their opinion of the traffic calming device. She clarified for Councilor Traber that the survey will include all properties in the target area originally surveyed, not only the original properties that supported the traffic calming measure.

Councilor Sorte said providing some information can be helpful during the survey process. Rather than asking whether or not someone likes the traffic circle, he suggested staff provide some historical information such as why the traffic circle was installed so the results will be more qualitative.

The motion passed unanimously.

XI. NEW BUSINESS – None.

Because there was no additional non-public hearing business before Council, and the public hearing was advertised to begin at 7:30 pm, Mayor Manning recessed the meeting from 6:50 until 7:30 pm. (Councilors Brown and Hirsch left the meeting during the recess.)

XII. PUBLIC HEARINGS

- A. A public hearing relating to an appeal of the Historic Resources Commission decision (HPP12-00019 – Asian & Pacific Cultural Center)

Mayor Manning announced that Councilor Brown recused himself from the public hearing. Mr. Fewel explained that, in an attempt to organize his thoughts about the issues surrounding the hearing, Councilor Brown drafted written comments and shared them with Council in advance (Attachment F). The concern is that the written comments would appear to be reaching a decision in a quasi-judicial hearing without a fair and impartial review through weighing the evidence against the applicable criteria. Councilor Brown decided to recuse himself from participation rather than give any appearance of bias. Staff did not collect the attachment since it had already been distributed. The attachment will be included in the record and Mr. Fewel declared the materials ex parte contact for the Councilors noting that they did not need to individually declare the materials.

Mr. Fewel added that everyone is entitled to know the Councilors will act in a fair and impartial way, that they will weigh the evidence at the hearing, and apply the evidence to applicable criteria. He said, in the future, Council can discuss how to submit items before a hearing without the appearance of a prejudgement of the issue.

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

Declaration of Conflicts of Interest – None.

Declaration of Ex Parte Contacts

None other than Mr. Fewel's explanation above.

Declaration of Site Visits

Councilors Beilstein and York both declared making site visits.

Rebuttal of Conflicts of Interest or Ex Parte Contacts – None.

Objections on Jurisdictional Grounds – None.

Staff Overview

Associate Planner Latta said the subject site is west of Fairbanks Hall, north of Weatherford Hall, and within the OSU Historic District. He reviewed the history of the application.

The applicant requested to construct a 3,600 square foot building to house the Asian and Pacific Culture Center (APCC) on the OSU campus. The application includes a cultural gateway and other accessory development features.

In November 2012, the Historic Resources Commission (HRC) denied the Asian and Pacific Cultural Center Historic Preservation Permit application. The HRC determined that the application did not satisfy the review criteria in Land Development Code (LDC) Section 2.9.100.04. Specifically, HRC cited the facades, roof shape, scale and portion, and site development criteria. LDC Section 2.9.100.04 allows decisions makers to consider flexibility in building design due to cultural considerations. The HRC found that the design submitted in the original application did not satisfy this provision since the building did not reflect the architecture and/or culture of the Asian and Pacific Island (API) regions.

The applicant appealed the HRC decision and amended the building design to be more reflective of API architecture with the intent to satisfy LDC Section 2.9.100.04 and allow Council to consider flexibility in building design.

Mr. Fewel announced that failure to raise an issue, accompanied by statements or evidence sufficient to afford the City or other parties the opportunity to respond to the issue, precludes appeals to the State Land Use Board of Appeals based upon that issue. He said failure of the applicant/appellant 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.

(Councilor Hirsch returned to the meeting at this time; 7:39 pm).

Appellant Presentation

David Dodson, OSU Campus Planning Manager, reviewed a PowerPoint presentation that included revising the design and building features of the APCC to address HRC concerns (Attachment H).

Cultural Gateway

Gateways are common in many API cultures and most are bold in terms of design and materials. If the gateway includes horizontal timbers, the top timber is typically longer than

the lower timber. The new design increases the widths of the timbers from 10 inches to 12 inches and more closely matches API cultural gateways.

#### Roof Form

Asian, Korean, and Pacific Island roofs were researched and the roof design was revised to include a secondary roof similar to Pacific Island roofs.

#### Timber Rafters

Many Asian buildings have large timber rafters that extend out from the building (rafter tails). The roof was redesigned to increase the number and size of the rafters and place them closer together.

#### Windows

On the south elevation, windows that had been separated were joined together and dividers were added in the windows to make them appear like a divided window.

The west elevation originally included two double doors with windows in between. The revised design places the double doors in the middle, doors on the far end, and windows in between.

The north elevation window design is similar to the original application with some windows joined together.

The east elevation includes different window treatments, rafter tails, and siding.

#### Siding

The siding originally proposed was similar to the lap siding on Fairbanks Hall with a seven or eight inch reveal. The revised design allows for 16-inch lap siding.

During the redesign phase, it was apparent there would be significant additional costs due to the modifications. A request for alternatives was made in the event that additional funds could not be found. One suggestion was to replace the transom windows on the north and east elevations with a wood panel. Another suggestion was to replace the cedar wood siding with fiber cement board (HardiPlank). Originally, the cedar siding was proposed to be two eight inch boards end-butteted and painted to appear like a 16-inch board. Fiber cement boards are available in 16-inch dimensions with a smooth or wood grain surface. Smooth siding would more closely match painted smooth cedar siding. The fiber cement siding would be painted and is more resilient to weather than cedar siding.

Mr. Dodson requested Council consider a modification to Condition of Approval 4 to allow fiber cement alternate siding material and remove the sentence stating that the siding will be wood.

#### Questions of Appellant

Councilor Beilstein: The issue of whether the building design was culturally relevant was raised because the design includes things that would not normally fit in the OSU Historic District. Variables of historic district standards are allowed for cultural reasons. The HRC

felt that the cultural relevance of the building was not significant enough to justify the variations. What are the variations in the historic district that makes the APCC design not fit without the allowance for cultural variation?

*Mr. Dodson: The majority of the buildings in the OSU Historic District are brick, sit on a concrete or stone base, are built above elevation, include more than one story, have taller ceilings, steeper roof pitches, and double (one over one) vertical windows. Asian influenced buildings have a flat profile with bolder materials and features.*

Councilor Beilstein: When building in a historic district, it is important to distinguish new construction. A historic building cannot be created so new construction would not look exactly like existing buildings.

*Mr. Dodson: That is correct and is identified as differentiation. Typically, similar forms and styles are used without mimicking or recreating history. It is designing a building while respecting the past. It is also important for cultural centers to reflect their identity. The cultural centers on campus are not collectively in one building. There is an opportunity to be more expressive of the culture within each building.*

Councilor Traber: The denial references scale and the fact that the proposed one-story building sits near a four-story building. Are there other places in the core campus where this building could be built that would not be challenged by scale?

*Mr. Dodson: The majority of core campus sites have been dedicated for other purposes. There are three buildings proposed for the women's field where the APCC is proposed for construction. Behind the proposed APCC is Fairbanks Annex which is a one-story, 800 square foot historic contributing building. There are several metal buildings adjacent to the Annex used as outbuildings for art studios.*

*Larrie Easterly, Project Manager: When OSU sited the cultural centers, students were asked their preference. Currently, the APCC is located at the far north corner of campus. They wished to be in the center of campus. OSU staff assisted this student-driven request to locate the proposed site.*

Councilor York: There is not one architectural style that is Asian. What was the design approach for a building that reflected API cultures without focusing on one style in particular?

*Mr. Dodson: The HRC staff report included a lengthy discussion about the elements, features, and architectural styles that were reviewed and factored into the design by the architects hired for this project. A number of different buildings were researched. Student representatives were part of the design team.*

Councilor York: Was the student group representative of the different API groups in the OSU student population?

*Mr. Dodson: Yes.*

Councilor Hogg: Are there other buildings in the OSU Historic District with fiber cement siding?

*Mr. Dodson: No.*

### Staff Report

Mr. Latta said the original application included a gabled roof placed on top of a hipped roof. This combination of roof forms does not exist in the OSU Historic District and the HRC found that the proposal did not meet the roof shape criterion. The modified roof design is a stacked hipped roof form, one hipped roof placed on top of another, and separated by clerestory windows on two sides. Stacked roofs with clerestory windows are found within the OSU Historic District and API cultures. Staff found that the proposed revised roof form satisfied the roof shape criterion in LDC 2.9.100.04.b.3.

The HRC determined that the original design and style of the building did not satisfy the facades criterion. The appellant modified the facade by increasing the siding reveal, reorientating the windows, and increasing the size and number of timber rafters beneath the eaves of the roof to highlight the types of wood-based construction techniques used in API cultures. The facade changes represent subtle architectural similarities to API cultures. Flexibility in building design should be considered by Council as allowed by LDC 2.9.100.04.

The appellant requested two design alternatives for consideration. The first request related to replacing the transom windows on the north and east facades with wood paneling. The proposed wood paneling is consistent with the wood siding and staff believes this is an appropriate change.

The second requested design alternative is to replace the wood siding on the facades of the building with fiber cement siding. Staff found this design alternative not historically compatible and does not recommend approval by Council. Wood siding is commonly found on framed wood construction in the OSU Historic District. No decision-making body in the City has approved fiber cement siding in the OSU Historic District. Fiber cement siding has been approved in other historic districts on non-contributing buildings.

Staff agrees that the burden of proof by the appellant has been met, that the design changes and modified building are consistent with LDC Section 2.9.100.04, and that flexibility in design should be considered by Council.

### Public Testimony – Support

Mayor Manning announced that written testimony in support of the APCC was received by Rachel Weber (Attachment I) and distributed to Council prior to the public hearing.

Emiko Koike, APCC External Coordinator, asked Council to consider the multiple cultures represented by the OSU body. In Portland, Oregon, the API community speaks 107 different languages. Even though the API community is growing by 16 percent annually, it remains under-represented. The OSU API community is home for domestic and international students and the use of the APCC is more important than the facade, structure, and general look of the building. The students wanted to keep the building design simple since not all of the cultures could be represented in one design and they did not want to offend any heritage.

Olyvia Chac stated appreciation for the efforts made toward the design of the building, noting that she did not feel it represented her Vietnamese-American culture. It is more important about what is inside the center than how it looks on the outside. If housing the APCC in a new building at this location causes too much conflict, then a new building should be built on the proposed site that does not house the APCC. The current APCC looks like a house on the outside, but once inside all API cultures are represented in different areas of the house. She expressed hope that future API generations can progress on campus.

MaiYee Yuan provides office support for the APCC. The APCC is located on the far north edge of campus. Due to this location, the APCC is not well used by students as a resource center. Locating the APCC in the center of campus would allow more students to visit and learn about API cultures. She agreed with Ms. Chac that the outside does not represent all API cultures. It is the people who fill the building that represent the API cultures. She added that the APCC has many artifacts that represent the various cultures.

Anna Le provides office support at the APCC and is a Service Chair for Delta Phi Omega Sorority, Incorporated, a South Asian multi-cultural organization on campus. APIs are the second smallest minority in the United States, and along with Latino's, the fastest growing. The APCC is currently located in a poor location, making it difficult to be a viable resource. Including the APCC on campus is vital to the academic success of the API cultures, and to feel welcome on campus and in the community.

Robert Ho, APCC Activities Coordinator and Vietnamese Student Association Junior Advisor, noted that there was a lot of consideration and discussion by students during the APCC planning process. It was difficult to include all API cultures in the design. The students want a building that is comfortable, open, neutral, and welcoming.

Tonga Hopoi, former Associated Students of OSU (ASOSU) president and APCC office assistant, provided a brief history about the events leading up to the proposed relocating of the APCC. In 2009-2010 discussions began about the possibility of a new building for the APCC. Mr. Easterly worked with interested students to locate potential sites on campus. After choosing the proposed location, brainstorming meetings were held with the architects to determine what API students wanted in a cultural center. It was important that the building reflect the integrity, honor, and hope represented by API cultures. There were many conversations between students, OSU staff, and architects to produce an appropriate design and redesign. Ms. Hopoi added that it was phenomenal to be part of the process.

Public Testimony – Opposition – None.

Public Testimony – Neutral – None.

Request for Continuance – None.

Request to Hold Record Open – None.

Right to Submit Additional Written Argument

Mr. Dodson waived the right to submit additional written material.

Mayor Manning closed the public hearing.

Questions of Staff

Councilor Beilstein: Is it correct that the use of fiber cement siding has been approved for use on historically contributing buildings in other historic districts, but not in the OSU Historic District?

*Mr. Latta: The City has never approved fiber cement siding on contributing buildings in historic districts. It has been approved on non-contributing buildings in historic districts.*

Councilor Beilstein: Previous arguments against fiber cement siding were based on the siding not being a historic material. Should there be an objection to using a non-historic material on a non-contributing building?

*Mr. Latta: Over several land use applications, the view of staff and HRC has been that differentiation is accomplished in subtle ways, such as a different size of trim or slight changes in the reveal of siding. For example, the Avery Helm Historic District has a common siding reveal of eight inches and a new building in that District might have a six or ten-inch siding reveal. Subtle changes are allowable. Non-contributing buildings add value to historic districts and the integrity of the district should not be compromised by allowing anything to be built anywhere within the district as long as it is non-contributing.*

*Mr. Gibb: Staff recommended not allowing fiber cement siding as an approved material. Council can choose to approve it.*

Councilor Beilstein: Fiber cement siding can be made to look like a historic material. The primary goal is to maintain the coherence of the look of the historic district. It is the appearance of buildings that the City regulates, not the use of the interior. If the appearance of fiber cement siding cannot be distinguished from wood when standing ten feet away, there is no harm in using a material that is more durable and less expensive.

*Mr. Latta: The criterion for building materials is that it will be complementary to and reflective of the historic materials. Council can find the fiber cement siding complementary to and reflective of wood siding.*

Councilor York: Is the appellant requesting to replace the windows on two sides of the building with a panel and leaving the windows on the other two sides?

*Mr. Latta: Yes, the appellant is proposing that the transom windows (just below the roof line) on the north and east elevations be replaced with wood panels (Exhibit B-11).*

Councilor York: Is the proposal to replace the transom windows only on the north and east sides?

*Mr. Latta: Yes. The north facade faces away from Jefferson Avenue onto a future pedestrian plaza area. The east facade faces the parking lot between this proposed building and Fairbanks Hall.*

Councilor Brauner: Does staff concur with the proposal to replace the transom windows with wood panels?

*Mr. Latta: Yes.*

Councilor Brauner: Is the proposed siding material the only item that is different between staff recommendations and appellant requests?

*Mr. Latta: Yes.*

Councilor Hervey: It appears that there are two criteria by which this can be approved. One is under flexibility that includes cultural character. Cultural character can be "in the eye of the beholder," so it would be in Council's prerogative to determine whether the building design looks one way or another.

*Mr. Gibb: Within the context of the review criteria, that is a fair statement. Staff originally found this to be the case and HRC had a different determination.*

Councilor Hervey: Is the appellant attempting to meet the cultural character flexibility and requirements of the historic district?

*Mr. Latta: As a decision making body, Council needs to base the decision on the review criteria found in the facades, architectural details, scale and proportion, and site development. A provision in LDC 2.9.100.04 states that flexibility can be considered in building design due to cultural considerations. For example, Council should consider whether the changes proposed by the appellant meet roof shape criterion. Staff determined that this specific roof pattern is found in the district and would be utilized in API architecture. In this case, the redesigned roof meets both provisions. Council should consider whether this is a compatible resource in the Historic District and if it has flexibility due to cultural considerations.*

Councilor Hervey: Independent of flexibility in design, does staff believe this meets the characteristics of the Historic District?

*Mr. Latta: There are portions of the building that meet characteristics of the Historic District. Staff believes that the flexibility in design needs to be considered in relation to the facades.*

Councilor Hirsch: In wanting to honor the spirit of LDC 2.9 and the HRC, why is the application not going back to HRC first? Would HRC simply deny the application because it is not a historic building within a historic district?

*Mr. Gibb: This public hearing is for Council to hear an appeal of a quasi-judicial decision made by the HRC. The procedure calls for a de novo hearing before the Council. The applicant has the right to appeal HRC decisions to Council. Council judges the application based on review criteria, changes to the application, and testimony submitted during the hearing. The procedure does not include an automatic return to HRC. The APCC application could return to HRC if Council denied this application and a new application was submitted.*

*Mr. Latta: When HRC denied the original application, changes were made to the application based on concerns expressed by HRC. This is allowed under the de novo hearings process. HRC minutes reflect the determination that the application needed to more closely reflect API cultures and their architecture or be more compatible with the historic district. The appellant chose to redesign the building to make it look more like API architecture. Council can now decide whether the appellant has done enough to allow for flexibility in design. HRC did not feel that the applicant went far enough to allow them to consider flexibility of design.*

Councilor Beilstein said the process allows applications to be revised after receiving a denial from HRC and/or Planning Commission. Council receives the revised application on appeal. In a sense, the applicant has two opportunities to have their proposal accepted. The result is that the City receives better applications through this process since the applicant can respond to issues causing denial of the original application.

Councilor Sorte: Could HRC members testify in opposition during this public hearing?

*Mr. Gibb: Yes.*

*Deliberations and Final Decision*

Councilors Sorte and Traber, respectively, moved and seconded to approve the Asian and Pacific Cultural Center Historic Preservation Permit as conditioned, subject to adoption of Formal Findings and Conclusions.

Councilor Sorte confirmed for Councilor Brauner that the conditions included in the motion are as outlined by staff and not as proposed by the appellant.

Councilors Brauner and Beilstein, respectively, moved and seconded to amend the motion to include the condition proposed by the appellant to allow alternative siding material.

Councilor Brauner said Council was charged with finding the application compatible with the Historic District or flexible in design for cultural consideration. Installing cedar siding responds to the historic consideration, not the culture. Councilor Brauner opined that since either siding choice will be painted, there is no difference. To ensure that the APCC can be built within a budget, the flexibility to utilize an alternate siding is appropriate and not in conflict with the remainder of the findings.

Councilor Hirsch said it is difficult to support the main motion and honor the Historic District. Since no member of HRC testified in opposition, he is prepared to support the main motion; however, he will not cheapen a potentially beautiful building by allowing less than compatible materials.

Councilor Sorte concurred with Councilor Hirsch and said many residents of the Historic District will request the same variance if Council sets this precedence by allowing alternate siding. He said, in his experience, HardiPlank is recognizable at quite a distance.

Councilor York said she too can tell the difference between natural wood siding and fiber cement siding. She prefers the siding be as compatible as possible with the Historic District.

Councilor Hervey expressed concern about the overall appearance of the proposal. The facade does not match any examples provided by OSU. The proposed western dimensional lumber looks as if it arrived from the lumber yard. Allowing fiber cement siding increases the opposition to the main motion.

The amended motion failed three to five based on the following roll-call vote:

Ayes: Traber, Beilstein, Brauner

Nays: Hervey, Hirsch, Sorte, Hogg, York

Councilor Sorte said the APCC deserves support from Council with the proposed design adjustments. He opined that the testimony was persuasive.

Councilor Traber said, in attempting to meet historic compatibility or flexibility in design to build a relevant cultural center, the proposal is in good taste and captures parts of specific cultures.

Councilor York reported that she walked around the empty lot and looked at the buildings surrounding the proposed site. The APCC will be built in a neighborhood of wonderful buildings and it should equally represent the API students. She noted that the Native American Long House represents a variety of cultures and is also small in scale compared to the surrounding buildings. It is difficult to design an appropriate building due to the diversity of the API cultures. The design has improved through the appeal process and the center will serve many students, cultures, and architectural styles. Size and scale is acceptable. She opined that the design would be better if the windows were not different on two sides. She expressed hope that the students will be proud of the building, inside and out.

Councilor Beilstein referred to Exhibit B-6 and said the building design is distinctive, reminding him of China, Japan, Korea, and the Pacific Islands. The design captures the concept of an Asian building and will look different than anything else on campus. He agreed that the building design improved between the original application and the appeal.

Councilor Hirsch concurred that the design adjustments are an improvement.

Councilor Hervey agreed that the changes are significant improvements to the original design. He opined that the use of dimensional timbers, especially in the gateway arch, will look cheap and do not represent the cultures well. The arches at the Alexander Court low-income housing development look very similar. He added that it would not be very expensive to use natural timbers to draw people into the building.

The main motion passed seven to one with Councilor Hogg opposing.

Mr. Gibb announced that formal findings will be presented to Council on March 4, 2013.

XIII. ADJOURNMENT

The meeting adjourned at 8:47 pm.

APPROVED:

ATTEST:

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MAYOR

\_\_\_\_\_  
CITY RECORDER

## Mullens, Carrie

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**From:** Day, Emely  
**Sent:** Tuesday, February 19, 2013 4:07 PM  
**To:** Patterson, Jim; Steckel, Mary; Louie, Kathy; Mullens, Carrie  
**Subject:** FW: City Council Feb 19, 13 Comment to Consent Agenda D. NWNatural lease West Point Spur Road

Public comments for tonight's Council meeting.

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**From:**  
**Sent:** Tuesday, February 19, 2013 4:04 PM  
**To:** Day, Emely  
**Subject:** City Council Feb 19, 13 Comment to Consent Agenda D. NWNatural lease West Point Spur Road

Public comment for Consent Agenda Item:

Feb 19, 2012 6:00 pm meeting

Dear Corvallis City Council,

VI. D. Authorization to enter into lease agreement with NW Natural for the entire West Point Spur Road, 22,292 sq ft and block building and tower site. I read the lease agreement quickly and see a clause in which peaceful cohabitation is noted. In going to the peak more gear/cyclone fencing, access road damage, makes for a very difficult, less peaceful and most likely, an unhealthy visit at the top and possibly with new everything here, peace and protection of the view shed will be destroyed at this location as well.

NNW or contractor's gear/tools/foundation/support/ equipment could well reach out well above the existing tower and or be noisy and unhealthy for humans and wildlife.

Will NWN install unsightly equipment reaching meters above the existing tower and building height, and will they park and have workers and constant movement of vehicles coming and going all day long to manage and run this site? Will site have other buildings or trailers and will they build a better fence and bulldoze many square meters of very important prairie habitat? USFS is an example at the top of poor communication with contractors about the most important botanic and sacred site in all the coast Range, being allowed to have project worked without much if any oversight by USFS. Many 1000's of feet of prairie need to be restored and the view and specialness of the place is all at once taken away from every visitor, then that energy is taken home as a negative, damaged memory of something that should never have happened, and a feeling of being robbed of a once wonderful, peaceful experience of the top by reaching this special location.

I am very concerned about the way these communication technology impact the area's native wildlife. Birds and wildlife using the peak could be further negatively impacted by constant 365 day high frequency noise put out by the various equipment/generators that are at the top and to be installed at this location for ten years. Will this equipment emit more high frequency noise to damage the ecology of the peak and possibly negatively impact: bats, migratory birds and local bird life such as owl, hawk, common night hawk, ect? Will this site have back up power and run a noisy generator for x yours a week? If so they should shield this for noise pollution. If gas or diesel is stored on site, hopefully these tanks will not leak and NWN will not be responsible for the sites best care and or clean up of hazardous waste brought to the site by this cooperation/and contractors of the NWN.

Will more power and cable lines need to be installed to upgrade this site for more power and cable needs and more prairie will be damaged, destroyed in this process of retrofitting/upgrading/plumbing/servicing this site? If digging and or power lines and or new fencing, and above ground utility are needed, from some random location on the main road, the public should be notified as trenching is not well regulated at all by anyone, so vast areas of habitat are damaged due to utility trenching and or brush removal to put in buried utility and above

ground power line's. If NWN needs to upgrade in future, adding more equipment and buildings, roads, how is this lease set to address this if these new upgrades need to rip up more of the area around the existing 22,292 sq ft area?

Will this site need to be plowed to in the winter and if so, does this create a problem for recreational users? Has NWN contacted the other owner's of property at this location to tell them what they are planning on doing? BPA, Grand Ronde Tribe, USFS and BLM, ...? Is there any conflict at this site for the operation of the equipment at the top if this equipment goes in and operates?

Noise pollution could be an issue, siting at the top, the west flank is fully visible and it is within hearing distance. Unsightly equipment and tall equipment put up well above the existing tower height could be a problem for users, as more eye sore and visual clutter. High frequency radio waves, and or other band width hopefully will not again, be contributing to damaging native species who function at these frequencies - birds, insects, bats and mammals.

Will NWN restore the site to it's original condition once the lease is terminated?

Thanks, Rana Foster

Corvallis, Oregon.

**CITY OF CORVALLIS  
COUNCIL WORK SESSION MINUTES**

**February 5, 2013**

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 7:00 pm on February 5, 2013, in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Manning presiding.

**I. ROLL CALL**

**PRESENT:** Mayor Manning, Councilors York, Hogg, Hervey, Brown, Beilstein, Hirsch, Sorte, Brauner

**ABSENT:** Councilor Traber (excused)

**II. UNFINISHED BUSINESS**

Each of the four presenting Department Directors distributed one-page handouts to Council members' places prior to the presentations (Attachment A).

**A. Department Budget Presentations**

Parks and Recreation Director Emery presented information about the Parks and Recreation Department (P&R). She summarized data regarding the Department's current year budget and spoke about some of the issues being faced by the Department's property tax-funded operations in the near future. The Mayor requested an update on formation of the Friends of Parks and Recreation group. Councilor York asked how the Family Assistance Fund operated and was funded. Councilor Beilstein asked about funds donated to P&R with City utility bill payments. Councilor Sorte asked about comparable agency work done by P&R and requested clarification regarding staff reductions. Councilor Hervey noted that some of this information was available in the budget document.

Questions requiring follow-up include:

- Comparability work done by P&R to be provided.
- Analysis of staffing across departments of front-line, administrative, etc.

Community Development Director Gibb presented information about the Community Development Department (CD) budget. He spoke about the non-property tax-supported operations in CD and then focused on Planning Division and Code Enforcement operations supported by property taxes. Mayor Manning inquired about development underpinning property tax base growth and how City Planning Division staff would address issues related to Oregon State University (OSU) collaboration work in the context of the budget. Mr. Gibb stated that significant recommendations were anticipated but may be difficult to accomplish within existing resources. Councilor Hogg asked follow-up questions about the annual rental housing fee charged to landlords (\$133,000 per year to pay for that program, not Code Enforcement) and the level of full-time equivalent (FTE) staffing needed for a full Code Enforcement program. Mr. Gibb responded that one additional FTE would be needed to

keep up with the current complaint-based program. Councilor Hervey asked how many FTE were used by accomplishing Council Goals related to OSU collaboration and Economic Development. **Mr. Gibb indicated one FTE.** Councilor Sorte inquired if the collaboration process would be a net savings to the City versus a net cost related to the Land Development Code.

There were no questions requiring follow-up.

Police Chief Sassaman presented information about the Police Department. He provided information about the three funds in which the Department operates. He described the Department as a people-driven organization providing the legal enforcement arm of City government and receiving minimal dedicated revenues. He provided information on service delivery challenges and cost containment efforts to date. Mayor Manning asked the Chief to talk about the relationship between the City Police and the OSU State Police. The latter did not have detectives and had jurisdiction only on OSU's campus, so the City Police Department had jurisdiction of off-campus students. Councilor Beilstein asked about the liquor license revenues and Parking Fund revenues, whether ticket revenue covered program costs, and if there was excess revenue that could go to the General Fund. Councilor Sorte inquired if a request for proposals to bid on contracted Police services for OSU would be of interest. Councilor York wondered how the State Police FTE impacted the City's Police officer count per 1,000 population. Councilor Hervey inquired if enforcing campus policies of expelling students or sanctioning would work to reduce problem behaviors off-campus. **Chief Sassaman responded that, during the years in which OSU student affairs staff accompanied police when responding to parties (disturbing the peace) complaints, students who recognized the OSU employee typically were more likely to adjust behavior and be compliant, as they were concerned about education sanctions.** Mayor Manning asked about the changes in community policing philosophy over the years – proactive versus reactive issues were noted. Mayor Manning also referenced the possible public safety tax discussed at the last Council meeting, the School Resource Officer (SRO) currently being contemplated to be funded by such a tax, and how that related to the philosophy discussion that the Chief had mentioned.

Question requiring follow-up:

- Whether excess parking fines and meter revenue can go to the General Fund.

Finance Director Brewer presented information about the Finance Department, including information about Municipal Court, which operates in the General and Parking Funds, and in that regard responded to Councilor Beilstein's question above. She noted that, by ordinance, Council designated all parking revenues for the Parking program (operation, maintenance, and enforcement); however, the Council could choose to make parking revenue a non-dedicated General Fund resource. She then discussed internal service fund department presence in MIS and Financial Services, with 44 percent and 41 percent of their funding, respectively, from property tax sources. Staffing reductions were in the 20-percent range over the past three years, streamlining for efficiencies. Finance Department staff will closely follow legislative issues related to Public Employees Retirement System (PERS) and the property tax reform measure put forward by the League of Oregon Cities.

There were no questions requiring follow-up.

B. Next Meeting – February 12, 2013, in the Madison Avenue Meeting Room

Mayor Manning expressed her sincere thanks and appreciation to City staff for what they do, especially in the current challenging times. She noted that the next meeting will continue with the last four departments presenting information.

III. ADJOURNMENT

The work session adjourned at 8:11pm.

APPROVED:

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MAYOR

ATTEST:

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CITY RECORDER

**CITY OF CORVALLIS  
COUNCIL WORK SESSION MINUTES**

February 12, 2013

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 7:00 pm on February 12, 2013, in the Madison Avenue Meeting Room, 500 SW Madison Avenue, Corvallis, Oregon, with Mayor Manning presiding.

**I. ROLL CALL**

PRESENT: Mayor Manning, Councilors Hervey, Hogg, York, Brown, Beilstein, Sorte, Brauner, Hirsch (7:03), Traber

**II. UNFINISHED BUSINESS**

Each of the four presenting Department Directors distributed one-page handouts to Council members' places prior to the presentations (Attachment A).

**A. Department Budget Presentations**

Public Works Director Steckel presented budget information related to the Public Works Department. She noted that the Department has the largest total budget and most full-time equivalent (FTE) employees. She summarized Department services, challenges, and opportunities in the current year budget and near future. Councilors Beilstein and Hirsch inquired about parking revenues, operations, and fund expenditures. Ms. Steckel explained that parking revenues and operations are accounted for in the Parking Fund. Finance Director Brewer added that the Parking Fund is relatively stable and that parking revenue is dedicated to the Parking Fund per Council policy. Councilor Hirsch inquired about Airport revenues and whether they could be redirected by Council. Ms. Steckel explained that airport revenues are dedicated to airport uses and cannot be used elsewhere. Councilor Sorte noted that there is a safety and congestion issue associated with neighborhood parking near OSU; therefore, parking revenues should not be considered as potential cash flow. Budget Commissioner Wright, recognized in the audience, added that there are potential positive economic development impacts related to a healthy, thriving airport.

Library Director Rawles-Heiser presented information about Library services and budget. She talked about the County element of the Library's dedicated revenue support as well as the property tax and levy funding components. Mayor Manning inquired about technology-intensive Library services and items included within the "other revenue" category on the handout. Ms. Rawles-Heiser provided various examples of how technology is used in the Library. She explained that donations, fines, and meeting room rentals are included in the "other revenue" category. In response to Councilor Traber's inquiry, Ms. Rawles-Heiser said visitor statistics do not include virtual visits. Councilor

Traber asked for FTE specifics and Library District revenue information relative to property taxes. Ms. Rawles-Heiser explained that many of the Library's FTE are part-time; however, that number does not include casual staff or volunteers. Councilor Beilstein noted that the parking garage is not well-utilized, and inquired about changing parking meter rates to increase revenue. He also asked about the Philomath branch hours relative to the downtown location. In response to Councilor Brown's inquiry about the timeline for the "Complete the Block" project, Ms. Rawles-Heiser reported that acquisition would not occur until the building owner passes away.

There were no questions requiring follow-up.

Fire Chief Emery reviewed the Fire Department's budget and services as presented in the handout. Chief Emery noted that deferred maintenance and eligible retirees are his two largest potential cost concerns. Councilor Hervey asked whether assumptions related to closing Scott Zimbrick Memorial Fire Station 5 have been confirmed, and Councilor Traber asked about response times in the northwest area of Corvallis. **Chief Emery responded that a detailed analysis has not been completed, but it appeared that assumptions relating to emergency medical response were accurate and that staff exceeded assumptions regarding overtime savings.** Chief Emery noted that current data is not reliable due to the hypothetical nature of calls since there have not been any large fire calls in the northwest neighborhood. Councilor York inquired about Department responses to Oregon State University (OSU). Chief Emery noted that the OSU Fire Prevention officer is paid by OSU. Councilor Beilstein requested a comparison of the estimated 300 OSU calls to the total number of Department calls/responses and asked whether a "cost of service" could be determined based on the number of calls. In response to Councilor Beilstein's inquiry, Chief Emery said a significant recruitment effort would need to occur if all eligible retirees leave at the same time. Councilor Hirsch suggested a study of OSU cost recovery. Councilor Traber said \$800,000 might be a rough estimate based on calls for service outside of contracted overtime for football games and other activities.

Questions requiring follow-up include:

- Determine cost of service based on calls for entities served by the Department who do not pay property taxes.

City Manager Patterson presented the City Manager's Office (CMO) budget information. He said CMO provides service to the entire organization, the Mayor, and Council. He noted that the Economic Development Program was recently added to the CMO budget. Mr. Patterson requested Assistant to City Manager/City Recorder Louie outline the Governance Division activities. Ms. Louie noted that the Division lost .5 FTE when the Assistant City Manager position was dropped, resulting in a total FTE of 5, including the City Manager. Ms. Louie reviewed the major functions of the Governance Division and specific changes outlined in the handout. She also updated the Council on the new City Hall Ambassador program coordinated by the Division, and noted that Governance staff processed more than 15,000 pages of information or created 86 electronic packets for Council action last year. Councilor Hirsch inquired about CMO revenue sources and

Councilor Beilstein asked about the phone numbers noted in the presentation. Ms. Louie explained that in addition to the Mayor/City Manager phone line (6901), the Division answers the City's general information line (6900) in support of all City Departments.

There were no questions requiring follow-up.

In response to Councilor York's inquiry about other City operations not yet presented, Ms. Brewer noted that the approximate \$2 million non-departmental budget has not been discussed.

B. Next Steps

Mayor Manning announced that the next Budget-related meeting will be held on April 23, 2013. She encouraged Councilors to inquire about budget development or seek further information at future Council meetings. She noted that Directors will continue to develop a balanced Fiscal Year 2013-2014 proposed budget that meets Council's revised financial policies.

III. ADJOURNMENT

The work session adjourned at 8:25 pm.

APPROVED:

---

MAYOR

ATTEST:

---

CITY RECORDER



Community Development Administration  
501 SW Madison Avenue  
P.O. Box 1083  
Corvallis, OR 97339-1083  
(541) 766-6981  
Fax (541) 754-1792  
community.development@ci.corvallis.or.us

## Memorandum

Date: February 5, 2013

To: Mayor and City Council  
Committee for Citizen Involvement Members  
Downtown Commission Members  
Historic Resources Commission Members  
Housing and Community Development Commission Members  
Planning Commission Members  
Economic Development Commission Members

From: Ken Gibb, Director 

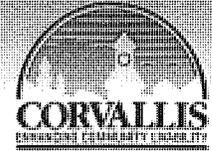
Re: Community Development Department Annual Report

Staff is pleased to provide each of you a copy of the FY 11-12 Community Development Department Annual Report.

We are very appreciative of the major contributions that you make as volunteers, in helping to move these initiatives forward.

As we move forward, we thank you for your continued support.

# City of Corvallis Community Development Department



ANNUAL REPORT FY 2011-2012

## Message from the Director

### Greetings,

We are pleased to provide this report to you about the activities of the Corvallis Community Development Department during the fiscal year 2011-12. You will find information about the variety of accomplishments, projects and ongoing efforts of Community Development staff in the areas of community planning, construction, permitting and inspection, code compliance and affordable housing programs. Much of this work is done with the support of other City departments, local agencies and citizen volunteers. We thank you for your guidance and assistance.

I would like to highlight several areas that reflect the important work of Community Development Department:

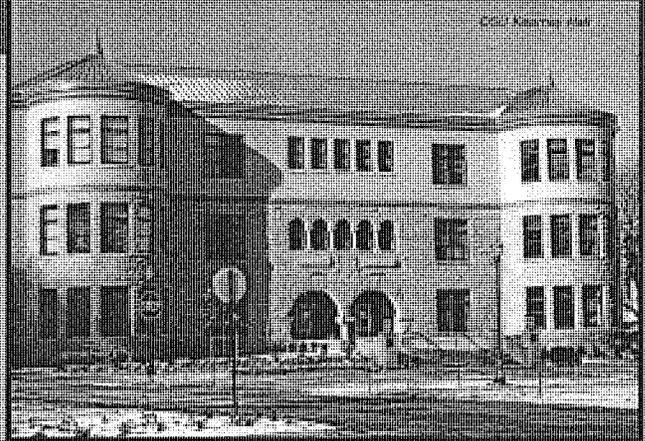
- The community celebrated the completion of the Alexander Court and Seavey Meadows project which resulted in the addition of 48 affordable rental housing units. This has been a long time commitment of the City and the Housing Division in partnership with the Willamette Neighborhood Housing Services, developers of the project.
- The Planning Division completed the staff work associated with a major set of revisions to the Land Development Code. This package was reviewed and approved by the Planning Commission and City Council in the fall of 2011 and was completed on time and budget despite the elimination of the City's long range planning position due to budget pressures.
- The Development Services Division is completing the second of a three year implementation of our Service Enhancement Program. Results include increasing the percentage of permits that are issued over-the-counter by 61 % percent and implementation of a one-day-review program for single family residential housing applications.
- special project activities included assisting the Economic Development Commission in creating an economic development strategy that was approved by the City Council and completion of a Master Plan update for the City owned Airport Industrial Park.
- Collaboration Corvallis, the partnership between Oregon State University and City was launched with impressive work underway by both organizations and community members who have dedicated their time, talents and energy to this important effort.

In the year ahead, we look forward to continuing our work on many of these projects and on Community Development's mission to help advance the vision of the Corvallis community.

Thank you for taking time to read this report. If you have any questions or suggestions, please feel free to call me at (541) 766-8991 or e-mail [ken.gibb@ci.corvallis.or.us](mailto:ken.gibb@ci.corvallis.or.us).

Sincerely,

Ken Gibb  
Community Development Director



OSU Klamath Hall

### City/OSU Collaboration Project

In the fall of 2011 the City of Corvallis and Oregon State University officials formed the City/OSU Collaboration Project. The project, based on shared goals, was formed in an effort to address the opportunities and issues associated with the future growth of OSU and the Corvallis community. The first phase of this 2-3 year project was the creation of three work groups formed to address the Project's major topic areas:

- Parking and traffic mitigation in campus area neighborhoods
- Neighborhood planning and
- Neighborhood livability

Community Development Department Director Ken Gibb has been a part of the project management team charged with providing the professional and technical assistance work groups need in the development of recommendations that will be brought to the Project Steering Committee to review and approve. Each work group meets on average twice monthly, with many hours of Community Development Department and OSU staff devoted to the research and development of a set of near-term strategies for each group. These strategies were presented to each of the workgroups in June, and assessed based on their cost and ease of implementation, their degree of coordination with possible long-term strategies, and their responsiveness to objectives established by the scope of work. It is anticipated that recommendations on the near-term strategies will be presented to the Steering Committee in November.



Planning & Development Project Meeting

## Community Partner Spotlight— CORVALLIS HOMELESS SHELTER COALITION

Each year we write about one of the Community Development Department's nonprofit partner agencies and the services they provide to the community. This year our focus is on a relatively new but increasingly important agency, the Corvallis Homeless Shelter Coalition.

Organized in 2007, the Coalition's first project was a temporary cold weather shelter for homeless men. That shelter continues to operate for four months each winter, serving as many as 100 individuals from mid-November through mid-March. The City of Corvallis Community Development Block Grant program has been a consistent source of funding for the winter shelter.

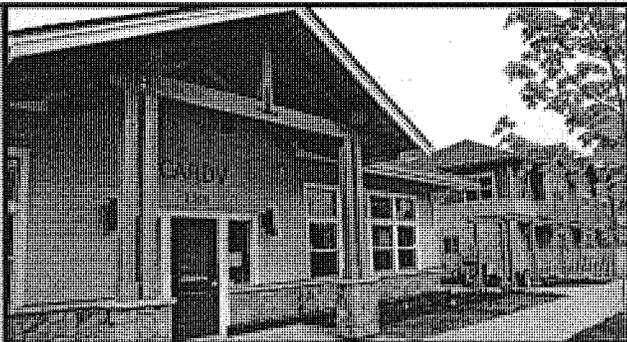
As the Coalition's mission evolved in recent years, a new goal emerged: provide a small apartment building and rent units to homeless people under a "housing first" concept. The goal of "housing first" is to move people quickly from homelessness to stable housing, and then once they are housed, to offer a tailored set of support services to keep them stable and help them overcome the challenges that led to their homelessness.

In July 2011 the Coalition opened *Palmer Place*, an eight-unit apartment building located on NW Harrison Boulevard. The Coalition combined private resources with funding from the City's HOME Investment Partnership program and the State of Oregon's Housing Plus program to acquire the building, which had been rebuilt following a previous fire and destruction. Because the Coalition had planned for the project's opening well in advance, qualified tenants were ready to move in as soon as the building was completed.

Speaking on the importance of the City's investments in their efforts, Coalition Director Gina Vee says, "One cornerstone of our projects is the early financial and ongoing technical assistance of our local government partners. The Corvallis Homeless Shelter Coalition is grateful for the intelligence and guidance the City's Housing Division has contributed to our endeavors. We are fortunate to live in a community in which City government works closely to identify and support projects that address the needs of low-income members of the community."

Our thanks to the Corvallis Homeless Shelter Coalition for their good work, and for their dedication to helping members of our community with a very challenging set of needs.

To learn more about the Coalition and their efforts, visit their Web site at <http://www.corvallishomeless.org>.



## Project Highlight— CARDV Advocacy Center

Over the course of the last several years the Center Against Rape and Domestic Violence (CARDV) has worked with Willamette Neighborhood Housing Services (WNHS) and the City's Housing Division on a project concept to provide advocacy services for survivors of domestic violence from a neighborhood-based facility near their homes. WNHS's recently completed Alexander Court affordable housing project in South Corvallis, across Third Street from Lincoln School, provided the ideal opportunity to turn that concept into reality.

As the Alexander Court project was being designed, CARDV and WNHS worked to identify a portion of the development site that would be suitable for an advocacy services facility. As the project evolved WNHS made a commitment to sell a small parcel within the larger site to CARDV for their advocacy center, and then to make up in fee of the units in their new 24-unit affordable housing development suitable for structure on a permanent basis.

The City of Corvallis helped CARDV carry out their project with a \$150,000 Community Development Block Grant that funded acquisition of the parcel site. CARDV then raised funds through private grants and donations to build the facility that, on June 1, 2011, began helping survivors of domestic violence living in Alexander Court, South Corvallis, the greater Corvallis area and beyond. The City and its Housing Division are very pleased to have had the opportunity to help bring this significant project into being.

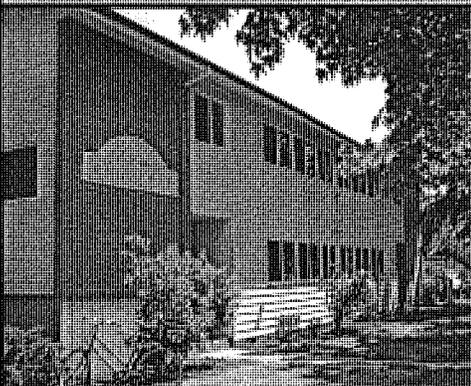
## Service Enhancement Package

Development Services has completed year 2 of a 3-year service enhancement package. The package was approved by City Council and started on January 1, 2011. The package received widespread support from both community and stakeholder groups.

The goal is to make the development and permitting process more timely and predictable while maintaining the highest level of code compliance.

Below are a few of the many exciting features of the 3-year Service Enhancement Package, designed to improve service delivery and the overall customer experience.

- **Over-the-Counter Plans**—At the onset, 30% of plans were reviewed and approved within 1-day of receipt. This number is currently at 42% with the goal to reach 60%.
- **ePlans**—Deploy electronic plan review software (Fall 2011)
- **Project Manager**—A position to help shepherd projects and proactively navigate process.
- **Project Coordinators**—Combine inspector and plans examiner disciplines into Project Coordinators. Coordinators will review, inspect, and approve projects from start to finish.
- **New Homes**—Scheduling system for 1-day plan reviews of new homes.
- **CorvallisPermits.com**—Improved online interface for construction project information.



## Housing Rehabilitation Loan Program Revamped

It used to be that offering low-income Corvallis homeowners housing repair and rehabilitation loans with an interest rate of 2% left the City's Housing Division unable to meet demand. But in these days of record low interest rates, even a 2% loan might not seem all that unattractive. So the Housing Division has gone a step further: amortized loans from the City's Neighborhood Improvement Program now carry no interest, and have a repayment term of twenty years.

Why make the program even more attractive to borrowers? It's simple: the program's goal is and always has been to help low-income owners maintain their homes in good repair when financing from conventional lenders is not available, or when the terms of other loans are not manageable.

Over the years hundreds of Corvallis homes have been repaired with a Neighborhood Improvement Program loan. Many projects have consisted of things like the replacement of roofs, siding, windows and doors. Other common project elements have included plumbing and electrical upgrades, foundation repairs, furnace replacements and more frequently in recent years, accessibility upgrades to help people with mobility challenges stay in their homes as long as possible.

For more information about the City's Neighborhood Improvement Program contact Joe DeLuzar in the Housing Division by phone at (541) 736-6244, or by e-mail at [Joe.Deluzar@corvallisoregon.gov](mailto:Joe.Deluzar@corvallisoregon.gov).

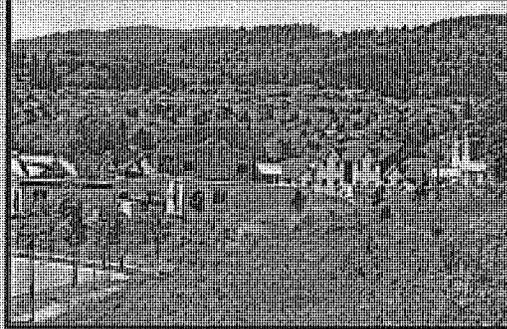
## 2012 Land Development Code Amendment Package

In April of 2011, the City Council approved a two-year work program for the Planning Division to include a package of Land Development Code (LDC) Amendments. Staff dedicated significant time during the past 18 months to develop, test and finalize a series of LDC amendment proposals.

The code amendments fall into five categories which addressed Council goals, a recommendation from the City/CSTU collaboration project, proposals from community members and staff identified changes:

- proposed code changes related to infill development;
- "housekeeping" items that correct inconsistencies and omissions in the LDC;
- substantive items intended to streamline the implementation of the LDC;
- code related changes designed to facilitate production of, and access to, "local food"; and
- increased on-site parking requirements for most types of 4- and 5-bedroom dwelling units (excludes single family dwellings on individual lots).

In the fall of 2012 the LDC package was presented for public comment at hearings before the Planning Commission and City Council. Ultimately, the Planning Commission endorsed, and the City Council unanimously approved the LDC amendments, which became effective in December 2012.



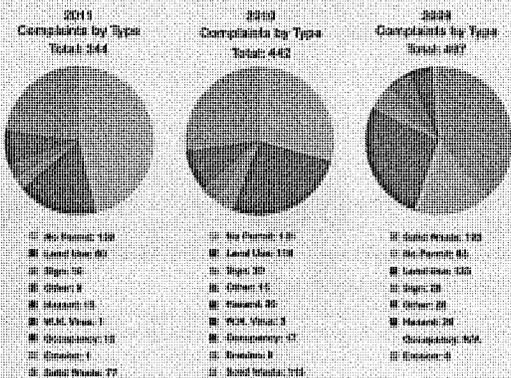
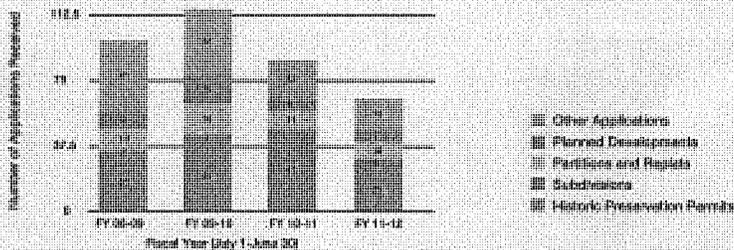
## The Code Enforcement Program

is primarily concerned with livability issues, including the development of property and the use of structures, over-occupied dwellings, inoperative and unlicensed vehicles on private property, and garbage accumulation.

Through October 15, 2012 there have been 475 new complaint cases received and 256 cases have been closed, for the year to date. As indicated in the Activity Levels chart, this rate of complaints received is on a course to meet or exceed previous peak levels.

The complaint type trends reveal where the efforts of the Code Enforcement program have produced results, and they also indicate where the bulk of current and future resources are directed. As rates of solid waste and Land Use complaints have declined by half under focused attention on these issues, the rate of instances of work occurring without permits has doubled.

Number of Land Use Applications Received (By Fiscal Year)



## May 2012 Building Safety Month Celebration—CORVALLIS KIDS GO HANDS-ON!

Building Safety Month, an annual event sponsored by the International Code Council, invites us to appreciate that every day our well-being depends on the safety of the structures that shelter us. Staff from the Development Services Division found a fun way to share this important message.

At the May 5, 2012 Corvallis Farmers' Market, kids lined up to build some very special nest estates: housing and dining facilities for critters! At one of three kid-sized workstations, partnering closely with a staff member, each child transformed a modest looking stack of wood and a few nails into a sodally built, quality structure with serious curb appeal.

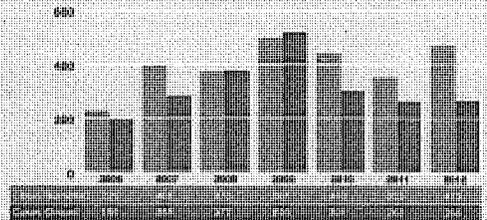
Bird houses and squirrel feeders weren't the only things built that day. There was also the opportunity to build awareness. Dan Carlson, Corvallis Building Official, explains: "Simple actions, like adding smoke detectors, don't require permits and are proven to save lives. This is the type of message we try to share with kids and their parents."

Assistant Building Official Mike Fogler with a young contractor/owner.

In the public forum meeting of the Community Livability workgroup, Code Enforcement staff raised several recommendations for amending and adopting codes to address the livability concerns that are regularly raised but for which there are little or no existing provisions to apply. Options included adopting a property maintenance code with requirements for rental licensing, garbage service required with water & sewer account, minimum abatement periods for solid waste removal, and a gravel parking survey.

Contact:  
Chris Weathall, Code Enforcement Supervisor  
(541) 768-6545  
chris.weathall@ci.corvallis.or.us

CASE ACTIVITY LEVELS



## Community Development Administration Division

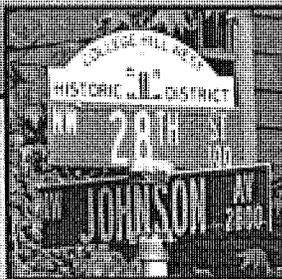
**Social Services:** For FY 11-12, the City Council reaffirmed the social service funding priorities were emergency and transitional services. The social services allocation in FY 11-12 includes \$250,000 with an additional \$102,870 for the passage of the levy. Funding was provided to 17 different agencies. United Way received 5% of the total funding for administering the program. Community Development staff manages a contract with United Way of Benton County to administer the allocation program for the City.

## Economic Development Activities

**Economic Development Commission:** In 2011-12, the Administration Division provided staff support to the Economic Development Commission (EDC). The Commission's activities included developing The Corvallis Economic Development Agency, which was adopted by the City Council in early January 2012. The Commission also made recommendations to the City Council regarding Economic Development budgetary requirements and staffing required to execute the strategic plan. As part of the FY 12-13 Budget, the City Council joined with Benton County to fund a City of Corvallis Economic Development Manager position.

**Airport Industrial Park Master Plan:** Community Development Staff continued to work with the Airport Industrial Park Subcommittee to prepare the update to the Airport Industrial Park (AIP) Master Plan. In early 2012, the City Council accepted the preliminary Plan and asked that staff request County approval of a new AIP zone that is consistent with the AIP Master Plan update.

**Downtown Commissions:** With the support of Community Development Staff, the Downtown Commission finished its 2012 Work Program. The Commission worked on several projects over the past year including developing a package of Land Development Code amendments that address downtown issues and opportunities, supporting the Downtown Association's pursuit of an Business Improvement District for years 2012-17, and supporting hiring a consultant to perform a traffic study for the downtown area. The Commission also reviewed a request to allow food carts to be located in the downtown area on a year round basis. After carefully considering the matter and conducting public outreach, the Commission forwarded a recommendation to the City Council that would allow year-round food carts under certain conditions.



## Historic Preservation

The City of Corvallis is home to three National Register Historic Districts: the Avery-Helm district, the College Hill-West District, and the OSU District (which was formed in 2008). There are also more than 150 resources that are independently listed on either the Local or National Register of Historic Places. Provisions within the City's Land Development Code govern alterations, demolitions, and new development within historic districts and on sites with independently listed resources. Some types of development are exempt from review, others require a staff-level review, and other types of development require review by the Historic Resources Commission to ensure that the proposed development maintains the historic character of the resource or district.

The Historic Resources Commission is a group of nine expert volunteers, appointed by the City Council, which reviews and makes decisions on Historic Preservation Permit applications, makes recommendations to the City Council regarding the preservation of local historic and cultural resources, and leads outreach activities to bring awareness regarding the benefits of historic preservation. The HRC is supported by Planning Division staff, and over the past year, both have been busy reviewing Historic Preservation Permits. As shown in the table on the previous page of this newsletter, of the 65 land use applications received by the Planning Division in Fiscal Year 11-12, 25, or nearly 40%, of them were Historic Preservation Permit applications. Applications range from a home owner requesting to replace original windows with new windows of a different design or material, to the construction of new buildings on the OSU campus. In all cases, Planning Division staff strive to help applicants understand the application review process, and to develop proposals that provide information necessary to satisfy applicable decision-making criteria.

In addition to reviewing Historic Preservation Permit applications, in May, Planning Division staff and the HRC joined with other community members and groups to celebrate National Historic Preservation Month. This year's theme was Oregon Women Vote, in recognition of the Centennial of Oregon women winning the right to vote. Activities included walking tours of historic neighborhoods, workshops on the City's historic preservation rules, and the annual Historic Preservation Awards ceremony. A special workshop was also held this year with representatives from the State Historic Preservation Office and OSU to discuss methods to more efficiently review OSU development proposals, while still ensuring the historic integrity of the OSU historic district.

## Community Development Boards & Commissions

### Board of Appeals

Final appeals of decisions made by building officials on construction-related issues and on zoning standards code.

### Committee for Citizen Involvement

Facilitates urban development in all phases of land use planning.

### Downtown Commission

Provides policy guidance and resource solutions to the City Council in the following areas: implementation of community plans for the downtown area, public infrastructure activities, redevelopment efforts, and use patterns, and public parking policies and projects.

### Historic Resources Commission

Conducts public hearings and takes action on Historic Preservation Permit applications, coordinates historic preservation outreach and education activities.

### Housing and Community Development Commission

Provides periodic review of housing and community revitalization, affordable housing.

### Planning Commission

Conducts public hearings and takes action on land development proposals, makes recommendations regarding the Comprehensive Plan, Land Development Code, and other local use plans.

### City/OSU Collaboration Project Steering Committee

A joint steering committee made up of City and OSU representatives oversees the overall Collaboration Project, as well as the flow work groups.

Meeting dates, times and locations are listed on the City's Web calendar at <http://www.ci.corvallis.or.us/calendar/calendar.php>. To confirm any meeting, call the Community Development Department at 541-766-6881.

## Administration

Phone: 541-766-6881  
Fax: 541-754-1792

email: [communitydevelopment@corvallis.gov](mailto:communitydevelopment@corvallis.gov)  
Ken Gabe, Department Director  
Marta Lopez, Management Assistant

## Housing

Phone: 541-766-6884  
Fax: 541-754-1949

email: [housing@corvallis.gov](mailto:housing@corvallis.gov)  
Kate Weiss, Housing Manager  
Joni Hines, Sr. Administrative Specialist  
Jan DeBevoise, Housing Program Specialist  
Katy Rossier, Housing Program Specialist

## Planning

Phone: 541-766-6868  
Fax: 541-754-1792

email: [planning@corvallis.gov](mailto:planning@corvallis.gov)  
Troye Young, Planning Manager  
Sharon Coward, Sr. Administrative Specialist  
Suee Johnson, Associate Planner  
Suee Latta, Associate Planner  
Kye Peterson, Associate Planner  
Joan York, Associate Planner

## Development Services

Phone: 541-766-6824  
Fax: 541-766-6836

email: [development.services@corvallis.gov](mailto:development.services@corvallis.gov)  
Dan Carlson, Development Services Manager  
Cristy Davis, Sr. Administrative Specialist

## Permit & Plan Review Services

Mark Fogus, Project Manager  
Phyllis Duvalla, Administrative Specialist  
Teresa Holroyd, Permit Coordinator  
Dorey Puck, Permit Technician I  
Paul Robinson, Project Coordinator  
Jennifer Roberts, Project Coordinator I  
Pat Stevens, Project Coordinator I  
Mike O'Connor, Project Coordinator II  
Kerry Farnell, and Dan Seawright

## Inspection Services

James Vanc, Associate Planner  
Catherine Campbell, Senior Law Inspector  
Lisa Pickett, Civil Engineer I  
Phyllis Sartin, Engineering Technician II  
Greg Hill, Specialty Inspection Supervisor  
Jeff Conley, Building Inspector  
Worm Donaghy, Building Inspector II  
David Bentley, Building Inspector  
Frank DeWitt, Electrical Supervisor  
Dora Wenzel, Code Enforcement Supervisor

## Corvallis Planning-Related On-line Services

Community Development Department	<a href="http://www.ci.corvallis.or.us/cdd">www.ci.corvallis.or.us/cdd</a>
Planning Division Home Page	<a href="http://www.ci.corvallis.or.us/planning">www.ci.corvallis.or.us/planning</a>
Archives Database	<a href="http://archives.ci.corvallis.or.us">http://archives.ci.corvallis.or.us</a>
Building Permit Web	<a href="http://www.ci.corvallis.or.us/building">www.ci.corvallis.or.us/building</a>
Comprehensive Plan	<a href="http://www.ci.corvallis.or.us/comprehensive">www.ci.corvallis.or.us/comprehensive</a>
Current Land Use Staff Reports	<a href="http://www.ci.corvallis.or.us/landuse">www.ci.corvallis.or.us/landuse</a>
Historic Preservation Information	<a href="http://www.ci.corvallis.or.us/historic">www.ci.corvallis.or.us/historic</a>
Interactive Maps & GIS	<a href="http://www.ci.corvallis.or.us/gis">www.ci.corvallis.or.us/gis</a>
Published Maps & Documents	<a href="http://www.ci.corvallis.or.us/maps">www.ci.corvallis.or.us/maps</a>
Zoning and Development Code	<a href="http://www.ci.corvallis.or.us/zoning">www.ci.corvallis.or.us/zoning</a>



BOARD OF COMMISSIONERS  
205 NW Fifth Street  
P.O. Box 3020  
Corvallis, OR 97339-3020  
(541) 766-6800  
FAX (541) 766-6893

## NEWS RELEASE

February 15, 2013

For further information, contact:

Rick Osborn, Public Information Officer, Benton County Board of Commissioners  
(541) 766-6082, [rick.osborn@co.benton.or.us](mailto:rick.osborn@co.benton.or.us)

### Forum set to discuss Homelessness Plan progress

CORVALLIS, Ore. – The Benton County Homeless Oversight Committee – the community partners who created and are implementing Benton County’s Ten-Year Plan to Address Issues Surrounding Homelessness – is hosting a community forum to focus on progress and accomplishments in 2012.

This year’s installment of the annual event is scheduled at 7 p.m. on Thursday, Feb. 28, at the Corvallis-Benton County Library Meeting Room, 645 NW Monroe Ave., in Corvallis. Local leaders will present a progress report and real-life success stories will be shared from the past year. Three years ago, the community began implementing a broad-based plan to address issues related to homelessness. The plan includes meeting the following goals:

- Prevent people from becoming homeless by supplying services allowing them to obtain housing or maintain their current housing status;
- Expand, develop and coordinate the supply of affordable housing for the homeless and those at risk;
- Increase capacity of the homeless for self-support through strategies that identify their risk of homelessness, their needs and access to appropriate housing with suitable supportive services;
- Address the societal stigma about homelessness and create new advocates for prevention through education, awareness and community dialogue; and
- Create a system of data collection and community accountability to sustain homelessness programs.

That Ten-Year Plan is available online at <http://bit.ly/wljSUL>. For more information about the event, those interested can contact the Benton County Board of Commissioners Office at 541-766-6800.

###

Rec'd 2/19/13 [Signature]

To: Corvallis City Council  
From: Dan Brown, Ward 4

February 19, 2013

**Motion:** I move to deny the Asian and Pacific Cultural Center Historic Preservation Permit (HPP12-00019).

This Historic Preservation application misses the mark. Further, there is no emergency in getting construction going right away, and it is not the Council's job to redesign the application in order to make it acceptable. The applicant can come back later with a better proposal,

The burden of proof rests on the applicant, i.e. the applicant must convincingly demonstrate why the Council should approve the application. The argument must either be (1) "compatible" with the Historic District or (2) provide enough "cultural identification" to justify an exception. The proposed compromise is insufficient on both counts.

1. My opposition to this application is really based on my interpretation of **Chapter 2.9** of the Corvallis Land Development Code. My reasoning is explained in the remaining pages, under the headings "Compatibility" and "Flexibility."
2. The location is not a perfect fit for the proposed building. For example, the current Asian and Pacific Cultural Center is located in a neighborhood of smaller, frame buildings. Since it is now merely in the concept stage, the new building could easily be located somewhere else on campus, in the context of more compatible buildings.
3. As an emeritus faculty member of Oregon State University, I strongly agree that the concept of an Asian and Asian and Pacific Cultural Center makes sense under OSU's current plans for the future. However, the challenge for the City and the University is to fit this new building into our Historic Preservation Provisions in an authentic and meaningful way.

## DISCUSSION

Although I do not claim to be an expert on the Land Development Code, I attended all the meetings at which **Chapter 2.9** was created, and sat through four years of Historic Resource Commission (HRC) deliberations as Council Liaison. I've been around this material more than most other Councilors. I'd like to share some of my observations.

### Compatibility

In tonight's *de novo, quasi-judicial* hearing, the City Council is asked to approve or deny an application for a Historic Preservation Permit under **LDC Chapter 2.9**. In my opinion, the proposed building is not COMPATIBLE with the surrounding OSU National Historic District. The main "objective" review criteria for this decision are specified for the Council in **Section 2.9.100.04** and are reproduced in the **APPENDIX** to this document. In the event of an appeal to the Land Use Board of Appeals, our decision will be compared against what the LDC says.

For the most part, the decision criteria for this determination boil down to how the proposed building would look in historic context. After looking at the illustrations in the application, reviewing the review criteria in **2.9.100.04**, and making a visit to the site, I summarize a number of potential historic compatibility concerns:

*Design, style, appearance*

*Size, scale, proportion, massing, height*

*Architectural details, roof shape, pattern of window & door openings, facades*

*Accessory development/structures*

*Building materials*

*Building orientation, site development*

The HRC discussed some of these, and I could drone on, making a case for others. I note that the small size will be even more out of place after the completion of the multi-story College of Business building which is under construction immediately to the west. I conclude that the application fails to demonstrate "compatibility" based on these review criteria.

Compatibility is by nature a matter of opinion, and the packet shows evidence of differences. The Council-approved **2.9.100.04** reserves authority and responsibility to make decisions, about issues such as "compatibility" for the Council-appointed HRC. In contrast, **2.9.100.03** says that Staff will make Director-level decisions which are more objective.

### **2.9.100.60.b**

*The HRC-level Historic Preservation Permit is classified as a quasi-judicial land use decision in Chapter 1.2 – Legal Framework, involves public notice, and requires a Historic Resources Commission public hearing . . .*

Today, the Council is reviewing a proposal which is only slightly modified from the original submitted to the HRC. The hipped roof and asphalt roofing do not increase the basic size of the building. It is up to the Council to make its own fairly subjective determination.

## Flexibility

In order to allow an exception to compatibility with the Historic district, the applicant (and Staff) presentations seem to emphasize FLEXIBILITY based on 2.9.100.04

*Flexibility in new building design may be considered to accommodate . . . cultural considerations.*

“Flexibility” is not defined in the LDC, but it is included in the code and it *may be* considered by Council. However it is not a primary review criterion like COMPATIBILITY which *shall be* considered.

The large “cultural gateway” seems like a good idea for establishing “cultural identity,” but it is just accessory development which could be placed in front of any building (including Fairbanks which is often used as an example in the proposal). Further, as a non-historic, non-contributing structure, it would not have the same protection from demolition or moving that a historic building would have.

The main problem is the cultural meaning of the building itself, a story-and-a-half, rectangular frame structure with a conventional roof pitch, asphalt roofing, milled lumber, etc. Some testimony in the packet likens it to a “dental clinic” or a “modified ranch home.” The “horizontal feel” concept is pretty abstract and may not be perceived by all observers. I wonder what would happen if we were to present the drawings of the new building, without text, to a series of people on the street; how many would recognize that it is supposed to represent Asian and Pacific cultures?

In contrast, beautiful photos of buildings were supplied by the applicant. In the context of the OSU Historic District, all of these structures would make clear statements about the diversity of different cultures, and with regard to **Chapter 2.9** of the LDC, the buildings in the photographs would demonstrate why they deserve exceptions to the usual historic preservation provisions. Most of them are likely historic in their own right.

As a marketer, the current application reminds me of the “sizzle” and the “steak.” On one hand, The Asian and Pacific photos feature: curvilinear design and finish, hand-crafted beams, high pitched roofs, ornamentation, etc. On the other hand, the applicant’s plans for the so-called “cultural center” present a very commonplace structure.

Although the concept of a cultural center deserves flexibility in terms of “compatibility,” this particular building’s design does not. If the Council does not agree that design flexibility is warranted, then we are back to square one, that is, the Council needs to find that the proposed design is or is not historically compatible with existing Designated Historic Resources in the District.

## APPENDIX

### 2.9.100.04.b.1

*The . . . New Construction Historic Preservation Permit request shall be evaluated against the review criteria listed below. These criteria are intended to ensure that that design or style of the . . . New Construction is compatible with that of . . . any existing surrounding comparable Designated Historic Resources . .*

### 2.9.100.04.b.2

*In general, the proposed . . . new construction shall . . . be compatible with the historic characteristics of the . . . District, as applicable, based on a consideration of the historic design or style, appearance, or material composition . . .*

### 2.9.100.04.b.3

*Compatibility considerations shall include the items in "a-n," below, as applicable, and relative to the applicable Period of Significance.*

*. . . New construction shall complement . . . any existing surrounding comparable Designated Historic Resources*

- a. Facades*
- b. Building Materials*
- c. Architectural Details*
- d. Scale and Proportion*
- e. Height*
- f. Roof Shape*
- g. Pattern of Window and Door Openings*
- h. Building Orientation*
- i. Site development*
- j. Accessory Development/Structures*
- k. Garages*
- l. Chemical or Physical Treatments*
- m. Archeological Resources*
- n. Differentiation:*
  - materials,*
  - design or style elements,*
  - features,*
  - size, scale,*
  - proportion, and*
  - massing*

TO: Mayor and City Council  
FROM: Liz Frenkel  
DATE: February 16, 2013  
SUBJECT: Marys Peak Communications Site Lease Agreement

The City Council Meeting, February 19<sup>th</sup>, Consent Agenda Item D:  
“Authorization to enter into and for the City Manager to sign a public property lease agreement with Northwest Natural Gas Company for a telecommunication site on city owned property on Marys Peak.”

I request consideration of an addition to item 7 (a) ALTERATIONS AND IMPROVEMENTS of the LEASE AGREEMENT:

“.... Any new construction or improvements shall be approved prior to construction by local representatives of the United States Forest Service as the affected land is within the Mary Peak Scenic and Botanic Special Interest Area; as well as with the Benton County Planning Department and the City of Corvallis.

Rationale:

In the recent past, knowledge of the existence of the designated Scenic and Botanic Special Interest Area on the Summit of Marys Peak was not appropriately acknowledged. The city property considered in the lease agreement with Northwest Natural Gas is also within the boundary of the Scenic and Botanic Special Interest Area. Adding a statement to that effect in the lease agreement assures recognition of the Scenic and Botanic Special Interest Area designation.

Respectfully,

Liz Frenkel

Corvallis, OR 97333

541-

cc: Jerry Ingersoll, Siuslaw National Forest Supervisor  
Frank Davis, Siuslaw National Forest  
Benton County Commissioners

# Presentation Outline for Asian Pacific Cultural Center

February 19, 2013

David Dodson, Campus Planning Manager  
Larrie Easterly, Project Manager

HRC denied our original application as they found the building to lack cultural identity representative of Asian Pacific influence.

We revisited the design of the building and refined some of the features to address this concern.

**Cultural Gateway** – 10” posts to 12” posts, with two cross members.

**Roof Form** - Asian roof, similar roof slope  
Korean roof, tiers of roof perched over one another  
Pacific Island roof, like hat with similar pitches

**Timber Rafters** – Original design had large spacing between rafters  
Revised design uses 4-inch wide timber rafter tails with more frequent spacing

**Windows** – Added additional windows to south elevation and more horizontal divides

**Siding** – Used wider siding to distinguish it from its closest neighbor, Fairbanks Hall

**Alternative Design** – Proposed to retain integrity of the new design with cost advantages  
Replace transom windows on N & E elev with wood panels. Staff supports  
Replace cedar siding with fiber cement siding.

Cedar – Two 8” boards end butted and painted  
Fiber Cement – solid 16” board, less expensive, longer lasting

Texture either wood grain or smooth

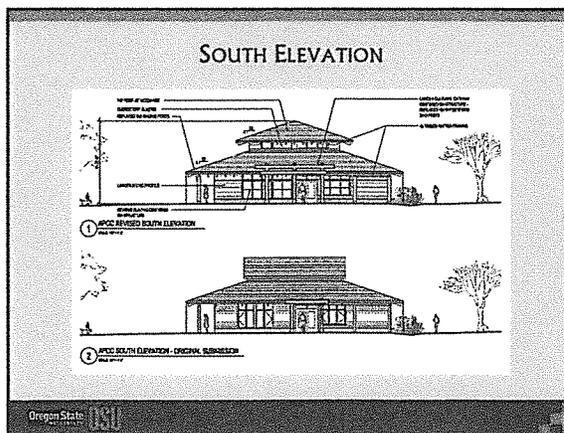
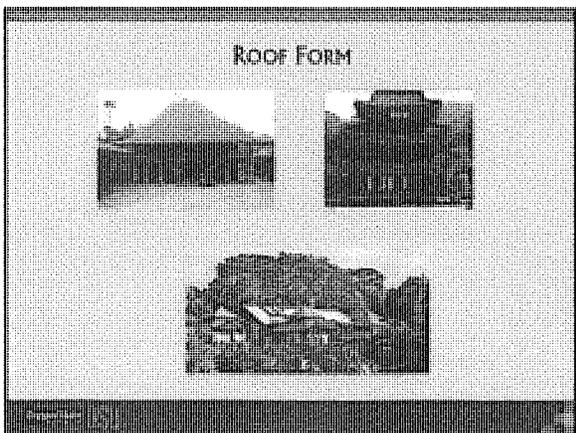
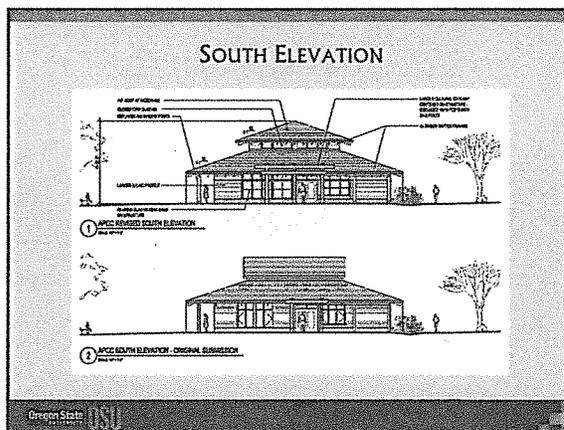
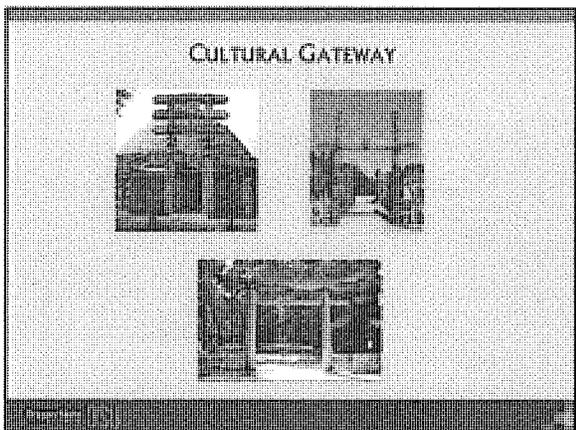
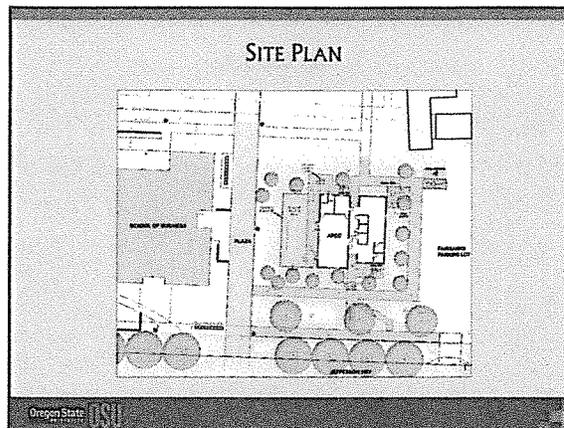
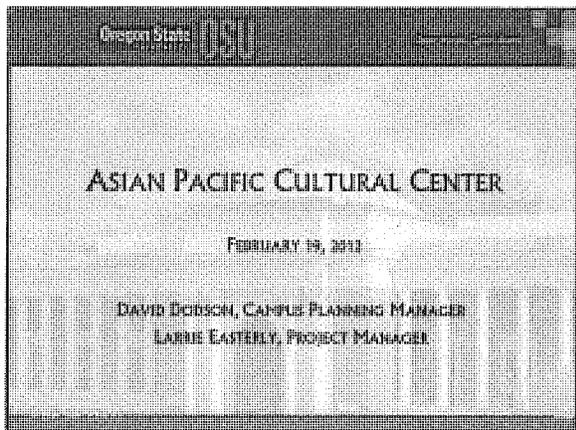
We encourage you to modify the condition as noted in this slide.

We concur with staff’s recommendation to approve our request, with a modification to condition #4.

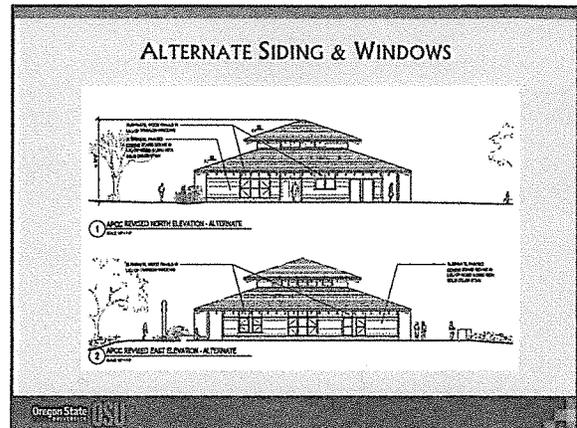
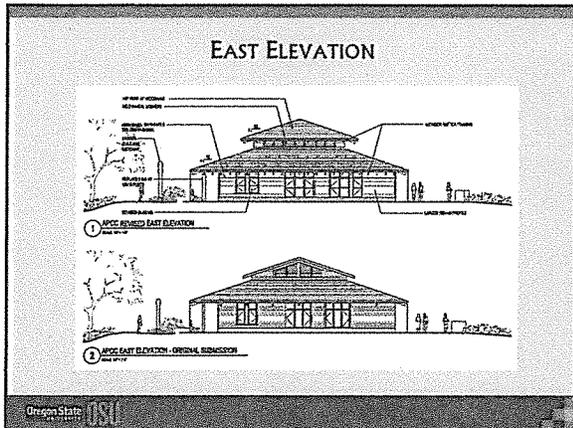
Available to answer any questions.

#### 4. Design Alternates

The transom windows on the east and north façade of the building shall either be windows or wood paneling, consistent with **Exhibit B.11**. The proposed fiber cement alternate siding material is ~~not~~ also approved. ~~The siding material shall be wood.~~

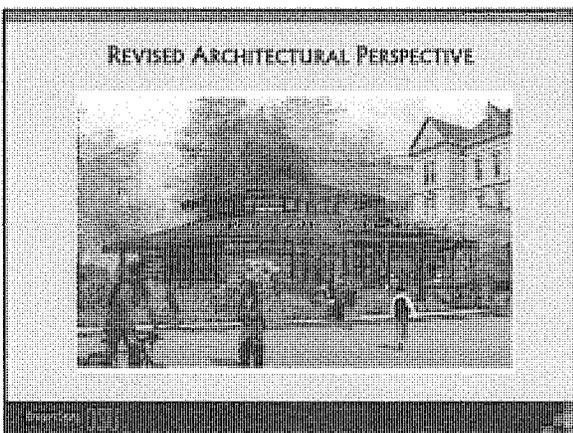
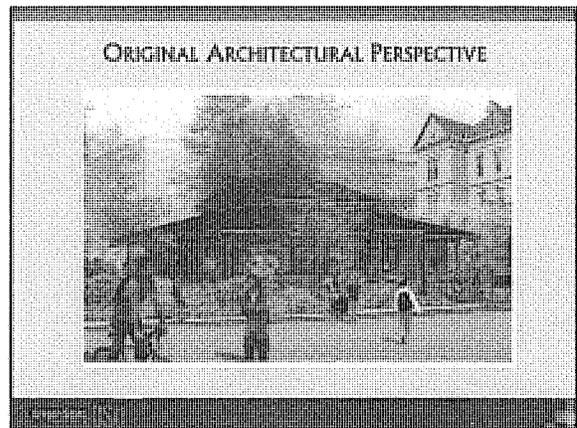






#### 4. DESIGN ALTERNATES

The transom windows on the east and north façade of the building shall either be windows or wood paneling, consistent with Exhibit B.11. The proposed fiber cement alternate siding material is not also approved. The siding material shall be wood.



Rachael Weber

Corvallis, OR 97331

February 19, 2013

Dear Members of the Corvallis City Council,

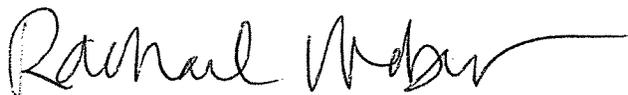
I am writing to you concerning the decision by the Historic Resources Commission (HRC) to deny the application by Oregon State University for the construction of a new Asian Pacific Cultural Center in the Oregon State University Historic District.

From what I understand, this cultural center was designed in cooperation with various members of the Asian American, Asian, and Pacific Islander communities at Oregon State University, which represent members from more than 60 different cultures with widely ranging cultural and architectural styles. Naturally, the design was geared toward optimum functionality, while allowing for some architectural nods toward an Asian theme. However, with such a wide range of cultural influences, it, also naturally, could not represent a single style as being "THE" style that represents all Asian cultures.

In their review of the application, the Historic Resources Commission, a body made up of volunteer members of the community who, at present, are solely Caucasian in their ethnic representation, chose to describe the proposed building as not Asian enough, and even referred to it as looking like a dentist's office. When I learned of this, I felt ashamed that this body would make such a culturally insensitive statement directly to members of the OSU community who were present at the public hearing. I know that as a White person, I have inadvertently made similar such gaffs, and I am sure that these statements by the HRC were not intended to cause harm. However, I have seen the impact of these statements on colleagues of mine at OSU, both White and colleagues of color, and want to raise awareness of the negative personal impact. There has also been a financial impact to this delay of the design approval.

From my perspective, this represents a culturally insensitive action, where a majority ethnic group chose to tell a minority ethnic group what could be considered to be representative of the minority's culture(s). In short, I would recommend that this decision should be overturned, and that the Asian & Pacific Cultural Center should be allowed to be constructed.

Best wishes,

A handwritten signature in black ink that reads "Rachael Weber". The signature is written in a cursive, flowing style with a long horizontal line extending from the end of the name.

Rachael Weber

# DRAFT

**CITY OF CORVALLIS  
MINUTES OF THE CIVIC BEAUTIFICATION AND URBAN FORESTRY COMMISSION  
FEBRUARY 14, 2013**

Attendance

Angelica Rehkugler, Chair  
Tim Brewer, Vice Chair  
Ross Parkerson  
Ruby Moon  
Larry Passmore  
Tony Livermore  
Norm Brown, OSU Liaison

Staff

Becky Merja, Urban Forester  
Jude Geist, Parks Supervisor  
Mark Lindgren, Recorder

Visitors

Vernon Esplin  
Matt Sanchez

Absent/Excused

Becki Goslow  
Ian Davidson  
Kent Daniels  
Joel Hirsch, City Council Liaison

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introductions	X		
III. Review of Minutes- January 10, 2013	X		
IV. Visitor Propositions	X		
V. Staff Reports- if questions	X		
VI. 2013-2014 City Council Goal Setting	X		
VII. City Council/ OSU Liaison Reports	X		
VIII. Report on Subcommittees	X		
IX. Adjournment	X		The next CBUF meeting will be at 8:30 a.m. March 14, 2013, at the Parks and Rec Conference Room.

**CONTENT OF DISCUSSION**

- I. CALL TO ORDER:** Chair Angelica Rehkugler called the meeting to order at 8:30 a.m. After discussion, commissioners agreed to remove the Heritage Tree Program from Pending on future agendas, as it is underway. Norm Brown agreed to present on a tree species next month. The group agreed that

future tree presentations would be listed on agendas as “III. Vegetation Presentation”, with a listing of the presenter for that month.

Chair Rehkugler asked that if commissioners cannot attend a meeting, that they let staff know.

**II. INTRODUCTIONS.** Vern Esplin introduced himself as a tree arborist of about seventeen years.

**III. REVIEW OF MINUTES.**

Becky Merja noted that on page two, Staff Reports, third sentence, that Liaison Joel Hirsch should not be listed on the Heritage Tree Program stakeholder group. Ross Parkerson moved and Ruby Moon seconded to approve the January 10, 2013 minutes as corrected; motion passed.

**IV. VISITOR PROPOSITIONS.** None.

**V. STAFF REPORTS- IF QUESTIONS.**

Park Supervisor Jude Geist related that volunteers worked on beautification efforts last month, with many volunteers from OSU helping. There will be a landscaping aspect to the new picnic shelter at Willamette Park.

Forester Becky Merja related the first Heritage Tree Program stakeholder meeting was January 20. She highlighted the distributed Comments on the program.

She said about 20 trees are being replanted this morning on Country Club by IOOF volunteers; 28 trees removed in the Hayes neighborhood will be replaced by 32 later this month on February 23.

She said she will visit City of Eugene staff to learn how that city uses its TreeWorks GIS tree inventory to interface with maintenance, as well as how Eugene makes post-construction tree planting easier for developers. She related that the City of Eugene uses a “Tree for a Fee” program, with the program charging developers  $x$  dollars per linear foot to plant appropriate *street* trees. She said that currently, developers in Corvallis are required to plant street trees before occupancy occurs, even if that means planting in the heat of summer, which is problematic for their survival. Developers must establish a bond and maintain street trees for three years. If Corvallis adopted a similar program, planting would be delayed until planting conditions were appropriate. Ross Parkerson said the department would have to communicate the change to the community. Merja explained the City was now responsible for maintaining trees in park strips. Merja will report back.

**VI. 2013-2014 CITY COUNCIL GOAL SETTING.**

Discussion postponed since Council Liaison Joel Hirsch was absent.

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

OSU Liaison Norm Brown related that imitation/fake tree removal notices and blue ribbon on 30<sup>th</sup> Street led passersby to mistakenly believe that all boulevard trees were slated to be removed. Trees currently on the boulevard include ginkgo, oaks, and elm. Merja said that some community members feel that declaring the grove of old oaks on campus as heritage trees would lend a degree of protection. She said that OSU giving more notice to the community regarding impending tree removals would be helpful. She added that it would be helpful to learn when the public could get involved in development of the OSU Master Plan in 2014.

Moon advocated thinking of the dollar value of a tree. Merja said that for a developer, a tree is just in the way, while for the community, cutting a tree represents a loss. Esplin said development must not be too difficult for developers. Merja explained that she's met with both the development community and the Planning Division and got direction to go to Eugene to learn about their approach. She said getting adequate soil volume to support a full-size healthy tree was the biggest challenge in the built environment.

#### **VIII. REPORT ON SUBCOMMITTEES.**

Chair Rehkugler related meeting with all City commission chairs with the mayor this week. She related that the mayor was asking commissions, given this period of fiscal constraints, to evaluate whether to sunset. Rehkugler noted that in recent years, as the Parks and Rec department has taken big hits, CBUF has changed its focus to helping reduce the department's work load. She distributed reports on committee projects completed in 2012 as well as projects set for 2013, highlighting how the projects concretely benefited the department and the City in general.

She related that the mayor asked commissions to evaluate whether they were living by their charges, and read out the CBUF charter. Merja noted that if it was not accurate, it can be changed. Moon advocated tracking all volunteer hours to document how money is being saved every year. Livermore noted that the group not only works with trees but also works on civic beautification, a huge benefit to the community. Geist reported he is currently working on tracking all hours, saying that not all volunteer hours were currently being captured.

Rehkugler, highlighting 2012 projects, said the commission got more input from the community in 2012 on the Beautification Awards, getting more input from businesses, with 56% of nominations coming from the public. She added that Fall Beautification Awards were developed this year. She highlighted an extensive list of beautification efforts. She related the committee toured beautification areas. Merja highlighted partnering with the DCA and the Doxology Church on spring and fall downtown cleanup efforts, weeding beds and picking up trash. Livermore noted that future cleanups will be quicker, with removal of weeds and weed seeds. Merja said the volunteer vehicle donations should also be captured.

Rehkugler said the Civic Beautification Committee launched the Heritage Tree Program and are documenting volunteer hours. Merja noted that she has kept a scrapbook of CBUF activities from the beginning that should be organized.

#### **VIII. HERITAGE TREE PROGRAM UPDATE.**

Merja highlighted the Comments on the Heritage Tree Program. She said the stakeholders meeting elicited comments and they helped shape the draft program. It was felt the program should be simple and not regulatory. There was discussion on boundaries; she related that Jeff Powers of the Benton County Natural Areas and Parks attended and said the program could possibly include County public land.

There was discussion of heritage trees on public property, with various opinions on whether managing agencies should be able to decline nomination of trees for heritage status. Given that, the draft states that managing agencies will review the nominations prior to their consideration. Esplin asked whether there was a way to extend "signature" designation to a tree that would protect it at a higher level; Merja replied that during stakeholder discussion, there was unanimous consensus that it be a volunteer program in terms of listing or delisting a tree. Rehkugler said some trees may already be protected by Significant Features; there was concern among stakeholders about adding another layer of regulation

Esplin said he'd like local champion best or biggest examples of tree species be protected. Merja said State Heritage trees are only listed, not protected. Geist added that there will be an opportunity for the public to comment at the next stakeholders meeting. Rehkugler said that there was a concern that a regulatory approach would prevent the program from getting off the ground. Passmore said there was merit in declaring extra significance to particularly meritorious trees, saying that owner recognition and pride in their tree can bring a degree of protection.

Esplin said he'd removed too many fine trees over the last twenty-four years, noting that many people were unaware of the value of their trees, and advocated figuring out a way to provide more protection as an "opt in" by owners. Passmore noted that a deed restriction could be used by concerned owners. Geist said the intent by the stakeholder committee was to avoid regulatory language. Tim Brewer said many arborists would be interested in care and maintenance of heritage trees and could help owners care for trees that could seem too large and daunting to handle.

Merja said the program would be fairly low cost; adding regulation would add cost to the program. She said a brochure and an online map would show heritage tree locations.

Rehkugler stated the next stakeholder meeting is 2-4 p.m. in the Avery Park Admin conference room on Wednesday, February 20. She said the nomination timeline wording was too restrictive; Merja replied that the intent was to establish a cutoff for that particular year for a committee to consider; but nominations could be submitted at any time.

Merja asked members to submit feedback on the comments and other aspects of the draft program before the February 20 meeting.

**IX. ADJOURNMENT:** The regular meeting adjourned at 10:24 A.M.



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

**DRAFT**  
**CITY OF CORVALLIS**  
**MINUTES OF THE COMMITTEE FOR CITIZEN INVOLVEMENT**  
**Madison Avenue Meeting Room**  
**December 4, 2012**

Attendance

Karin Main  
 Joan Demerest  
 Debbie Baker  
 Ben Stiehl  
 Richard Hervey, City Council Liaison  
 Jasmin Woodside, Planning Comm. Liaison

Staff

Sarah Johnson, Associate Planner  
 Kevin Young, Planning Division Manager  
 Mark Lindgren, Recorder

Absent

Selena Parnon  
 Alex Killian  
 Christie Koch

**SUMMARY OF DISCUSSION**

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	Information only.
II.	Visitors' Propositions -	None.
III.	Introductions of CCI Members	Information only.
IV.	Planning Commission Liaison Report	Information only.
V.	City Council Liaison Report	Information only.
VI.	Staff Update on Planning Department	Information only.
VII.	Discussion: Set presentation topic, subcommittee, and target date	Information only.
VIII.	Adjourn	Meeting adjourned at 8:43 p.m.

## **CONTENT OF DISCUSSION**

### **I. CALL TO ORDER; REVIEW AGENDA**

Planner Sarah Johnson called the regular meeting of the Committee for Citizen Involvement (CCI) to order at 7:00 p.m.

### **II. VISITORS' PROPOSITIONS: None.**

### **III. INTRODUCTIONS OF CCI MEMBERS.**

Planner Johnson noted the former chair had resigned recently. She proposed the group function as a working group for the time being, and that it might be simpler to have it be staff-directed, since the group was in flux. There were currently only five members of nine total. She said meetings were typically quarterly.

### **IV. PLANNING COMMISSION LIAISON REPORT.**

Planner Young related the Planning Commission had been relatively busy, especially with student housing projects and Land Development Code amendments.

### **V. CITY COUNCIL LIAISON REPORT.**

Councilor Richard Hervey related that City Councilors were contemplating Council Goals for the next year, and suggested members contact him or their own councilor with proposals. He said some people have proposed more support for neighborhood associations. He highlighted the South Corvallis neighborhood association model, which has achieved a high level of residents knowing who their neighbors are.

He related meeting with a representative of the Salem Neighborhood Enhancement Division. He said the Council appreciated the Planning Division's work on the Land Development Code (LDC) amendments, which the Council had just adopted.

### **VI. STAFF UPDATE ON PLANNING DEPARTMENT.**

Planner Young highlighted the recent LDC amendments, saying that the changes had been identified over several years. One category of amendments included about sixteen measures to "Facilitate Infill Development", worked on by citizen volunteers on the Infill Task Force, who sought measures that would promote what they saw as good infill projects. One of the items included changes to fencing code.

Other amendments included "Housekeeping Items", to clarify the code, as well as "Substantive Issues", with twenty items to streamline the land use process for applicants and staff. Another category was related to "Local Food", with a number of changes passed to facilitate production of local food. The last category was a change to "Off-street Parking Regulations", especially near the university. One work group recommended changes to parking requirements for four- and five-bedroom apartments; many felt that recent developments exploited a loophole, creating on-street parking issues.

He reported that the City Council approved formal findings last night, and December 13 will be the effective date of the new code.

He highlighted the City/OSU Collaboration's work over the last year. The Steering Committee is currently meeting quarterly and accepting recommendations from three work groups: Neighborhood Planning; Parking and Traffic Impact; and Neighborhood Livability (focusing on behavior and how we regulate it; through the student code of conduct, police enforcement, etc).

He said work groups will continue to keep meeting for a few months more, perhaps with formation of a Housing work group as well. He said he expected that many recommendations coming out of the process would fuel the Planning Division's work program over the next few years.

The Neighborhood Planning Work Group will be looking at how to regulate new development, with neighborhood oriented design standards. Planner Young also noted that the Historic Resources Commission would be looking at ways to streamline reviews for some types of OSU projects. Planner Young noted that the fee schedule for land use application was designed to recover 70% of staff costs, using a complicated methodology. There are no staff fees for Historic Preservation permits, to avoid creating a disincentive to participate in the program. However, these permits have been taking up about half of the applications in recent years, partly arising from OSU's new Historic District, along with new development.

Planner Johnson highlighted the recently created Economic Development Division, under the City Managers office. The new Executive Director, Tom Nelson, is promoting economic development opportunities as a collaborative effort between the City and County. Part of the proposed changes to LDC are on-record appeals, which means that if someone appeals a decision, the Council's consideration of the appeal would be based on the record created by staff, the applicant, and the Planning Commission meeting minutes. She said in some cases, the current system allows applicants to re-shape proposals to submit to the Council.

There is also a proposal for a hearings officer to review some types of discretionary proposals, unless it is a very significant or complex project. Planner Young said this reflects a desire for a more predictable process. Commissioner Woodside asked if this would eliminate the public process; Planner Young explained that the public would still be involved in the hearings process, but a hearings officer, for certain types of applications, would deliberate, instead of a commission.

Planner Johnson said another proposal is looking at other ways to streamline the application process, avoiding quasi-judicial process in some cases. There is another proposal to have OSU manage its own Historic District approvals; the City currently handles the reviews. She said the HRC regularly has several decisions to make on any given night, and the City is not compensated for that.

There were some Master Plan Updates, including the Airport Industrial Park Master Plan. The original intent for the airport site was for a more business park oriented setting; the

updated master draft, featuring more commercial uses and flexibility, goes to the Urban Services Committee this week. The City owns the site; it has City utilities; is within the Urban Growth Boundary; and is seeking more development. Councilor Hervey said the City is seeking to mesh the City site with the County zoning; Planner Johnson said a Benton County Special Use – Airport Industrial Park Zone was created in response to situations like that, in order to smooth the development process.

## **VII. DISCUSSION: SET PRESENTATION TOPIC; SUBCOMMITTEE AND TARGET DATE.**

Planner Johnson the group was tasked with doing workshops to educate the public on land use issues. She added that new City Councilors and Planning Commissioners also needed orientation, and there are opportunities to engage new neighborhood associations. Planner Young said staff were thinking about “Corvallis Planning 101”- how citizens can effectively participate in the land use planning process. The presentation could help councilors and members of the public understand the complicated land use process better as well as their role as effective participants. He solicited ideas about what committee members thought the public would like to know. Planner Johnson highlighted possible questions for consideration for what a workshop could address.

Ms. Demerest noted that often people become aware of an issue and want to give input, but don’t find out until too late. She asked how people find out what’s brewing, and how the City can give better notices. Planner Young said some people were on a subscriber list, and notices were online. Ms. Woodside proposed people find out about something before it’s in their backyard. Councilor Hervey proposed helping residents find out what is planned for their neighborhood; people need to become aware of what has been planned for their neighborhood long before. Planner Young added that, for example, many people don’t realize their neighborhoods were long ago zoned for high-density housing. Commissioner Woodside suggested neighborhood associations could get presentations on the Comp Plan.

Ms. Main asked if there was a list online for finding out what the plan was for their neighborhood. Planner Johnson replied that citizens may get some of that information by entering their address at [www.corvallismaps.com](http://www.corvallismaps.com). There is also information there on schools and parks. Master plans are not developed for neighborhoods, *per se*; Planner Young explained that Corvallis has three special area plans: the West Corvallis/North Philomath Plan; the South Corvallis Plan; and North Corvallis Plan. The Comp Plan reflects those three plans.

Commissioner Woodside noted that often there are no participants bringing Visitor Propositions to meetings; we could simply publicize the commissions. Planner Johnson said there were opportunities for citizens to participate in helping shape both short-term and long-term planning; we could help people understand when they can give that input. Councilor Hervey said if someone wants to change the direction of a neighborhood, they have to understand that processes of visioning gave rise to the comp plan, and then the LDC. To change zoning, you’d have to go back to visioning, which is expensive and there is little money now. Planner Young said it depended on scope and scale. He said

high-density zoning will be looked at to accommodate growth, especially near the university, while neighborhood character and livability will also be looked at.

Commissioner Woodside asked who would give the workshop. Planner Johnson said the previous annexation workshop divided assignments, with staff doing the bulk of the work in putting points together and the CCI hosting it. She said part of the goal is educating CCI members to be ambassadors for the land use process and concepts in the community.

Commissioner Woodside suggested staff be at the event to answer questions; Planner Young replied that staff are willing to do whatever is desired. Mr. Stiehl felt that educating the public on a complex subject seemed like a huge task; the issues include neighborhoods; what zoning allows; and answering questions on how to respond to what happens. Planner Young said many people simply couldn't go through the huge Comp Plan. Commissioner Woodside suggested addressing a mock neighborhood and giving examples to show why the process was important to people. Mr. Stiehl added that people want to know how to have an impact.

Planner Johnson suggested a bird's eye view of visioning, such as "These are the kinds of things you can expect in these kinds of neighborhoods", say. For example, the area around the university is intended to provide high density. Planner Young emphasized the importance of people checking zoning before they buy property. He said Planning staff often make presentations to realtors as part of the realtors' certification process.

Councilor Hervey said regarding showing the Comp Plan and zoning, he suggested starting with the mock neighborhood idea first. Commissioner Woodside said you'll eventually get to State Goals from that. Planner Johnson noted that there are now more active neighborhood associations, about 26. Four were formed in the last couple years, and older ones were energized.

Planner Johnson asked what would be most helpful to new Councilors; Councilor Hervey replied that he'd learned a lot from the State videos. He noted that new Councilors Sorte and York were probably already fairly well educated on the issues and suggested focusing on citizens, instead.

Planner Johnson highlighted the process for a specific land use proposal, noting the division was swamped with angry calls about the Walmart project. A development that meets all the requirements of the LDC has little opportunity for public input, while projects that seek variations are the ones that get a public hearing. Planner Young said a mock neighborhood approach could help illustrate the process, and the different paths development can take, especially in different zones. Commissioner Woodside said the LDC is not about stopping projects, but is more about affecting them, or providing solutions. Planner Johnson said that minor adjustments can sometimes make a big improvement.

Ms. Demerest noted it is hard to get people to come to meetings and said it was important to figure out how to make that happen. Planner Young said the mission of this group is to facilitate public involvement in the land use process, under State Goal I.

Ms. Main suggested bringing this to neighborhood groups; Planner Johnson said there was some success in South Corvallis, which was concerned about a specific development. However, there has been less success on land use education when nothing is proposed for a neighborhood. Planner Johnson said that early February was the target date for a highly advertised public workshop. She noted that notices had been sent to all neighborhood associations for the previous workshop, which had poor attendance. Councilor Hervey asked that the record reflect that two members were interested in taking the workshop to neighborhood associations, and said it was a valid idea that deserved to be revisited, despite some poor responses in the past. He noted that the Brooklane neighborhood association could well welcome such a presentation.

Commissioner Woodside said there were many social media opportunities that could be used. She said a CCI Facebook page could've been used to answer the many questions that have come up about recent developments. Mr. Stiehl agreed social media was a good tool to use, and liked the idea of a mock neighborhood, with illustrations or interactive visualizations on a website, video, or pamphlet. Ms. Demerest proposed videoing the next workshop, so people can see it even if they don't attend. She suggested a virtual workshop that people attend online; some people might be more inclined to attend.

Councilor Hervey said the commission was down four members. He asked Planner Johnson's staffing for the commission; she replied that previously her staffing to the committee was 0.2 FTE, and now it may be closer to 0.1 FTE. He suggested finding new members with expertise in relevant areas to help staff.

Regarding social media, Planner Young cautioned that there cannot be inaccuracies and the City must think about managing that. Planner Johnson said there is an opportunity to post videos on proceedings. The group has produced brochures in the past, and getting that from the committee would be helpful. She related that the City Manager's Office has instructed her that social media policy was still being developed and cannot be used yet.

There was consensus that CCI put forward a formal request to help push the City forward to develop a policy on social media.

Planner Johnson suggested staff take the committee's overall input and develop several draft proposals for the committee to consider; members concurred. She said the next meeting could flesh out those ideas, as well as roles and responsibilities.

## **VIII. ADJOURN.**

The meeting was adjourned at 8:43 p.m.



City Manager's Office  
 Economic Development  
 501 SW Madison Avenue  
 Corvallis OR 97333

**CITY OF CORVALLIS  
 ECONOMIC DEVELOPMENT COMMISSION  
 Minutes – January 14, 2013**

**Present**

Elizabeth French, Chair  
 Skip Rung, Vice-Chair  
 Jay Dixon  
 Pat Lampton  
 Nick Fowler  
 Ann Malosh  
 Biff Traber, Council Liaison

**Staff**

Tom Nelson, Economic Development Manager  
 Claire Pate, Recorder

**Visitor**

Ken Gibb, Community Development Director  
 Linda Van Powell, Civic Outreach

**Excused Absence**

Larry Mullins  
 Rick Spinrad

**SUMMARY OF DISCUSSION**

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order/Welcome to new City Council liaison	
II.	Approval of 12.10.12 Meeting Minutes	Approved w/ two corrections
III.	Visitor Comments	For information only
IV.	Strategy Update	For Information only
V.	City-OSU engagement on ED – Agenda setting for February 13, 2013, meeting on campus	For information only
VI.	Accelerator Update	
VII.	Future Agenda Items	For information only
VIII.	Adjournment at 4:50 pm	Next meeting scheduled for 5:30pm, Linus Pauling Center, February 13, 2013.

## CONTENT OF DISCUSSION

- I. CALL TO ORDER/INTRODUCTION OF NEW CITY COUNCIL LIAISON.** Chair French called the Economic Development Commission (EDC) meeting to order at 3pm, and welcomed Councilor Biff Traber as the new City Council Liaison. She explained that with the new Council the liaison assignments had been changed. She asked Economic Development Manager Nelson to pass along their thanks to Councilor Brown for his support while he had been liaison.

Councilor Traber stated that he had requested his assignment to the EDC and was looking forward to being the liaison. Chair French said that she and Councilor Traber met briefly last week and one of the takeaways was that City Council should be sent complete EDC meeting packets along with the minutes so that they could have benefit of reading the ED Manager's status reports. Additionally, it might be appropriate for an EDC representative to talk with City Council on a more regular basis to update them.

**II. APPROVAL OF 12.10.12 MEETING MINUTES.**

Two corrections were noted:

- 1) Page 2, line 5 under "Visitor Comments": replace "OSU faculty *has*" with "OSU faculty *had....*"
- 2) Page 8, line 2: Change "Stephens" to "Stevens."

The minutes were approved as revised, with Commissioners Fowler and Malosh abstaining.

**III. VISITOR COMMENTS.** There were none.

**IV. STRATEGY UPDATE.**

Mr. Nelson asked to move up addressing "Smaller Step" #6 ("Welcoming Program") first, and introduced Linda Van Powell, Director of Civic Outreach, to speak to the group about her services. Ms. Van Powell explained that her work is member/sponsor-supported and her business is in charge of getting civic information to new executives and businesses moving to Corvallis. As an example, when Mr. Nelson moved to Corvallis she made sure he was aware of all the important community resources and information he might need as he made the move. She has a packet of information that she presents to a new executive, which includes menus from restaurants, welcoming letters from public officials, and a profile page full of stories about each of the leading family-owned business owners who are her sponsors. Included in the packet is a letter from Mr. Nelson. She does not ask the executives and new businesses to join Civic Outreach; her task is to ensure that they have all the information they need and consider her a local resource to answer their questions. Her sponsors include many family-owned businesses such as the Inkwell, as well as Samaritan Services, OSU, LBCC, and Corvallis Clinic. The sponsors pay on a "per request" basis to welcome someone on their behalf. Commissioner Lampton added that the feedback for this service has been good and that Ms. Van Powell has been helpful to not only the executives but to their families as well, as they explore what schools and services are available.

In response to commissioner questions, Ms. Van Powell responded as follows:

- There is no fixed definition of who qualifies for the service as an executive. She leaves it up to the company to make that determination.
- Benton County Commissioners do not have a welcome letter in the packet, and she would appreciate this addition.

- She identifies possible candidates for her service by being “plugged in” to the community and following leads, as well as getting referrals. Though her services are offered outside the city limits, she is not as familiar with activity in the North Albany area of Benton County.
- She does not advertise or publicize her service, and has relied on “word of mouth” and her sponsors. For this reason, it is possible that some businesses, such as CH2M, have not heard of her work.
- She provides services for an average of eleven people and five new businesses a month. There are a lot of new doctors that are welcomed into the community.

Mr. Nelson then gave a status report on the other elements of the Economic Development Strategy, with comments from Chair French and Commissioner Fowler, as follows:

- Larger Steps
  - 1) Financial Assistance – an acquaintance who is a consultant for various urban renewal agencies (URA’s) around Oregon can tentatively give an “Urban Renewal” 101 session to EDC at its March meeting. The consensus was to try for this. Mr. Nelson said that this could be the beginning of a community-wide educational process that would take at least a year in order to set the groundwork for another URD effort.
  - 2) OSU-Corvallis Relationship – OSU has put out a press release (**Attachment A**) relating to a “soft launch” of its Industry Partnering Program which will be co-directed by the OSU Foundation and the OSU Research Office. They will be looking for a space in Corvallis to launch the office. This is part of the bigger initiative called Oregon State University Advantage, designed to boost the university’s impact on job creation and economic progress in Oregon and the nation, and includes the Venture Accelerator. Commissioner Spinrad would likely have more information he could share at the next meeting. The South Willamette Valley Technology Business Accelerator is an architecture under which many activities can be plugged in. There is a request before the Governor’s office for budgetary support to invest in “connective tissue” across these activities, along with support for a physical plant facility. OSU’s initiative could be a part of this. Both UofO and OSU have committed matching funds to what the legislature might allocate. LBCC’s Small Business Development Center would be a part of this initiative as well. This is still in its infancy, and a working team is being formed to put out more information and answer questions relating to these efforts. The City (Economic Development budget) has pledged \$15,000 as seed money towards establishing this architecture. The focus of this effort is on start-ups, and the point person for the OSU Venture Accelerator is Ron Adams.

Commissioner Rung suggested that EDC agendas have a standing item for “legislative updates” so that legislative issues relating to economic development efforts can be tracked. Mr. Nelson agreed to do this and said he would rely on the Oregon Economic Development Association’s legislative committee, of which the City is now a member, to get those updates.

- 3) Property, land and development -
  - a. Community Development initiatives – Community Development Director Gibb handed out an update (**Attachment B**) on the initiatives his department has taken in response to EDC’s recommendations. Those two recommendations included changes to the Planned Development (PD) process and instituting a Hearings Officer process. He explained that City Council had approved a recommendation in

December 2012 to have staff initiate work on defining and scoping potential PD process changes. Staff will consider options that might make it easier to eliminate existing PD overlays for projects that have changed over time. Secondly, for those developers that have a PD approval, options will be explored for how projects that meet all the development standards and conditions of approval could perhaps be exempted from having to go through another public hearing process. Additionally, the Hearings Officer option was nominated for inclusion in the 2013-14 Planning Work Program. This means that it will be in the mix of other community priorities when the work program gets developed over the next few months. There is no guarantee that it will become part of the Work Program, but will be considered along with all of the other initiatives.

A significant package of Land Development Code (LDC) changes were adopted in December 2012, many of which will be of benefit to the business and development communities. These included the Infill Task Force recommendations including more flexibility in how block-perimeter standards are applied. Also, a change was made so that variations to development requirements for commercial and industrial projects do not have to go through a PD process, but through a timelier and less complicated process called a Lot Development Option. Additionally, the list of activities that would not be subject to a PD modification process was expanded.

Director Gibb then reviewed progress made on the Development Services Division's service enhancement package which was initiated in 2010 with a three-year implementation program, as outlined in his memorandum (**Attachment B**).

Two more items not included in the memo include the update to the Airport Industrial Park Development Plan which required Benton County approval for changes to the county zone that would match up with the Plan. The next step will be for Mr. Nelson to work with Public Works on ideas for improving the development review process so it will be timelier and less strenuous. Additionally, the Downtown Commission has expressed a continued interest in pursuing an Urban Renewal District, and submitted this to City Council for consideration as one of their goals.

Chair French commended Director Gibb on progress made, and opined that it was important to get the word out that these improvements had been made in order to turn the corner on public perception. Mr. Gibb said that they were working with Mr. Nelson and directly with customers to share the information. They are also updating their webpage. Chair French suggested that a presentation be given to the Chamber Forum on these improvements. Commissioner Lampton also emphasized the need to have an educational component which would help developers get through the maze of Land Development Code processes. He suggested talking with the realtors, CIBA, and other groups along with the Chamber Forum to get word out on the successes achieved by these changes.

Director Gibb responded as follows to other questions from the commissioners:

- These improvements make Corvallis quite competitive with other jurisdictions on plan review turn-around times and fees. There is still room for improvement, and certainly Corvallis' Land Development Code is still more complicated than most other communities.

- There is interest in beginning the process of updating Corvallis' Vision Statement and Comprehensive Plan policies, as was last done in the 90s, but this takes a commitment of time and resources. The process of updating the LDC seems to be a biennial undertaking, since resources do not allow for an annual update. Some of the items have been in the pipeline for more than two years.
- The EDC can continue to support the concept of a Hearings Officer by weighing in with the Planning Commission when they consider the Planning Work Program priorities. They have a public hearing process which has not as yet been scheduled but will likely happen in February or early March. Councilor Traber added that communicating with the City Council's Administrative Services Committee would also be a good avenue.

Chair French and other commissioners thanked Mr. Gibb on the work accomplished and for his presentation, and asked that he commend staff for their efforts.

Mr. Nelson continued his Strategy Update by reviewing activities performed on the "Smaller Steps":

- 1) An information gateway portal has been established on the City's website. Information continues to be updated and now includes an international/export link and a link to "Grow Oregon." This is a program that is run through Business Oregon. If a business meets certain criteria they will provide market research assistance.
- 2) The Economic Development Office (EDO) is actively involved in the following efforts to support programs sponsored by partners to facilitate innovation, entrepreneurship and business investment:
  - a. Willamette Angel Conference planning committee – planning for the conference which will be held May 9, 2013.
  - b. Technology Association of Oregon (TAO) Organizer took place on January 10, 2013, and was a preview of Start Up Weekend which will take place on January 24-26.
  - c. Willamette Innovators Network – the EDO budget includes some money for an event that has tentatively been planned for the fall.
  - d. Leadership Corvallis – Economic Vitality Day - an event was held on January 10, 2013, and was quite successful. Feedback has been that the information shared should be offered to the community-at-large.
- 3) The EDO has initiated, and is working through, the Account Manager (Economic Development Officer) hiring process. 54 applications were received, with 32 meeting minimum qualifications. The field has been narrowed down to five who will be interviewed by an interview panel including Commissioner Malosh, Sean Stevens (Business Oregon), an HR person, and the ED Manager. Two applicants are from out-of-state. In response to a question, Mr. Nelson said that the applicants were likely not aware that the secured funding for the position was only for 18 months.
- 4) The EDO has an effective and productive relationship with Business Oregon. Involvement includes being a member of the Team Oregon-Food Processing, and the Northwest Food Processing Association trade show is being held January 14-16 in Portland, which he will be attending. Corvallis is represented in the flyer as having properties that would be available for food processing. Other involvement will include the Fancy Foods trade show in San Francisco (January 23-25), and Natural Products trade show in Anaheim (March). Though Mr. Nelson will not be attending, Corvallis/Benton County will be represented by the team.
- 5) Financing Business Development – he has continued with the joint visits with

Business Oregon. Additionally, Mr. Nelson directed attention to some "Talking Points" (**Attachment C**) developed to counter information in a recently published New York Times article relating to incentives.

- 6) "Welcoming Program" – This was already covered by Linda Van Powell's presentation on Civic Outreach.

Chair French directed attention to the Business Activity Report (**Attachment D**) and asked if there were questions. Mr. Nelson said that activity was reduced because of the holiday season. In response to a question from Chair French relating to the reasons why one business was considering expansion and moving out of the area, Mr. Nelson said that the location was not suitable, among other reasons. Both the City Manager and he were trying to address any concerns they could.

#### **V. FOCUS ON BIG IDEA #2 – CITY-OSU ENGAGEMENT ON ECONOMIC DEVELOPMENT.**

The February 13, 2013, meeting has been scheduled for 5:30 pm at the Linus Pauling Science Center. Since there had been recent water damage to the building, Mr. Nelson would be ensuring that Room 402 was still workable for their needs and that everyone had a map of where to go and parking passes if necessary.

Chair French reviewed the tentative agenda. The first thirty minutes would consist of a regular business meeting, leading into two panel discussions starting at 6pm, relating to Corvallis and OSU working together in new business development. The first panel discussion would relate to activities-to-date and future plans; the second panel would relate to policy perspectives on new business opportunities. Commissioners Rung and Spinrad provided input for the agenda, and their intent was not necessarily to have a meeting at this time that was outreach to students but more an initial discussion of how the City and OSU's faculty and the research office can work together in new business development.

Other comments and suggestions were as follows:

- Send an invitation and flyer to the Young Professionals Organization, to attract a younger crowd.
- We need to do some other targeted invites. Possibilities include Young Professionals Organization, the Chamber, City Council, TAO and other related groups. The OSU Foundation has also another network of folks that might be interested.
- We should also be sending a direct invitation to the OSU's Commercialization and Corporate Development Office and to the College of Business. Additionally, contact should be made with the Leadership Corvallis organization.
- The event needs to be billed as a discussion of how best to create the symbiotic relationship with OSU, particularly with the Commercialization office.
- Start the program with a five-minute or so introduction as to what EDC is all about and the history leading up to the ED Strategic goals and objectives.
- Another element that should be added to the agenda is to explain that part of the goal of the Venture Accelerator at OSU is not just to accelerate OSU spinouts but to invite startups that have no relationship to OSU to avail themselves of the support that is available. The Start-Up experiences referred to in the agenda should include one that did not have its germination inside of OSU. One suggestion was Inspired Light.
- The panels should be given topics/questions to focus on.
- Info relating to the meeting should be included in the OSU Today morning newsletter which reaches 20,000 people.
- Relating to Panel 1, Ron Adams should be given the opportunity to "architect" or craft

- the panel.
- If invitations have not already gone out to Panel II members, it might be difficult to get those who are involved in the legislative session.
  - Adjournment time should be changed to 7:30pm.
  - Is our purpose to provide outreach, and to explore how the EDC Strategy aligns with OSU and Venture Accelerator?
  - One vision was to have Panel II talk about the legislative session and to brief the legislative delegation on what initiatives are important to this community. Conversely, they could speak on status of legislative initiatives that bear on higher education and economic development.
  - It is important to let Senator Close and Representative Gelser know what we might be asking of them so they can prepare.
  - We need to generate and share visible enthusiasm to ensure that all of the participants leave understanding that progress is being made in this community. Economic development efforts need to be given the same attention and consideration as other collaborative efforts between the City and OSU.
  - We can be asking the question of the other participants: "What do you think are the possibilities and where should we go from here?" People like to be asked and can generate great answers.
  - Is the Q and A supposed to be with the greater audience or just the panelists? The vision is that it is with the greater audience.
  - Commissioner Rung's presentation that he put together could be a starting point for introductory comments, taking the data from it which looks at the metrics. It is important to lead the audience through the process of how the EDC got to this point with its Strategy.
  - It would be useful, perhaps, to come up with three questions for each panel to get the conversation going. For Panel II, some possible questions might be related to what next important steps the EDC should take.
  - Both Mayor Manning and Commissioner Dixon could give their assessments of how the plan is going to date, and whether the EDC has met their expectations. They could also comment on what future activity they would like to see in order to continue support.
  - If I were in the audience, I would want to know what the policy makers envision the community would look like ten years from now if we succeed with our Economic Development Strategy. There is concern that it will mean increased traffic and more people, and we need to share our vision of how economic development enhances community livability and viability. There can be negative impacts on the City and County's budgets if we do not pursue an ED Strategy and these need to be part of the discussion. Chair French could include some of this in her introductory remarks.
  - The vision is that Panel I provides the private perspective and Panel II provides the public perspective. Then after hearing from both panels, the Q and A would allow for the audience to comment and pursue questions of both panels.
  - Ron Adams can facilitate Panel I's discussion. Possible moderators for the meeting and/or Panel II could be Chair French, or Commissioners Lampton or Spinrad.
  - We need to develop a tag line along the lines: "Economic Development in Corvallis/Benton County a year later: where do we go from here?"
  - Chair French offered some graphics assistance by one of her staff members to develop a flyer. This should be done in the next week, and should be sent out to all commissioners for review.

Chair French said she would work with Mr. Nelson to finalize the agenda and plans.

**VI. ACCELERATOR UPDATE** – Commissioner Fowler provided this update in earlier remarks.

**VII. FUTURE AGENDA ITEMS.**

For the March meeting, there will be a presentation relating to the process for creating an Urban Renewal Agency. Additionally, there will be an opportunity to do a wrap up of the February meeting on campus.

Councilor Traber suggested that discussions needed to be held regarding sustainable funding for economic development outside of the City's General Fund. Work needs to be done on revenue-generating opportunities such as the Urban Renewal District and on a possible business license fee. The EDC will need to be forwarding some recommendations to City Council in this regard. Commissioner Lampton suggested that this discussion needs to be happening very soon, certainly by the end of the year. They need to have a case to articulate, and metrics need to be showing results in order to continue funding.

**VIII. ADJOURNMENT/NEXT MEETING.**

The meeting adjourned at 4:50 pm. The next meeting is scheduled for February 13, 2013, at 5:30 pm, Linus Pauling Science Center, Room 402.

## Oregon State University Advantage to spur education, economic growth

1-9-13

CORVALLIS, Ore. – OSU officials today launched a new initiative called Oregon State University Advantage, designed to boost the university's impact on job creation and economic progress in Oregon and the nation.

"Oregon State University Advantage should foster increased bottom-line success for business," said Rick Spinrad, OSU vice president for research.

"It will dramatically increase private industry access to talented OSU faculty and researchers, take better advantage of OSU's unique capabilities, increase the number of spin-out companies, and expand education and job opportunities for students and other Oregonians," Spinrad said.

Within the next five years, the program also is expected to increase industry investment in OSU research by 50 percent and lead to the creation of 20 new businesses. Hundreds more OSU students will work not only with existing companies, but become involved in every stage from fundamental science to business plans and running start-up companies.

Two key parts of Oregon State University Advantage will be the OSU Venture Accelerator and the Industry Partnering Program.

The Venture Accelerator will begin immediately with \$380,000 in support from the OSU College of Business, Office for Commercialization and Corporate Development, and the University Venture Development Fund. It's designed to identify innovation or research findings that might form the basis for profitable companies, and streamline their development with the legal, marketing, financial and mentoring needs that turn good ideas into real-world businesses.

The Industry Partnering Program will be co-directed by the OSU Foundation and the OSU Research Office. Officials say it will become a "one-stop shop" to help industry access talent; do research and development to aid business success; bring in millions of dollars in private investment in research; and ultimately produce the type of experienced graduates wanted by global industry.

"Many programs and people will be involved in all of these initiatives, but the broad theme is to increase the societal and economic impact of OSU," said OSU President Ed Ray.

"This is a mission that's critical to the future of Oregon and the nation," Ray said. "Producing high-achieving graduates ready to work and create new businesses and jobs is the most important part. But we also see more that can be done in meeting the needs of existing industry, expanding existing business, creating new businesses and jobs, and getting students much more involved in their real working careers while they are still undergraduates."

To serve as a base for the program, it's anticipated that a 2,000-square-foot facility will be identified and occupied between OSU and downtown Corvallis later this year.

Various features of Oregon State University Advantage, the Venture Accelerator and the Industry Partnering Program include:

- Expanded university research will be directed toward industry business needs, while providing opportunities for students, economic growth, patenting and licensing of new discoveries and inventions, and new companies.
- Outside entrepreneurs and executives will work with faculty and students to evaluate new ideas, and the best ideas will be considered for proof-of-concept grants and equity investments.
- At least 300 OSU students each year will work with Venture Accelerator projects, and more in the Industry Partnering Program, doing research, identifying markets, and creating business plans.
- The end result should be improved educational programs and a major increase in the societal and economic impact of OSU's research, already the largest in the state at \$281 million a year.

"It's a massive job to translate research into a profitable company," said Ron Adams, executive associate vice president for research. "Students can help us analyze ideas, study market potential and do the legwork on so many tasks. There's plenty of work to go around."

Work of this type will greatly enhance educational opportunities, officials said.

"The students will have the opportunity to get practical experience working with the business community while helping drive the economy," said Ilene Kleinsorge, dean of the OSU College of Business. "This experiential learning will prepare them to have an immediate impact to their employers when they graduate from the College of Business."

OSU has been working in initiatives related to this for a decade or more, and has many success stories in commercialization, industry investment in research, and student internship programs. About 1,200 students are already involved in its entrepreneurship programs and more than two dozen companies have evolved from OSU research.

The Oregon State Venture Accelerator Program is a component of the South Willamette Valley Technology Business Accelerator, featured by the governor's South Willamette Valley Solutions Group at the Oregon Business Plan Summit last December. The South Willamette Valley Regional Solutions Center will seek funding for the regional accelerator initiative during the 2013 Legislative session. At this stage, details remain to be determined.

More information on Oregon State University Advantage is available online, at <http://oregonstate.edu/advantage/>

**MEMORANDUM**

**Date:** January 12, 2013  
**To:** Economic Development Commission  
**From:** Ken Gibb, Community Development Director  
**Re:** Follow-up on EDC Development Process Recommendations

Here is an update on the EDC recommendations and other actions that Community Development has/is taking related to the development process:

EDC Recommendations

- City Council accepted the development process recommendations in September with a referral to the Administrative Services Committee (ASC). The EDC recommended that changes to the PD process and instituting a Hearings Officer process be pursued as the highest priority action items
- Staff took the matter to ASC which recommended that staff initiate work on defining and scoping potential PD process changes in the short term. ASC also recommended that the Hearings Officer option be nominated for inclusion in the 2013-14 Planning Work Program
- The City Council approved the ASC recommendation in December 2012

2012 Land Development Code Package

- Community Development Staff finalized the package over the summer and early fall months
- The Planning Commission and City Council conducted public hearings in the fall with final approval occurring in December
- The LDC package included many housekeeping items along with several significant changes designed to improve code requirements and streamline the process

## Development Services Division (DS) – Services Enhancement Package

- Initiated in 2010 with a 3 year implementation program – we are now through year 2
- Permit Tracking –DS has completed installation and upgrade of the 22 year old permit tracking system to a robust web-based system. Staff are working on unpacking the system and will be rolling out new services such as automatic self-report generation for customers, online inspection requests, map based searches, etc.
- Accela Inspector App - This will enable deployment of the Accela inspector app this spring for project coordinators to use iPads in the field. Customers will get instant inspection results and will enable staff to immediately collaborate on field related issues/approvals
- ePlans – Being budgeted for with purchase of ProjectDOX scheduled for July. Completely web-based plan reviews and communications with design professionals. Go live projected for Nov 2013
- DS Reorg – 90% complete. Hired or promoted a total of 3 staff to the Project Coordinator workgroup, bringing total number of Project Coordinators from 2 to 5
- Over the Counter Reviews – our one-day / over-the-counter review percentage has increased from 28% to 42% since we added Permit Tech II positions who are certified to conduct minimal levels of residential plan reviews at the counter. Avoids small simple projects being caught in the queue behind larger projects
- Conducted 49 new home reviews in 2012 (up from 38 in 2011, 32, in 2010, 34 in 2009, 34 in 2008, as compared with 89 in 2007). Most new home applicants took advantage of the new service to have initial review completed in one-day
- Project Introduction Meetings – A complement of City Staff are available for project consultation at a regular and pre-determined day and time.
- 2013 will further focus on process overhauls such as stopping the spin cycle of multiple re-reviews. Stakeholders are actively engaged in assisting with this effort represent residential, commercial and OSU development interests along with a local design professional.

## Talking Points Regarding NYTimes Incentives Articles and Single Sales Factor

NYTimes Article: <http://www.nytimes.com/interactive/2012/12/01/us/government-incentives.html#OR>

- We are not Texas! And Texas is likely not even Texas. There are many documented flaws in the NY Times article, not small flaws, but significant fundamental errors or assumptions that grossly misrepresent states' incentives.
  1. For instance in states with sales tax, it counts the value of "forgone" sales tax revenue on services businesses purchase, but that's simply a facet of the tax structure. Individuals don't pay a sales tax on most services either. Looking at Michigan, that amounts to \$3.88B of the \$6.65B listed as annual incentives expenditures.
  2. This seems to be a consistent assumption in the report. That if different structures were in place, more tax could be collected, and therefore that is "foregone revenue" and is somehow an expenditure to be included. If that's the argument to be made, where do you stop? Why not say if taxes were all increased by 300%, the states would make more money and therefore that amount should also be included in expenditures as foregone revenue?
- The Times article labels property tax abatement, loans, loan guarantees, and pre-certified tax credits as "grants to businesses." These are not grants, in many cases are not even expenditures, and many are just plain incorrect.
  1. For example, just on the first page of the article's table for Oregon "grants," Solexant is listed as getting \$43.8M from a loan and tax credit. No credits or loans, not a single penny ever went to the Solexant project, it never came to fruition. It can be assumed there are additional incorrect entries such as this.
  2. The list has a wide timeframe, ranging in projects from 1994 to 2013.
  3. The map says "Oregon spends at least \$865M per year on incentive programs." First, property tax abatements are NOT state "expenditures", yet make up a majority of the total. Second, the \$865M total appears to include many years, not a single year.
  4. The list includes cities, counties and districts receiving credits, rebates, or reductions. For example, it includes 175 separate energy efficiency tax credits to cities, credits having nothing to do with incentivizing business growth.
  5. The list includes \$378M in a supposed state property tax abatement program called "Inventory." Like most states, we don't tax inventory in Oregon and have no idea what this is.
- Lottery dollars fund Oregon's economic development programs and not the General Fund. Therefore, it can NOT be argued that job creation incentives rob funding for education, prisons or health services.
  1. Rather, the Lottery dollars used to support the state's economic development activities help generate critical revenues back to the general funding that in turn SUPPORT state services, like education.
- For "incentives" such as enterprise zones and SIP property tax exemptions – which comprise \$667 million of the \$865 million documented for Oregon by the Times– these are locally determined and controlled property tax abatements for significant capital investments, investments that produce jobs and income tax dollars for the state's General Fund. Again, they are not expenditures, they temporarily forego new revenue that otherwise wouldn't be collected at all if the investment wasn't made or the business didn't come here.

### ROI of Business Oregon's programs...

- Most Business Finance and Infrastructure loan and loan guarantee programs are actually revolving loan funds and do not see new infusions of funding each legislative cycle. Business Oregon's Business Finance loan programs, for example, are self-sustaining at current service levels.
- Business Oregon approved more than \$8.8 million in direct loans through business finance programs last biennium to small businesses. These investments have leveraged more than \$80 million in additional investment and are projected to return more than \$10 million in loan repayments and interest.
- In addition, through the Credit Enhancement Fund, Business Oregon has issued \$7 million in loan guarantees with financial institutions that has leveraged \$21.8 million in private lending activity for Oregon businesses. Without these loan guarantees, many small businesses across the state would not have access to capital to continue their operations
- Jobs created with the help of the Strategic Reserve Fund (SRF) have a clearly demonstrated ROI – every job they help to create and retain sends income tax dollars back to the general fund.
  1. Tallying up the two-year job creation and retention estimates for each SRF investment made in the 09-11 biennium (\$8.5 million), the projects are expected to create or retain more than 5,100 jobs and generate nearly \$24 million in revenue back to the General Fund, in addition to 8,800 indirect and induced jobs that return nearly \$26 million to the General Fund.
- Many of our "incentives" use federal dollars for their funding in particular IFA programs such as Community Development Block Grants and Safe Drinking Water projects.

### Single Sales Factor

I've seen many instances of single sales factor and HB 4200 being called a tax break, a giveaway, a tax credit, a freezing of the tax rate, etc. It's none of those things. Single Sales Factor is simply the corporate income tax framework we currently have in place in Oregon. It's the framework all C-corporations with taxable income are held to. It refers to the fact that Oregon businesses are taxed on a portion of their total income derived from sales within the state of Oregon. This corporate income tax is considered a "Single Sales Factor" tax, as it only considers Oregon sales in determining corporate income taxes owed to the state. Other states often include sales outside state lines, additional assets and payroll, making them "multi-factor" taxes. HB 4200 says that should this structure change for some reason, qualifying high-impact companies can use the traditional single sales method.

Single Sales Factor is a tremendous selling point for growing and attracting traded-sector companies, which is our strategic focus. Traded sector of course refers to businesses, both small and large, that sell their goods and services outside the state, bringing in revenue from outside of Oregon. This is important as it pumps new dollars into our economy, rather than simply re-circulating dollars within state lines. Traded sector companies are also companies with higher growth potential, considering the larger markets they can serve.

I encourage you to check out this recent article on SSF:

<http://oregoneconomicanalysis.wordpress.com/2012/12/20/musings-on-corporations-taxes-and-competitiveness/>

**Business Activity Report – January 10, 2013 Start-ups:**

- Met with a resident / business owner looking to start another business at the AIP.
- Was contacted by a local contractor investigating space for a new business at the AIP
- Met with a local investor looking to promote a recent purchase of space for business development

**Retention / Expansion:**

- Met with a local company looking to expand markets. Referral to Grow Oregon and some state contacts.
- Met with a local manufacturer to discuss expansion potential
- Met with a local company to discussion financing possibilities of expansion opportunity (along with Business Oregon)
- Met with a local company looking to expand, needing space and financing.
- Met with a local company looking to expand, and possibly move out of the area.

# DRAFT

**CITY OF CORVALLIS  
MINUTES OF THE PARKS, NATURAL AREAS AND RECREATION BOARD  
FEBRUARY 21, 2013**

Attendance

Betty Griffiths, Chair  
Lynda Wolfenbarger, Vice-Chair  
Ed MacMullan  
Deb Rose  
Tatiana Dierwechter  
Jon Soule  
Joshua Baur  
Phil Hays  
Kevin Bogatin, 509-J District Liaison  
Joel Hirsch, City Council Liaison

Staff

Karen Emery, Director  
Steve DeGhetto, Assistant Director  
Jackie Rochefort, Park Planner  
Sharon Bogdanovic, Senior Center  
Supervisor  
Mark Lindgren, Recorder

Visitors

Joseph Bailey

Absent/Excused

Nick Castellano  
Carolyn Ashton  
Marc Vomocil

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
II. Introductions	X		
III. Approval of Minutes- January 17, 2013	X		
IV. Visitors' Propositions	X		
V. Park Avenue Street Naming			"Heronview Street" was recommended as the top name choice, with "Cottonwood Street" as the backup choice.
VI. Board Reports.	X		
VII. Goal Setting	X		
VIII. Adjournment	X		The next Parks, Natural Areas and Recreation Board meeting is scheduled for 6:30 p.m., March 21, 2013 at the Downtown Fire Station, 400 NW Harrison Blvd.

**CONTENT OF DISCUSSION**

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

**II. INTRODUCTIONS.****III. APPROVAL OF MINUTES- January 17, 2013.**

Lynda Wolfenbarger noted that on page 2, Approval of Minutes, her first name was misspelled. Also, the second sentence in the third paragraph on page 4 should read “..; it *will* come to the board in March”. Phil Hays moved and Jon Soule seconded to approve the January 17, 2013 minutes as corrected; motion passed.

**IV. VISITOR PROPOSITIONS.** None.**V. PARK AVENUE STREET NAMING.**

Griffiths related that Nick Castellano, who could not attend, favored tree names for the street. Hays, highlighting the list of suggested names, noted that Clearwater and Osprey names were already used; and Kalapooia was spelled with a “k”.

Park Planner Jackie Rochefort noted that the existing Park Avenue was never formally named and highlighted Council policy on street naming. She said “Avenue” may not be used for a north-south street. The name itself, not including the suffix, may not exceed twelve characters, and in this case must be named “Street” due to the direction that the street runs. She said Councilor Hervey solicited names from his ward residents, and many suggestions were received. She said the proposal “Heronview”, received late from Recorder Mark Lindgren, referenced the many heron nests in full view across the river. Rochefort stated that after a name was recommended by the board, it will be vetted by Development Services to ensure it meets the criteria, and forwarded from there to the Council. She said the name change was required as a condition of development for the replacement picnic shelter there.

One suggestion was to change the name from the existing “Park Avenue” to “Park Street”. Rochefort said she’d prefer to avoid “Park Street” to avoid confusion. Griffiths favored a tree or bird, such as Cottonwood, Heron, or Riverview. Hays favored Greenway, or Parkview, or Goodmorning. Wolfenbarger favored Heronview. Emery suggested designating a top two names, in case there was a problem with the top choice.

**Lynda Wolfenbarger moved and Jon Soule seconded to recommend “Heronview Street” for the top name choice, with “Cottonwood Street” as the backup choice; motion passed unanimously.**

**VI. BOARD REPORTS.**

Griffiths highlighted the March 14 Sustainability Fair and the February 28 Greenbelt Land Trust annual meeting.

**VII. GOAL SETTING.**

Joseph Bailey, of Linn-Benton College, related that he’d done five goal-setting sessions with the City Council, has done trainings with most City departments, and is a Board member with the Benton County Natural Areas and Parks Board. He said there would be discussion of carrying forward existing goals and setting new ones.

He said “SMARTS Goals” incorporate the concepts of Specific, Measurable, Achievable, Realistic, Timebound, and Stretch. He said that if there was time, there could be discussion on tasks; vision (a big picture, broad view of who you want to be, where you want to go and achieve in the long run); and strategic direction (not as specific as a goal but advisory where the board wants to go).

He asked the board for direction on the length of the time frame for goals. Emery said typically the board works with two or three years; there was consensus on a time frame of two years. Bailey noted the previous board goal-setting session yielded eleven goals; Emery felt that that was a bit too ambitious. Bailey said the board could simply choose to simply continue with the existing goals, or add to them. DeGhetto suggested the board could choose goals that can be addressed by subgroups that report back to the board quarterly; staffers must plan how to work the goals into their seasonal work plan. Soule proposed reviewing existing goals first.

Director Emery read out the eleven **existing board goals** and summarized their current status:

- 1. Complete management plans for all natural areas.** The Herbert Plan was completed; the Bald Hill plan is a priority to be updated; as well as Chip Ross, so there is work to be done on this.
- 2. Implement Senior Community Center Master Plan.** She said during the CIP process this year, it was determined that the focus should shift from a senior center to an all-ages community center.
- 3. Refine plan to support/enhance cultural activities.** This was realized with creation of the new Arts and Culture Commission, and this goal might be that commission's charge now.
- 4. Develop a Friends Group for the department.** Completed.
- 5. Develop a community garden plan and provide opportunities for people to engage in the community through growing food.** The plan is complete and is being implemented.
- 6. Develop a strategy to increase volunteerism.** This is being done internally as a way to find other efficient ways to offer Parks and Recreation services. The Adopt-a-Park program is being expanded.
- 7. Create a land acquisition/land banking fund.** A subcommittee developed a plan for what that would look like if that moves forward.
- 8. Develop an integrated trails plan for the county and region.** Complete. She cited collaborative work with the County and Greenbelt Land Trust, and the integrated trails website to be launched in April.
- 9. Enhance collaborative relationships with the County and the Greenbelt Land Trust.** She cited huge strides in the relationship, with boards meeting once a year, department directors meeting quarterly, and formal agreements for collaboration in place.
- 10. Enhance collaborative relationships with other recreational providers.** There has been some progress but work remains to be done.
- 11. Complete Master Plans for Parks.** Emery said there had been some headway, but not every park has a master plan.

Griffiths said some of the existing goals were more like department goals, not board goals. Bailey suggested the board clarify its goal for the department. Emery explained that the board's role was advisory for the department, staff and the City Council. The board could choose to adopt an active subgroup model; she gave the example of the CBUF working group model, that does active beautification and tree-planting work. Griffiths said the board's Dog Committee had staff support, but it had been mostly citizen-driven.

Hays asked if the goals were for the department or the board. Bailey replied that in his experience, it could be both. Hays asked if there was really money to complete management plans; Bailey suggested naming goals first and then later determining how realistic they were. Emery commented that Goal 1 was part of the work plan and would be done and reviewed by the board in any case, so it could be removed. Regarding Goal 2, the change in direction from a Senior Center to a Community Center will require a lot of community input and board support. Rochefort added that letters of individual board member support are helpful to include in grant applications.

Bailey asked board members to write their own goals. Emery noted that a recent community survey found the areas of strongest interest included trails, youth recreation, community center, swimming, and access to outdoor activities to people of all abilities and ages. Bailey asked small groups to develop lists of top five goals to forward to the whole board. He asked groups to send a representative with a duplicate sheet listing the top five goals to compare to other groups' lists, and then narrow the two lists down to three or four goals. He noted that some goals may overlap; they must include an action verb.

In discussion, Hirsch said the purpose of a Park and Recreation district was to increase or stabilize funding for the services; Griffiths noted that even if passed, it wouldn't be implemented until 2016. DeGhetto commented that "Build and expand recreation opportunities for underserved families" was already underway, and could get grant funding and partners for the process; it is doable. Soule noted that the board should be looking at how it can help staff, and not just saying what is important to themselves.

Bailey asked staff to comment on financial repercussions. Emery said "Develop plans for minimizing chemical inputs, such as herbicides" was a CBUF goal. Geist added that there was already an initiative underway; however, the public must be educated on the visual changes that result from the goal, as well as the need for more manual labor. Emery said if there is an impact of increased labor, then that may be unrealistic.

Regarding increasing trails, Rochefort said the work was ongoing. Hays said many trails were very muddy; he noted that MacDonald Forest trails system had been drastically improved over the last five years; Geist said the City could learn from that. Hays said hiking was the top-rated activity; Rochefort added that it will be the top Oregon Parks and Recreation activity next year. Rochefort said finances, labor and permits were needed. Emery said an innovative way to make the improvements was needed in terms of strategies and methods; the board highlighted the word "innovative". Rochefort suggested including the shifting focus of the Senior Center to the Community Center; Wolfenbarger replied that that fell under partnerships.

**The board's new goals, listed in priority:**

- 1. Advocate to prioritize improvements to existing neighborhood, parks, trails and natural areas.**
- 2. Implement efficiencies between city, county and school district by 2014 (e.g., sharing equipment and personnel).**
- 3. Develop a plan to increase funding for Parks and Recreation.**
- 4. Expand public awareness, communication and advocacy for all Parks and Recreation facilities, land and services.**
- 5. Develop or expand community relationships and partnerships to pursue joint goals.**
- 6. Develop and expand access and recreational opportunities (such as outdoor education) for underserved youth and families**
- 7. Develop a Parks and Recreation District by 2015.**

Bailey suggested further wordsmithing the goals in a future meeting. Hays said developing management plans must be done in any case. Emery summarized the board would work on next steps at the next meeting.

**VIII. ADJOURNMENT:** Meeting adjourned at 8:46 p.m.

**WATERSHED MANAGEMENT ADVISORY COMMISSION  
MINUTES  
January 23, 2013  
DRAFT**

**Present**

Charlie Bruce, Chair  
Jacque Schreck, Vice-Chair  
Sheryl Stuart  
David Zahler  
Creed Eckert

Jessica McDonald  
Richard Hervey, City Council Liaison

**Absent**

**Staff**

Jennifer Ward, Public Works  
Tom Penpraze, Public Works  
Mike Hinton, Public Works  
Mark Miller, Trout Mountain Forestry

**Visitors**

Rich Szlemp  
David Hibbs  
Jim Fairchild

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of Agenda	n/a		
III. Review of November 28, 2012 Minutes			Approved as amended
IV. Visitor Propositions			
V. Old Business	X		
• Safe Harbor Agreements	X		
• 2012 Forest Activities Report	X		
• Watershed Fiscal Reporting	X		
• Stewardship Plan Update	X		
VI. New Business			
• Nominations and election of 2013 WMAC chair and vice-chair			Done
VII. Staff reports	X		
VIII. Commission Requests and Reports	n/a		
IX. Adjourn			

## CONTENT OF DISCUSSION

### I. Call Meeting to Order/Introductions

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

### II. Review of Agenda

No changes.

### III. Review of Minutes

**Commissioner Schreck moved to approve the November minutes with one grammatical correction; The motion was seconded and the minutes were approved unanimously.**

### IV. Visitor Propositions

Visitor Jim Fairchild asked if the Commissioners had any questions regarding his comments that were included in the meeting packet. There were no questions.

### V. Old Business

#### Safe Harbor Agreements

Visitor Rich Szlemp, from the US Fish and Wildlife Service Oregon office, provided information on what Safe Harbor Agreements are and the process required to enter into such an agreement. The agreements pertinent to the City watershed would be for Northern Spotted Owls and/or Marbled Murrelets. He noted that these are voluntary agreements. The Commission asked staff to look more into what would be involved in entering into a Safe Harbor Agreement for the Corvallis Forest, as staff is able and with the knowledge that there are other projects that need to be done first. Cost, scope of work, timeline for development, and any subsequent monitoring will be explored.

#### 2012 Forest Activities Report

Mr. Miller reported that all of the Commission's requested changes have been made, and the only piece remaining is a picture of the Commission. **Commissioner Schreck moved to authorize staff to publish the current draft of the 2012 Forest Activities Report as submitted. The motion was seconded and passed unanimously.**

#### Watershed Fiscal Reporting

Mr. Penpraze explained the expenditures and revenues for the watershed by discussing the Water-Timber Fund proforma budget. He also explained how each fiscal year special projects budgets for watershed activities are developed.

#### Stewardship Plan Update

Chair Bruce reported that he and Commissioner Zahler passed the draft plan update with their notes to staff, who are now working on putting together the draft plan, with revisions planned to be completed in the next month, when they will be available for review and discussion by the Commission. Staff expressed their gratitude to the WMAC members that spent a significant amount of time developing the Stewardship Plan update.

**VI. New Business**

Nominations and election of 2013 WMAC Chair and Vice-chair

Commissioner Schreck nominated Commissioner Bruce for the Chair position and Commissioner McDonald for the Vice-chair position. Commissioner Zahler seconded the motion and Commissioners Bruce and McDonald were unanimously elected Chair and Vice-chair, respectively.

**VII. Staff Reports**

Mr. Miller reported the following.

- He, Chairman Bruce and Ms. Ward met with Eric Forsman, Christ McCafferty and Frank Davis of the Forest Service to discuss the most recent spotted owl surveys and data in relation to management of the watershed.
- Beyond 2013, federal funding for spotted owl surveys will run out and it is uncertain if that will be renewed. This may have budget implications for the City for periodic surveys on watershed property.
- The Forest Stewardship Council auditor has offered to come and talk to the Commission in April about the audit process and their recent audit of Trout Mountain Forestry and the Corvallis Forest.
- B&G will finish their logging on USFS watershed property this week and complete road repairs next week, which is two months ahead of schedule, allowing the City's logger to resume logging sooner than anticipated.

Ms. Ward reported the following.

- She attended the joint meeting of the Siuslaw National Forest Stewardship Group in Yachats, where there was a lot of discussion about joint outreach.
- To prepare for future grant opportunities, she is participating in an online grant-writing seminar.
- She joined Art Sleight in (landowner adjacent to City property) on a tour of his property.
- The tour of the Forest Service logging site will take place the afternoon of Wednesday, February 13.

**VIII. Commission Requests and Reports**

None.

**IX. Adjourn**

The meeting was adjourned at 6:52 p.m.

**NEXT MEETING: February 27, 2013, 5:30 p.m., Madison Avenue Meeting Room**

MEMORANDUM

**To:** City Council Members

**From:** Julie Jones Manning, Mayor



**Date:** February 25, 2013

**Subject:** Confirmation of Appointment to Watershed Management Advisory Commission

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As you know, at our last regular meeting I appointed the following person to the Watershed Management Advisory Commission for the term of office stated:

John W. Mann  
Term expires June 30, 2014

I ask that you confirm this appointment at our next Council meeting, March 4, 2013.

1014

MEMORANDUM

**To:** City Council Members  
**From:** Julie Jones Manning, Mayor   
**Date:** February 27, 2013  
**Subject:** Vacancies on Citizens Advisory Commission on Transit

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I am declaring a vacancy on the Citizens Advisory Commission on Transit, as Celeste Weaver de Balan has been unable to attend Commission meetings. Celeste's term on the Commission expires June 30, 2015.

Robert Monasky has resigned from the Citizens Advisory Commission on Transit because of employment obligations. Robert's term on the Commission expires June 30, 2014.

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

1015

## Memorandum

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To: Mayor and City Council

From: Ken Gibb, Community Development Director 

Date: February 26, 2013

Subject: Scheduling a Public Hearing (LDT12-00002, PLD13-00001)

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Oregon State University has submitted a land use application seeking approval of a Major Adjustment to the OSU Campus Master Plan (PLD13-00001), and a related Land Development Code Text Amendment (LDT12-00002). The Planning Commission will make a decision regarding the Major Adjustment application, and a recommendation to the City Council regarding the Text Amendment application.

The City Council is requested to schedule a public hearing on April 1, 2013, to consider the Text Amendment application, and also the Major Adjustment application if the Planning Commission's decision regarding this application is appealed.

\*\*\*MEMORANDUM\*\*\*

To: Mayor and City Council

From: Tony Krieg, Customer Services Manager *ck*

Subject: Liquor License Investigation-New Outlet- Walmart Market #3146

Date: February 25, 2013

The City has received an application from Mike Duke, President and CEO of Walmart Market #3146, located at **1840 NW 9<sup>th</sup> Street, Corvallis, Or 97330**. This application is for a **New Outlet with an Off-Premise Sales liquor and tobacco license**.

An affirmative recommendation has been received from the Police, Fire, and Community Development Departments. No citizen comments or input were received regarding this application for endorsement.

Staff recommends the City Council authorize endorsement of this application.

**Off-Premises Sales**

This license allows the holder to sell factory-sealed containers of wine, malt beverages and cider "to go."

Malt beverages cannot be sold in single containers larger than two and one quarter gallons.

## **February 27, 2013 Council Work Session REVISED Goals**

### **City/OSU Collaboration**

The Collaboration Corvallis project will be completed by the end of 2014 with Council approved recommendations implemented or planned, including a collaboration framework for the future.

### **Sustainable Budget**

Council will achieve a sustainable budget where recurring revenues equal or exceed recurring expenditures in all City funds by continuing to seek expenditure efficiencies and by exploring and implementing a broad range of revenue sources.

### **Economic Development**

- Economic Development Commission will review and possibly supplement the current economic development strategy incorporating aspects of agriculture-related businesses, local investment, arts and culture, as well as the City's overarching goals.
- The Economic Development Commission will provide recommendations to the Council by the end of 2013.
- Council takes action by mid-2014.

### **Housing**

By the end of 2013, the Council will have access to comprehensive and objective information about the demands for housing in the Corvallis Urban Growth Boundary and the causes of the current housing mix. By the end of 2014, the Council will create policies, regulations, and strategies to help meet the housing needs of those who live here or wish to live here.

### **Homeless Cold Weather Shelter**

Participate in the development of a plan to find a permanent solution by December 2014 for a cold weather shelter and daytime drop-in center.

### **Public Process and Participation**

By December 2014, the Council will revise its processes and structures into a more effective and efficient citizen engagement program to develop diverse future leaders, enhance communication between citizens and the Council, help connect citizens to each other to strengthen community and neighborhoods, and utilize the expertise of citizen-volunteers in solving community problems.

**HUMAN SERVICES COMMITTEE  
MINUTES  
February 19, 2013**

Present

Councilor Mike Beilstein, Chair  
Councilor Penny York  
Councilor Bruce Sorte

Staff

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

Visitors

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

**SUMMARY OF DISCUSSION**

	<u>Agenda Item</u>	<u>Information Only</u>	<u>Held for Further Review</u>	<u>Recommendations</u>
I.	Social Services Semi-Annual Report			Accept the Social Services first semi-annual report for Fiscal Year 2012-13
II.	Other Business <ul style="list-style-type: none"> <li>• Committee charge, role, and work plan</li> <li>• Next meeting</li> </ul>	Yes March 5		

Chair Beilstein called the meeting to order at 2:03 pm.

**CONTENT OF DISCUSSION**

I. Social Services Semi-Annual Report (Attachment)

Chair Beilstein said he was impressed with the variety and quality of services provided by Corvallis non-profits. He noted that, according to the report addendum, funding allocation issues for the Corvallis Cold Weather Shelter appeared to be resolved.

Mr. Gibb reported that this semi-annual report covers the first and second quarters of Fiscal Year (FY) 2012-13. Reporting has evolved over time based on feedback from the Human Services Committee (HSC). The report reflects UWBLC efforts to address reporting requirements with preferences of the previous HSC.

Ms. Moore referred to the report addendum that includes the final 12-month report from the Corvallis Homeless Shelter Coalition (CHSC) for FY 2011-12. She explained that the CHSC position the allocation funded was not filled at the start of the spending period (July 1, 2011). Council approved a revised spending period to allow CHSC time to fill the position. When the final report was submitted, UWBLC learned the position was

filled in February 2012 and CHSC requested to spend the last portion of the allocation in January 2013 which was one month outside of the revised funding period approved by Council. UWBLC had previously paid the total allocation. Following a meeting with the CHSC Director, UWBLC is comfortable with the program. The report addendum includes an explanation, request to extend the spending period by one month (those services had already been provided and CHSC already had the funds), and a report outlining services provided during the extended spending period.

Mr. Gibb stated appreciation for the diligence of UWBLC in meeting with CHSC and City staff to ensure funds were used appropriately.

Ms. Moore said the UWBLC Community Impact Committee is reviewing the semi-annual report to provide additional oversight and identify concerns. She noted that the request for proposals has been issued for the next funding cycle and discussions are occurring with various agencies. It appears the same number of program applicants will be involved in this next cycle. UWBLC is currently recruiting for the FY 2013-14 granting committee.

In response to Councilor York's inquiry, Ms. Moore confirmed that UWBLC is aware of a potential calendar conflict and will make necessary adjustments.

In response to Chair Beilstein's inquiry, Ms. Moore explained that the Community Impact Committee will follow-up with organizations after reviewing the semi-annual report. Their review is germane to the next funding cycle and issues will be communicated to the granting committee. Mr. Gibb added that the Social Services Policy approved by Council during the February 4 meeting will be used for the FY 2013-14 funding cycle.

Chair Beilstein said he assumed the purpose of the Community Impact Committee was to keep allocations aligned with needs. He anticipates major changes to allocations in the future.

Ms. Moore clarified that the purpose of the Community Impact Committee review is an accountability measure for the City as a funding source and for UWBLC donors. Any information provided for a future funding cycle would be included as background information. This could involve overall administration, bench marks, capacity or ability to deliver services, and/or other factors.

Councilor Sorte said the Extension Service teaches organizations how to distinguish activities and outcome. He hopes that the report reviews by the Community Impact Committee will result in those members learning strong audit skills. As the committee works with agencies, it will be important for them to suggest ways to improve impacts or make impacts more consistent with funding. This method will not compromise the value of the agency and works better than finding mistakes, processing corrective action, and forcing agencies to report again.

Councilor Sorte stated support for the reporting method. He noted that it would be useful to include a prior year column so he could identify changes in funding support, personnel, and other categories. The CHSC (Daytime Drop-in Center) report is a good example of how including descriptive stories helps the reader better understand associated numbers and he suggested including more reports similar to CHSC.

Ms. Moore responded that UWBLC previously requested testimonials every reporting period. It is a better balance between reporting and providing services to only request the testimonials annually. Councilor Sorte agreed.

Chair Beilstein said the current method of reporting is an improvement for the City and agencies. Previously, UWBLC and staff spent a lot of time examining reports and recommending sanctions for those not complying. It was burdensome for agencies, City staff, and Council.

Councilor York commented about the importance and usefulness of the quantitative data and qualitative piece of each program report. She noted a level of concern in the community about the sustainability and fragility of small, but highly committed non-profits. The agencies work well together, but most do not have a path to learn how to be an executive director.

Councilor York commended the safe housing program offered by Heartland Humane Society and shared her personal experience with the program.

Councilor York referred to a comment in the Jackson Street Youth Shelter (JSYS) report about youth not able to return to their families due to problems in the household. She said many times teens cannot go back to their families because they will not comply with rules to keep themselves and others safe. She said the comment is a mis-statement and expressed hope that JSYS understands that families are not always the problem.

The Committee unanimously recommends Council accept the Social Services first semi-annual report for Fiscal Year 2012-13.

## II. Other Business

Councilor York said she would like to review the HSC role and work plan. This includes current activities and looking ahead to broader issues that HSC may want to explore. She noted that it appears most standing committee agenda items are staff driven. She is interested in a broader discussion of the HSC charge and how to advance issues instead of only being a responsive committee. She inquired whether there are broader issues that can be expanded and discussed by HSC.

Councilor Sorte stated agreement with Councilor York. He said he was surprised that the memorandum he received cancelling the February 5 HSC meeting did not come from Chair Beilstein or on his behalf. His expectation was that he receive a phone call indicating there were no issues for the agenda and asking if he had anything to add. At that point, the Chair would request open agenda items and the Committee would decide whether to meet. This should be driven by the Chair rather than staff.

Chair Beilstein said it has not been up to the Chair of HSC to determine what is on the agenda and/or whether to cancel a meeting. He expressed doubt that the other standing committee agendas were processed differently. Standing committees do not determine their own work plan, they work on items determined by the full Council. It is for this reason that the agendas are staff driven. Some agenda items move to committee level based on automatically scheduled reviews and other items are forwarded per Council directive. The speed of any item coming forward to a standing committee is dependent upon staff support since most topics require some staff preparation. He added that he does not feel like he is not doing his job because he leaves the agenda up to staff.

Chair Beilstein said there may be additional items for HSC depending on Council's final goals. One item may be the goal under consideration that is related to citizen participation in government.

Councilor York said she can discuss issues the full Council is considering with individual Councilors. If HSC is considering an issue, she cannot contact either of the other two Councilors who serve on HSC as it would constitute a quorum. She inquired about when there may be opportunity for HSC members to have a general conversation about an issue. She does not mind having the conversation during a public meeting, but is not comfortable with prescribed agendas and not having an opportunity for discussion.

Councilor York said she had commented to Ms. Moore about fragility in the human services network. She opined that this is a topic that would be reasonable for HSC to explore without staff being concerned that preparation is required. She does not believe she should be required to ask the full Council if she can talk to Councilor Sorte about human services and ask staff to put it on the agenda.

Councilor Sorte opined that HSC does not necessarily need staff support for many issues. The knowledge and experience of HSC members can initiate an issue and cause a discussion without involving staff support until the committee suggests changing an ordinance or something similar.

Regarding non-profit fragility, Councilor Sorte said he works with many organizations that share executive directors. This model can be very efficient financially and it brings professionals into the organization. These kinds of topics are valid and HSC members

should be able to discuss them. It is reasonable that discussions can be held without staff support.

Chair Beilstein said he is happy to add agenda items at a meeting. If a Councilor believes the item needs work prior to the meeting, he will contact staff to officially add the item to the agenda.

Mr. Gibb suggested this topic be considered for discussion at the Council work session scheduled for later this month.

Councilor York said this discussion is related to what may be a bigger conversation if the public participation goal is adopted by Council. She said she does not feel constrained by prior practice, unless there is something in writing.

Mr. Gibb said there needs to be a discussion about protocol, not necessarily past practice.

In response to Chair Beilstein's inquiry, Mr. Gibb said public meeting laws do not restrict what is placed on the agenda, unless it has not been noticed. Each agenda includes "other business."

Councilor Sorte said he would prefer to be alerted to agenda items so he can do research prior to the meeting. He noted that county commissioners almost exclusively drive their standing-type committee agendas on their own. Legislative committees drive their own agendas. Typically, if an item is brought up by the public during a Council meeting, the Mayor asks the full Council if the item should be referred to Committee.

Mr. Gibb said the more traditional model in Corvallis has been to gather additional information for Council consideration prior to sending an item to committee.

Councilor Sorte provided an example of testimony being so compelling that the Mayor asked Council about forwarding the issue to committee.

Chair Beilstein acknowledged that this has occurred in recent years. Moving an issue to committee is typically initiated by a Councilor.

Mr. Gibb said a Council request generally provides staff an opportunity to present more information to the full Council and then a decision is made whether to move the issue to committee.

Chair Beilstein noted that during a recent work session, a problem was discussed related to one councilor requesting work from staff without the full Council making the request. Including the full Council eliminates staff from working for only one Councilor.

Mr. Gibb reiterated that this discussion could occur with the Mayor and full Council during a work session.

Chair Beilstein said when Councilor York requested a discussion about this topic, he immediately began to think about broader work HSC could do by concentrating on the important questions that impact the well-being of humans in the community.

Councilor York clarified that she was thinking about having conversations that could lead to taking an issue to Council for further discussion.

Chair Beilstein said the idea of informing him of agenda items could constitute a public meeting. He preferred suggested agenda items go through staff.

Councilor Sorte said he does not believe asking to add an agenda item would violate public meeting law. He will ask the City Attorney's Office for clarification. Suggesting an agenda item is different than arguing for or against an issue.

Councilor York agreed and said passing information on or requesting information is not the same as having a conversation.

Chair Beilstein said typically he will send information via e-mail if he thinks it is of general interest to the full Council. It becomes an issue if people are deliberately excluding others from decisions.

The next Human Services Committee meeting is scheduled for 2:00 pm on Tuesday, March 5 in the Madison Avenue Meeting Room.

Respectfully submitted,

Mike Beilstein, Chair

## MEMORANDUM

DATE: February 7, 2013  
TO: Human Services Committee  
FROM: Ken Gibb, Community Development Director   
SUBJECT: Social Service Semi-Annual Report for Period Ending December 31, 2012

### I. Issue

Under the terms of the Social Service Funding Agreement between the City of Corvallis and United Way, review and approval of two semi-annual reports is required each fiscal year.

### II. Discussion

United Way is the City's designated administrator for Social Service funding for FY 12-13. In September 2009, the City Council authorized the City Manager to enter into a three (3) year agreement with United Way, with an annual option to extend the agreement for two (2) additional years for a total of five (5) years. FY 12-13 is the third year in this five year period.

For FY 12-13, the City Council approved the Social Service Allocation of \$257,500, with an additional \$106,840 from the passage of the levy, for a total of \$344,590. Of this amount, \$327,361 is to be distributed to agencies and \$17,229 is the service fee paid to United Way for administration of the program. United Way receives a monthly payment of \$28,780.

For this semi-annual report, United Way has included a six-month report from each agency that receives City funding, (Attachment A). These reports include a narrative of their activities, outputs and outcomes, and a year-to-date balance and income statements.

Corvallis Homeless Shelter Coalition (CHSC) submitted its FY 11-2 Report (Attachment B). United Way has provided an introductory memorandum that summarizes the reasons CHSC was given an extension to January 2013 to submit this report.

United Way has been provided with a copy of this staff report, notified of the upcoming Committee meeting and invited to attend.

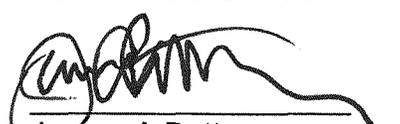
### III. Action Recommended

That the Human Services Committee consider this report and recommend the City Council approve acceptance of the Social Service FY 12-13 semi-annual report for period ending December 31, 2012.

Review and Concur:

  
Nancy Brewer  
Finance Director

Review and Concur:

  
James A Patterson  
City Manager



# City of Corvallis

## Social Service Grants

### 12-13 Interim (6-mo) Reports

As per our administrative contract, United Way has recently compiled funded program interim reports—covering the first six months of the award period—for the 12-13 City of Corvallis Social Service funding cycle.

This document contains the following components per funded program:

#### **1. Program Reports**

- Narrative: description of the funded project, explanation of how the grant award has been spent, and how many people have been helped.
- Financial update: high-level review of program revenue and expenses to-date.

United Way's Community Impact committee is reviewing all interim reports as well, and will follow up where necessary and/or appropriate.

## Agency Requests / Awards

Agency	Program	Request	Award
ABC House	Child Abuse Assessment	\$40,000	\$26,391
Boys & Girls Club of Corvallis	Clubhouse Scholarships Safety Net Funding	\$16,470	\$16,470
Center Against Rape & Domestic Violence (CARDV)	Shelter Service Program	\$25,000	\$15,000
CASA-Voices for Children	Child Advocacy Academy	\$15,000	\$15,000
Corvallis Comm. Children's Ctr	Tuition Scholarship	\$45,000	\$20,000
Corvallis Daytime Drop-In Ctr	Counseling Services	\$10,000	\$5,000
Corvallis Environmental Center	SAGE Food for Families	\$10,000	\$5,000
Community Outreach, Inc	Integrated Shelter Services	\$52,000	\$52,000
	Day Services	\$32,000	\$32,000
	Health Services	\$40,000	\$40,000
CSC-RSVP	SHIBA	\$5,000	\$5,000
CSC-Linn-Benton Food Share	Linn Benton Food Share	\$36,000	\$36,000
Furniture Share	Sustaining Client Services	\$17,000	\$10,000
Heartland Humane Society	Emergency & Safe Hsg Prog.	\$3,000	\$3,000
Jackson Street Youth Shelter	Emergency Shelter	\$25,000	\$25,000
	Transitional Housing	\$8,000	\$8,000
Presbyterian Preschool & Child Care Center	PSCC Tuition Assistance	\$7,000	\$4,000
Vina Moses Center	Clothing & Household	\$5,000	\$2,500
	FISH	\$4,000	\$4,000
We Care	Short-term financial assist.	\$3,000	\$3,000
<b>Subtotal</b>		<b>\$475,852</b>	<b>\$327,361</b>

United Way (contract fee )Total     **\$17,229**

**Total distribution   \$344,590**

## 2012 UW &amp; City SS Fund – 6 Month Interim Report

#13

<b>Name of Agency *</b>	ABC House
<b>Contact email *</b>	development@abchouse.org
<b>Program Name: *</b>	Child abuse assessment program
<b>For which cycle are you reporting? *</b>	Both

**Describe the project for which you are reporting (250 words or less) \***

ABC House received United Way and City of Corvallis SSF funding to support its child abuse assessment program. As the only child abuse intervention center for Benton County, ABC House provides child abuse assessments when there are concerns that children have been abused or neglected.

The assessment program includes three core services provided at no out-of-pocket cost to families: complete medical exams by physicians specializing in the recognition and treatment of child abuse; forensic interviewing by professionals trained in talking to children in a neutral and sensitive manner; and advocacy services that provide clear information about the investigation process and connect non-offending family members with much-needed support services. Assessment services are provided to children from newborns to age 18 who are referred by law enforcement agencies, child welfare and the medical community when there are concerns that they may have been hurt by sexual abuse, physical abuse or neglect.

ABC House creates a multidisciplinary approach to child abuse investigation by bringing together child abuse professionals from multiple disciplines, including law enforcement, child protective services, medical and mental health professionals. This helps ensure that agencies tasked with investigating abuse work collaboratively and share information, resulting in more effective and child-focused investigations. Children receive comprehensive assessment services in one safe, child-friendly environment, reducing the trauma they would otherwise experience visiting multiple agencies and having to tell their stories repeatedly. ABC House brings all of these services to the child, rather burdening the family to visit all of these services.

<b>Amount requested from City Social Service Fund?</b>	40000
<b>Amount awarded from City Social Service Fund?</b>	26391
<b>Amount requested from United Way?</b>	32800
<b>Amount awarded from United Way?</b>	20000

**How has the award been spent? \*** Grant awards from United Way and the City Social Services Fund were spent on providing high-quality, child-focused abuse assessments for Benton County children with concerns of child abuse or neglect. During the first six months of the grant period, ABC House has provided services to 72 children from Benton County. Services included 12 complete medical exams, 26 forensic interviews, 43 medical consultations, assisting 32 families in the completion and filing of crime victims

compensation funds applications, and advocacy services and referrals to the families of 40 children.

**From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). \***

1 unit of service is a 4 hour child abuse assessment appointment, which is comprised of 15 hours of staff time total per child: 2 hours for a medical exam and history, 2 hours for a forensic interview and family safety-planning meeting, 4 hours for report-writing by interviewer and physician, 4 hours for advocate to gather family information, process intake paperwork and make referrals, 2 hours for medical record keeping, obtaining client health history from providers and distributing reports to partner agencies, 2 hours for data entry and medical billing. This time increases if a case proceeds to trial.

**Cost per unit (what it costs to deliver this service per client): \*** \$950 per child abuse assessment

**How many unduplicated clients has the City award served to date? \*** 37 (children from Corvallis only)

**How many unduplicated clients has the United Way award served to date? \*** 72 (children from entirety of Benton Co.)

**How many unduplicated clients do you expect the City award to serve for the funded period (7/1-6/30)? \*** 90 children from Corvallis

**How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1-6/30)? \*** 170 children from Benton County

**Contributions / fundraising income \*** 13288.33

**Program service fees \*** 50164.65

**Foundation grants \*** 15037.85

**City Social Service Fund (current year award) \*** 26391

**Other Government funding (Federal, State, County, City) \*** 98380

**United Way Grant funding (current year award) \*** 20000

**Other Income \*** 0

**Total Program Revenue \*** 223241.83

**Salaries \*** 143327.36

**Payroll taxes and employee benefits \*** 26059.21

Professional fees and contracted services *	21345.45
Operations (rent, utilities, equipment, maintenance, etc.) *	14710.5
Materials and supplies *	2383.25
Travel *	374.54
Staff and volunteer development/training costs *	2041.6
Conferences, conventions, meetings *	0
Direct assistance to individuals *	0
Miscellaneous expenses *	130.55
<b>Total Expenses *</b>	<b>210241.91</b>
<b>Program Budget Balance (Total revenue - total expenses *</b>	<b>12999.92</b>

Upload Dec-end balance sheet. \*



[balance\\_sheet\\_december\\_31\\_2012.xlsx](#)

14.09 KB · XLSX

Upload Dec-end Income statement. \*



[profit\\_loss\\_12.31.12.xlsx](#)

22.62 KB · XLSX

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	<u>Dec 31, 12</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1109 · Citizens Bank - Checking	101,075.27
<b>Total Checking/Savings</b>	<u>101,075.27</u>
<b>Total Current Assets</b>	101,075.27
<b>Fixed Assets</b>	
1720 · Accounts Receivable	35,899.47
1725 · Accumulated Depreciation	-205,994.00
1740 · Building	430,324.79
1745 · Equipment	120,254.39
1750 · Furniture	943.00
1755 · Land	58,000.00
1765 · Office Equipment	29,328.08
1770 · Office Furniture	15,414.99
1780 · Program Equipment	1,140.00
<b>Total Fixed Assets</b>	<u>485,310.72</u>
<b>Other Assets</b>	
1905 · Edward Jones	74,186.26
1915 · Investment Edward Jones	423,035.49
1920 · Investment-OCF	306,849.66
1925 · Realized Gain/loss on investmen	2,011.62
<b>Total Other Assets</b>	<u>806,083.03</u>
<b>TOTAL ASSETS</b>	<u><u>1,392,469.02</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2415 · FICA/FWT Payable	-4,239.13
2425 · Retained Earnings	-30,900.00
2440 · WBE/SVI Payable	2,393.77
<b>Total Other Current Liabilities</b>	<u>-32,745.36</u>
<b>Total Current Liabilities</b>	<u>-32,745.36</u>
<b>Total Liabilities</b>	-32,745.36
<b>Equity</b>	
3000 · Unrestricted net assets	276,036.38

	<u>Dec 31, 12</u>
3010 · Temp Restricted Net Assets	50,000.00
32000 · *Retained Earnings	1,096,790.82
Net Income	<u>2,387.18</u>
Total Equity	<u>1,425,214.38</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,392,469.02</u></u>

	<u>Jul - Dec 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4000 · Revenue</b>					
<b>4005 · Donations</b>					
4007 · Year End Appeal	8,288.33				
4009 · Newsletter	3,225.00				
4005 · Donations - Other	32,730.94	19,462.50	13,268.44	168.17%	
<b>Total 4005 · Donations</b>	<u>44,244.27</u>	<u>19,462.50</u>	<u>24,781.77</u>	<u>227.33%</u>	<u>38,925.00</u>
<b>4010 · Grants</b>					
4015 · Benton County CAMI	17,500.00	17,500.00	0.00	100.0%	70,000.00
4020 · Linn County CAMI	71,642.06	68,410.50	3,231.56	104.72%	136,821.00
4025 · VOCA	9,283.00	18,566.00	-9,283.00	50.0%	47,132.00
4027 · Other Grant Revenue	63,809.35	104,370.48	-40,561.13	61.14%	198,741.00
<b>Total 4010 · Grants</b>	<u>162,234.41</u>	<u>208,846.98</u>	<u>-46,612.57</u>	<u>77.68%</u>	<u>452,694.00</u>
<b>4030 · Fees for Service</b>					
4035 · Court Appearances	2,503.42				
4040 · Karly's Law	7,893.22				
4045 · Medical Billing	39,733.01				
4050 · Mental Health Billing	1,408.00				
4055 · Records Request	35.00				
4030 · Fees for Service - Other	0.00	47,092.00	-47,092.00	0.0%	
<b>Total 4030 · Fees for Service</b>	<u>51,572.65</u>	<u>47,092.00</u>	<u>4,480.65</u>	<u>109.52%</u>	<u>94,180.00</u>
<b>4060 · Fundraisers</b>					
4065 · Celebrate Hope	7,135.00				40,000.00
4068 · Donor Appreciation Event	1,000.00				
4070 · Runaway Pumpkin Half Marathor	66,009.58	75,000.00	-8,990.42	88.01%	75,000.00
4075 · Shooters Match	717.50				10,000.00
4080 · Third Party Events	5,402.39	5,000.00	402.39	108.05%	5,000.00
<b>Total 4060 · Fundraisers</b>	<u>80,264.47</u>	<u>80,000.00</u>	<u>264.47</u>	<u>100.33%</u>	<u>130,000.00</u>
<b>4085 · Other Income</b>					

	<u>Jul - Dec 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
4090 · Interest Income	0.00	24,318.00	-24,318.00	0.0%	24,318.00
4085 · Other Income - Other	554.39				
<b>Total 4085 · Other Income</b>	<u>554.39</u>	<u>24,318.00</u>	<u>-23,763.61</u>	<u>2.28%</u>	<u>24,318.00</u>
<b>Total 4000 · Revenue</b>	<u>338,870.19</u>	<u>379,719.48</u>	<u>-40,849.29</u>	<u>89.24%</u>	<u>740,117.00</u>
<b>Total Income</b>	<u>338,870.19</u>	<u>379,719.48</u>	<u>-40,849.29</u>	<u>89.24%</u>	<u>740,117.00</u>
<b>Gross Profit</b>	<u>338,870.19</u>	<u>379,719.48</u>	<u>-40,849.29</u>	<u>89.24%</u>	<u>740,117.00</u>
<b>Expense</b>					
<b>6000 · Expenses</b>					
<b>6015 · Building Expenses</b>					
6020 · General Expenses	921.88	493.04	428.84	186.98%	986.00
6025 · Repairs and Maintenance	4,108.97	4,485.00	-376.03	91.62%	8,970.00
6030 · Telephone	1,089.89	1,300.04	-210.15	83.84%	2,600.00
6035 · Utilities	2,916.61	3,588.00	-671.39	81.29%	7,176.00
<b>Total 6015 · Building Expenses</b>	<u>9,037.35</u>	<u>9,866.08</u>	<u>-828.73</u>	<u>91.6%</u>	<u>19,732.00</u>
<b>6040 · Computers</b>					
6042 · Computer Repairs & Maintenanc	617.50	1,004.00	-386.50	61.5%	2,000.00
6044 · Computer Software and Hardwar	7,299.98	600.00	6,699.98	1,216.66%	600.00
<b>Total 6040 · Computers</b>	<u>7,917.48</u>	<u>1,604.00</u>	<u>6,313.48</u>	<u>493.61%</u>	<u>2,600.00</u>
6045 · Contract Labor	31,218.45	38,709.00	-7,490.55	80.65%	77,415.00
6055 · Dues and Subscriptions	2,824.35	1,708.00	1,116.35	165.36%	3,406.00
6058 · Equipment	1,547.00	1,700.00	-153.00	91.0%	1,700.00
6060 · Fees and Registration	1,071.32	1,365.00	-293.68	78.49%	2,730.00
<b>6065 · Fundraisers</b>					
6070 · Celebrate Hope	10.19				7,500.00
6075 · Donor Appreciation	591.96	950.00	-358.04	62.31%	950.00
6080 · Runaway Pumpkin Half Marathor	16,296.34	28,500.00	-12,203.66	57.18%	28,500.00
6083 · Shooters Match	0.00				2,800.00

	<u>Jul - Dec 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Total 6065 · Fundraisers</b>	16,898.49	29,450.00	-12,551.51	57.38%	39,750.00
<b>6085 · Legal and Accounting</b>	275.00	4,800.00	-4,525.00	5.73%	9,600.00
<b>6090 · Insurance</b>					
<b>6092 · Health Insurance</b>	24,154.80	24,048.00	106.80	100.44%	48,090.00
<b>6094 · Liability/Medical Malpractice</b>	4,253.05	7,980.00	-3,726.95	53.3%	15,960.00
<b>6098 · Workers' Compensation Insurance</b>	2,010.03	1,032.52	977.51	194.67%	2,065.00
<b>Total 6090 · Insurance</b>	<u>30,417.88</u>	<u>33,060.52</u>	<u>-2,642.64</u>	<u>92.01%</u>	<u>66,115.00</u>
<b>6100 · General Office Supplies</b>	1,617.18	1,502.02	115.16	107.67%	3,004.00
<b>6105 · Payroll Taxes</b>	15,029.83	16,938.00	-1,908.17	88.73%	33,876.00
<b>6110 · Photocopy and Printing</b>	925.69	1,242.00	-316.31	74.53%	2,484.00
<b>6115 · Postage</b>	1,225.40	1,042.50	182.90	117.54%	2,085.00
<b>6120 · Program Supplies</b>					
<b>6125 · Advocacy</b>	314.92	100.00	214.92	314.92%	100.00
<b>6130 · Community Education</b>	-280.41	1,403.02	-1,683.43	-19.99%	2,806.00
<b>6140 · Medical</b>	1,056.70	1,007.48	49.22	104.89%	2,015.00
<b>6120 · Program Supplies - Other</b>	15.10				
<b>Total 6120 · Program Supplies</b>	<u>1,106.31</u>	<u>2,510.50</u>	<u>-1,404.19</u>	<u>44.07%</u>	<u>4,921.00</u>
<b>6145 · Property Tax</b>	257.90	310.00	-52.10	83.19%	310.00
<b>6150 · Public Relations &amp; Advertising</b>	186.50	384.00	-197.50	48.57%	384.00
<b>6170 · Resource Material</b>	39.95	362.54	-322.59	11.02%	725.00
<b>6175 · Salaries and Wages</b>					
<b>6180 · Administrative Assistant</b>	11,386.65	10,283.54	1,103.11	110.73%	20,567.00
<b>6185 · Advocacy</b>	20,482.80	20,585.02	-102.22	99.5%	41,170.00
<b>6190 · Community Education</b>	5,885.99	7,800.00	-1,914.01	75.46%	15,600.00
<b>6193 · Counselor P/T</b>	2,870.24	5,850.00	-2,979.76	49.06%	11,700.00
<b>6195 · Development Director</b>	25,496.87	25,461.52	35.35	100.14%	50,923.00
<b>6200 · Executive Director</b>	27,658.96	30,000.00	-2,341.04	92.2%	60,000.00
<b>6205 · Interviewer</b>	12,078.88	14,001.00	-1,922.12	86.27%	28,002.00
<b>6210 · Medical Director</b>	67,585.11	69,299.54	-1,714.43	97.53%	138,599.00
<b>6215 · Medical Support</b>	105.00	2,080.04	-1,975.04	5.05%	4,160.00
<b>6220 · Nurse</b>	20,461.81	20,585.02	-123.21	99.4%	41,170.00

	<u>Jul - Dec 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
6225 · Office Support Specialist	16,500.20	16,297.04	203.16	101.25%	32,594.00
<b>Total 6175 · Salaries and Wages</b>	<u>210,512.51</u>	<u>222,242.72</u>	<u>-11,730.21</u>	<u>94.72%</u>	<u>444,485.00</u>
6230 · Trainings	2,715.79				9,150.00
6235 · Travel	1,658.63	1,804.04	-145.41	91.94%	3,605.00
<b>Total 6000 · Expenses</b>	<u>336,483.01</u>	<u>370,600.92</u>	<u>-34,117.91</u>	<u>90.79%</u>	<u>728,080.00</u>
<b>Total Expense</b>	<u>336,483.01</u>	<u>370,600.92</u>	<u>-34,117.91</u>	<u>90.79%</u>	<u>728,080.00</u>
<b>Net Ordinary Income</b>	<u>2,387.18</u>	<u>9,118.56</u>	<u>-6,731.38</u>	<u>26.18%</u>	<u>12,037.00</u>
<b>Net Income</b>	<u><u>2,387.18</u></u>	<u><u>9,118.56</u></u>	<u><u>-6,731.38</u></u>	<u><u>26.18%</u></u>	<u><u>12,037.00</u></u>

**Ordinary Income/Expense**

**Income**

**4000 · Revenue**

**4005 · Donations**

**4007 · Year End Appeal**

**4009 · Newsletter**

**4005 · Donations - Other**

**Total 4005 · Donations**

**4010 · Grants**

**4015 · Benton County CAMI**

**4020 · Linn County CAMI**

**4025 · VOCA**

**4027 · Other Grant Revenue**

**Total 4010 · Grants**

**4030 · Fees for Service**

**4035 · Court Appearances**

**4040 · Karly's Law**

**4045 · Medical Billing**

**4050 · Mental Health Billing**

**4055 · Records Request**

**4030 · Fees for Service - Other**

**Total 4030 · Fees for Service**

**4060 · Fundraisers**

**4065 · Celebrate Hope**

**4068 · Donor Appreciation Event**

**4070 · Runaway Pumpkin Half Marathor**

**4075 · Shooters Match**

**4080 · Third Party Events**

**Total 4060 · Fundraisers**

**4085 · Other Income**

4090 · Interest Income  
4085 · Other Income - Other  
Total 4085 · Other Income

Total 4000 · Revenue

Total Income

Gross Profit

Expense

6000 · Expenses

6015 · Building Expenses

6020 · General Expenses

6025 · Repairs and Maintenance

6030 · Telephone

6035 · Utilities

Total 6015 · Building Expenses

6040 · Computers

6042 · Computer Repairs & Maintenance

6044 · Computer Software and Hardware

Total 6040 · Computers

6045 · Contract Labor

6055 · Dues and Subscriptions

6058 · Equipment

6060 · Fees and Registration

6065 · Fundraisers

6070 · Celebrate Hope

6075 · Donor Appreciation

6080 · Runaway Pumpkin Half Marathon

6083 · Shooters Match

**Total 6065 · Fundraisers**

**6085 · Legal and Accounting**

**6090 · Insurance**

**6092 · Health Insurance**

**6094 · Liability/Medical Malpractice**

**6098 · Workers' Compensation Insurance**

**Total 6090 · Insurance**

**6100 · General Office Supplies**

**6105 · Payroll Taxes**

**6110 · Photocopy and Printing**

**6115 · Postage**

**6120 · Program Supplies**

**6125 · Advocacy**

**6130 · Community Education**

**6140 · Medical**

**6120 · Program Supplies - Other**

**Total 6120 · Program Supplies**

**6145 · Property Tax**

**6150 · Public Relations & Advertising**

**6170 · Resource Material**

**6175 · Salaries and Wages**

**6180 · Administrative Assistant**

**6185 · Advocacy**

**6190 · Community Education**

**6193 · Counselor P/T**

**6195 · Development Director**

**6200 · Executive Director**

**6205 · Interviewer**

**6210 · Medical Director**

**6215 · Medical Support**

**6220 · Nurse**

6225 · Office Support Specialist  
Total 6175 · Salaries and Wages

6230 · Trainings  
6235 · Travel  
Total 6000 · Expenses

**Total Expense**

**Net Ordinary Income**

**Net Income**

# 2012 UW & City SS Fund – 6 Month Interim Report

#8

<b>Name of Agency *</b>	Boys & Girls Club of Corvallis (BGCC)
<b>Contact email *</b>	hhiggins@bgccorvallis.org
<b>Program Name: *</b>	BGCC Membership Scholarships
<b>For which cycle are you reporting? *</b>	City Social Service Fund
<b>Describe the project for which you are reporting (250 words or less) *</b>	The mission of the Boys & Girls Club of Corvallis is to provide school age youth with fun and enriching programming in a safe and positive environment. For 37 years we have served the Corvallis community, and are recognized now as the chief provider of after school programming for its youth. Along with adult guidance and mentorship, we offer students an array of development programs including academic support, leadership development and athletics.
<b>Amount requested from City Social Service Fund?</b>	16470
<b>Amount awarded from City Social Service Fund?</b>	16470
<b>Amount requested from United Way?</b>	
<b>Amount awarded from United Way?</b>	
<b>How has the award been spent? *</b>	City Social Service funds have been used for scholarship support of membership fees, and to help offset the true cost of services. Membership provides after school care for low-income and at-risk school age youth during the hours of 2:30pm-6:30pm, Monday through Thursday, and 1:00pm-6:00pm on Fridays. Note: The grant revenue was booked in June of the prior fiscal year, therefore showing no award in the reporting period.
<b>From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *</b>	Each child is one unit of service.
<b>Cost per unit (what it costs to deliver this service per client): *</b>	1500
<b>How many unduplicated clients has the City award served to date? *</b>	550
<b>How many unduplicated clients has the United Way award served to date? *</b>	550

How many unduplicated clients do you expect the City award to serve for the funded period (7/1–6/30)? \*

How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1–6/30)? \*

Contributions / fundraising income *	2035
Program service fees *	49317
Foundation grants *	15000
City Social Service Fund (current year award) *	0
Other Government funding (Federal, State, County, City) *	500
United Way Grant funding (current year award) *	0
Other Income *	0
<b>Total Program Revenue *</b>	<b>66852</b>
Salaries *	65783
Payroll taxes and employee benefits *	5720
Professional fees and contracted services *	0
Operations (rent, utilities, equipment, maintenance, etc.) *	3794
Materials and supplies *	17416
Travel *	7
Staff and volunteer development/training costs *	0
Conferences, conventions, meetings *	0
Direct assistance to individuals *	790
Miscellaneous expenses *	0
<b>Total Expenses *</b>	<b>93510</b>
<b>Program Budget Balance (Total revenue – total expenses) *</b>	<b>-26659</b>

Assets

1000 - Cash	221
1200 - Accounts Receivable	27
1210 - Pledges Receivable	63
1212 - Grants Receivable	78
1223 - Citizen's Bank CD	-
1225 - NW Agency Trust	16
1250 - Allowance for Doubtful Accounts	(1)
1254 - Prepaid Expenses	31
Total Current Assets	<u>435</u>
1500 - Fixed Assets	4,604
1600 - Accumulated Depreciation	(1,825)
Total Fixed Assets	<u>2,779</u>
Total Assets	<u><u>3,214</u></u>

Liabilities

2000 - Accounts Payable	16
2100 - Credit Cards	10
2200 - Due to Other Funds	3
2400 - Payroll Liabilities	74
2800 - Unearned Income	34
Total Liabilities	<u>137</u>
Equity	3,076
Total Liabilities & Equity	<u><u>3,214</u></u>

<u>Income</u>	
4000 - Fundraising	79
4101 - Sponsorships	1
4185 - Grants - Planned Ops	8
4186 - Grants - Special Projects	-
4195 - In-Kind Income	0
4200 - Funds Tranferred In	-
4300 - Interest Income	0
4450 - Contract Revenue	-
4500 - Other Revenue	1
4600 - Athletic Revenue	1
4700 - Clubhouse Revenue	2
4800 - After School Programming	9
4803 - STARS	23
4804 - Lincoln (South Corvallis)	0
4900 - Dental Clinic Revenue	3
Total Income	<u>129</u>

<u>Expense</u>	
5000 - IK - In Kind Expense	(0)
5200 - IE - Investment Expenses	
5500 - SE - Special Events Expenses	-
6000 - AE - Administrative Expenses	1
6200 - RD - Resource Development Exp	1
6300 - Bank Fees/Interest	-
6400 - OE - Occupancy Expenses	2
6500 - Payroll Expenses	64
6506 - Mileage / Travel Expenses	0
6507 - Seminars/Conferences	0
6600 - Special Projects	1
6700 - PE - Program Expenses	15
8000 - Funds Transferred Out	-
Total Expense	<u>85</u>

Depreciation	14
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Net Income	<u><u>30</u></u>
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# 2012 UW & City SS Fund – 6 Month Interim Report

#21

**Name of Agency \*** Center Against Rape and Domestic Violence (CARDV)

**Contact email \*** toni.ryan@cardvservices.org

**Program Name: \*** Shelter Services Program

**For which cycle are you reporting? \*** City Social Service Fund

**Describe the project for which you are reporting (250 words or less) \***

CARDV's shelter services program provides immediate safety for individuals in crisis. With 14 beds in emergency shelter and motel vouchers, there is a safe place to go. Advocates (both paid and volunteer) are well trained to do safety planning with survivors, addressing the multiple barriers to remaining free of violence. Through the 24 hour hotline and individual peer counseling sessions, advocates provide information and referrals on community resources and provide support to survivors as they face the overwhelming challenges brought on by a crisis.

Shelter services are accessed through the 24 hour staffed hotline. Survivors learn of the hotline through a referral from law enforcement, the hospital, a Department of Human Services caseworker, or a friend. CARDV conducts public awareness campaigns and hosts public events to promote awareness of the hotline and services. In calling the hotline, they will speak with an advocate who will help determine the immediate need and assist the survivor with information on resources available to meet the need. If emergency shelter is what is required, the survivor meets with an advocate in a safe location and is often provided transportation to the confidential shelter location. During their stay at the shelter, the survivor will meet with an advocate to do further safety planning and determine next steps to remaining safe. A shelter stay is typically 30 to 45 days. Safety planning includes a wide variety of supportive services such as learning how to access the court system to obtain a restraining order.

**Amount requested from City Social Service Fund?**

**Amount awarded from City Social Service Fund?**

**Amount requested from United Way?**

**Amount awarded from United Way?**

**How has the award been spent? \***

Client Assistance:

Survivors of domestic and sexual violence face multiple challenges and barriers to staying safe and stable. CARDV's client assistance funds help address some of those challenges. The fund buys bus tickets for survivors who are not safe anywhere in Corvallis because of the actions of their abuser. If the survivor has a car we can provide gas vouchers to help her leave town. Gas vouchers can also be given to get to important appointments such as doctor appointments or job interviews. The fund pays for motel rooms when our shelters are full. Utilizing motels allows us to help people in an emergency we would otherwise be unable to house because of behavior issues such as drug and alcohol use. CARDV currently has two full time advocates who speak Spanish, but when they are not available, or the survivor speaks another language, this money pays for interpretation services.

**Hotline:**

CARDV staffs the Hotline 24 hours a day seven days a week. Most shelter residents first access services through the hotline. Residents also access safety planning, support, and information and referral through the hotline.

**Mileage:**

One of the unique services CARDV provides is 24 hour transportation to shelter. Advocates can meet a survivor in a public place, or in her home with law enforcement, to help her get to immediate safety. CARDV also responds 24 hours a day to the hospital to provide advocacy services in the ER to sexual assault or domestic violence survivors. Advocates transport survivors to the courthouse for restraining order and stalking order hearings. Advocates travel to CARDV's shelters daily to provide support and case management to shelter residents. Transportation is provided, when advocates are available, to appointments in the community that will help the survivor with safety or stability.

**Staff and volunteer development:**

CARDV provides a comprehensive 40 hour training on domestic violence and sexual assault to all new staff and volunteers.

**Information and Referral:**

CARDV advocates are familiar with the resources our community has available to the survivors we work with and provide survivors with the information. When CARDV cannot meet all the needs of a survivor, advocates refer to other agencies or services. Advocates assist survivors in accessing these services. Advocates work to maintain positive relationships with other service providers in order to effectively work together to meet survivor's needs.

**Shelter Residents:**

- 21 adults and 10 children received 505 shelter bed nights
- 13 individuals received legal advocacy
- Responded to 2 individuals in the hospital
- Had 176 crisis contacts
- Had 219 information and referral contacts
- Had 66 transportation contacts

**Non-Shelter Residents:**

- 158 unduplicated individuals served
- 67 individuals received legal advocacy
- Responded to 11 individuals in the hospital
- Had 193 crisis contacts
- Had 212 information and referral contacts
- Had 39 transportation contacts

CARDV's 24 hour Hotline received 1,709 calls from Benton County residents

<b>From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *</b>	One hour of an advocate's time equals one unit of service. Considering the unique needs of each survivor and that crisis can occur anytime in a 24 hour period, this is the most relevant measure. CARDV has six full time advocates in shelter services available for a total of 12,480 hours per year (6 staff X 40 hours/week X 52 weeks). The budget for the program is \$292,206. One unit of service costs \$23.42.
<b>Cost per unit (what it costs to deliver this service per client): *</b>	\$23.42
<b>How many unduplicated clients has the City award served to date? *</b>	1187
<b>How many unduplicated clients has the United Way award served to date? *</b>	
<b>How many unduplicated clients do you expect the City award to serve for the funded period (7/1-6/30)? *</b>	2300
<b>How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1-6/30)? *</b>	
<b>Contributions / fundraising income *</b>	69145
<b>Program service fees *</b>	110
<b>Foundation grants *</b>	5341
<b>City Social Service Fund (current year award) *</b>	7500
<b>Other Government funding (Federal, State, County, City) *</b>	128950
<b>United Way Grant funding (current year award) *</b>	0
<b>Other Income *</b>	23
<b>Total Program Revenue *</b>	211069
<b>Salaries *</b>	128193
<b>Payroll taxes and employee benefits *</b>	29258
<b>Professional fees and contracted services *</b>	1592
<b>Operations (rent, utilities, equipment, maintenance, etc.) *</b>	9944

Materials and supplies *	12930
Travel *	993
Staff and volunteer development/training costs *	1285
Conferences, conventions, meetings *	401
Direct assistance to individuals *	6672
Miscellaneous expenses *	39
<b>Total Expenses *</b>	<b>191307</b>
<b>Program Budget Balance (Total revenue - total expenses *)</b>	<b>19762</b>

- Upload Dec-end balance sheet. \*  [cardv balance sheet july through dec 2012.pdf](#)  
194.17 KB · PDF
- Upload Dec-end Income statement. \*  [cardv profit loss july through dec 2012.pdf](#)  
228.38 KB · PDF

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# Balance Sheet

As of December 31, 2012

Dec 31, 12

**ASSETS**

**Current Assets**

**Checking/Savings**

11100 · Cash - Non-interest Bearing	
11110 · Citizen's Bank Checking 2538	66,144.29
11120 · Citizen's Bank Scholarship 9198	7.10
11140 · Gift Cards - Client	622.49
11150 · Petty Cash	434.55
<b>Total 11100 · Cash - Non-interest Bearing</b>	<b>67,208.43</b>
11200 · Savings & Temp Cash Investments	
11210 · LPL Money Market	247,198.62
11220 · Citizen's Bank Money Marke 6996	89,845.31
11230 · Citizen's Bank Advocacy 3882	129,351.75
<b>Total 11200 · Savings &amp; Temp Cash Investments</b>	<b>466,395.68</b>

**Total Checking/Savings** 533,604.11

**Accounts Receivable**

12000 · Pledges and Grants Receivable	59,799.89
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**Total Accounts Receivable** 59,799.89

**Other Current Assets**

13000 · Prepaid Exp & Deferred Chg	
Payroll Advance	12,161.03
13100 · PP Payroll	
13120 · PP Exp-Life & Disability Insur	527.26
13130 · PP Expense-Health Insur	4,977.38
13140 · PP Expense-Dental Insur	401.86
13150 · FSA funding	2,625.00
<b>Total 13100 · PP Payroll</b>	<b>8,531.50</b>
13200 · PP Insurance	
13210 · PP ERISA Bond Renewal	163.28
13220 · PP Property/Commercial Ins	-1,053.97
13230 · PP Professional Liability	283.60
13240 · PP Accident Insurance	499.96
13260 · PP Workers Comp Ins	2,008.41
<b>Total 13200 · PP Insurance</b>	<b>1,901.28</b>
13000 · Prepaid Exp & Deferred Chg - Other	-12,161.03
<b>Total 13000 · Prepaid Exp &amp; Deferred Chg</b>	<b>10,432.78</b>

**Total Other Current Assets** 10,432.78

**Total Current Assets** 603,836.78

**Fixed Assets**

15100 · Building #1	
15110 · Original Cost	87,311.00
15115 · Accum.Depr.	-76,535.01
<b>Total 15100 · Building #1</b>	<b>10,775.99</b>
15200 · Building #2	
15210 · Original Cost	200,967.00
15215 · Accum.Depr.	-101,412.91
<b>Total 15200 · Building #2</b>	<b>99,554.09</b>
15300 · Building #3	
15310 · Cost or Other Basis	267,506.50
15312 · Land-Bldg #3	74,834.00
15315 · Accum.Depreciation	-76,885.18
<b>Total 15300 · Building #3</b>	<b>265,455.32</b>
15400 · Advocacy Center	
15410 · Original Cost	549,734.97
15412 · Advocacy Center - Land	162,374.42
15415 · Accum. Depr.	-1,527.04
<b>Total 15400 · Advocacy Center</b>	<b>710,582.35</b>

## Balance Sheet

As of December 31, 2012

	Dec 31, 12
15500 · Improvements	
15510 · Original Cost	69,434.48
15515 · Accum.Depr.	-41,323.90
<b>Total 15500 · Improvements</b>	<b>28,110.58</b>
15600 · Machinery & Equipment	
15610 · Original Cost	37,464.57
15615 · Accum.Depr.	-33,206.96
15600 · Machinery & Equipment - Other	1,966.00
<b>Total 15600 · Machinery &amp; Equipment</b>	<b>6,223.61</b>
15700 · Furniture and Fixtures	
15710 · Original Cost	17,984.37
15715 · Accum.Depr.	-18,599.22
15700 · Furniture and Fixtures - Other	73,970.02
<b>Total 15700 · Furniture and Fixtures</b>	<b>73,355.17</b>
15800 · Land	21,891.00
<b>Total Fixed Assets</b>	<b>1,215,948.11</b>
<b>TOTAL ASSETS</b>	<b>1,819,784.89</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	3,560.96
<b>Total Accounts Payable</b>	3,560.96
<b>Other Current Liabilities</b>	
20001 · A/P adj	-35.35
21000 · Payroll Liabilities	
21100 · Benefits Liabilities	
21110 · Life & Disability Payable	-88.04
21120 · Hlth & Dental Ins payable	-974.88
21130 · Dental Empl pd family coverage	-104.46
21150 · FSA payable	218.75
<b>Total 21100 · Benefits Liabilities</b>	-948.63
21200 · Payroll Tax Liabilities	
21210 · FICA/FWT Payable	10,377.10
21220 · SWT Payable	2,682.00
21230 · SUTA Payable	510.01
21240 · WBF assessment payable	63.77
<b>Total 21200 · Payroll Tax Liabilities</b>	13,632.88
21300 · Accrued Payroll	8,957.52
21600 · Vacation Accrual	18,930.08
<b>Total 21000 · Payroll Liabilities</b>	40,571.85
22000 · Deferred Revenue	-0.04
<b>Total Other Current Liabilities</b>	40,536.46
<b>Total Current Liabilities</b>	44,097.42
<b>Long Term Liabilities</b>	
23000 · City Lien	121,624.00
<b>Total Long Term Liabilities</b>	121,624.00
<b>Total Liabilities</b>	165,721.42
<b>Equity</b>	
30000 · Fund Balance	1,093,812.48
31000 · Retained Earnings	510,941.03
Net Income	49,309.96
<b>Total Equity</b>	1,654,063.47
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,819,784.89</b>

# Profit & Loss

## July through December 2012

Jul - Dec 12

Ordinary Income/Expense	
Income	
40000 · RESTRICTED INCOME	
41000 · Government Grants/Contributions	
41100 · Federal	
41103 · SOSCF FVPSA	30,036.00
41104 · VAWA	5,248.75
41105 · VOCA Basic	19,208.61
41106 · VOCA Competitive	9,822.50
41107 · IPVP Grant	17,613.61
Total 41100 · Federal	81,929.47
41200 · State	
41201 · ODSVS DV	79,109.00
41202 · ODSVS SA	43,857.00
41203 · SOSCF CFAA DV	34,104.00
41204 · SOSCF CFAA SA	6,678.00
41205 · SOSCF MLT	13,416.00
41207 · OCADSV SVSO	2,468.50
Total 41200 · State	179,632.50
41300 · Local	
41301 · City	7,500.00
Total 41300 · Local	7,500.00
Total 41000 · Government Grants/Contributions	269,061.97
42000 · Foundations/Donations	
42200 · UW Linn	9,349.98
42300 · Other Foundations/Donations	11,363.00
Total 42000 · Foundations/Donations	20,712.98
Total 40000 · RESTRICTED INCOME	289,774.95
45000 · UNRESTRICTED INCOME	
Unrestricted Foundations	11,000.00
45100 · Net Fundraising Events	
45110 · Gross Rev Fundraising Events	
45111 · Safe Family Breakfast	38,113.60
45112 · Fun Run	400.00
45113 · Fundraising Events Other	313.00
Total 45110 · Gross Rev Fundraising Events	38,826.60
45150 · Less Direct Event Expenses	
45151 · Safe Family Breakfast Expenses	-3,578.89
45153 · Fundraising Events Other Expens	-15.71
Total 45150 · Less Direct Event Expenses	-3,594.60
Total 45100 · Net Fundraising Events	35,232.00
45200 · Donations	
45210 · Community Events	37,513.03
45220 · Holiday Letter	17,304.00
45230 · Monthly Donations	6,780.00
45240 · Newsletter Response	4,695.00
45250 · Trusts	0.00
45260 · General Donations	18,094.14
45270 · Donations Other	11,403.00
45280 · United Way Designations	5,094.88
Total 45200 · Donations	100,884.05

# Profit & Loss

## July through December 2012

	Jul - Dec 12
45300 · Other Unrestricted Income	
45310 · Program Service Revenue	235.00
45320 · Investment Income	54.02
45330 · Miscellaneous	-5.00
<b>Total 45300 · Other Unrestricted Income</b>	<b>284.02</b>
<b>Total 45000 · UNRESTRICTED INCOME</b>	<b>147,400.07</b>
<b>Total Income</b>	<b>437,175.02</b>
<b>Gross Profit</b>	<b>437,175.02</b>
<b>Expense</b>	
60000 · Personnel	
60100 · Wages	272,751.46
60200 · Payroll taxes	21,011.43
60300 · Other Employee Benefits	
60310 · Unemployment Insurance	4,555.91
60320 · Workers Comp Ins	-511.75
60330 · 401(k)	4,636.76
60340 · Dental Insurance	2,702.54
60350 · Health Ins.	25,573.92
60360 · Life and AD&D Insurance	4,284.86
60370 · Vision Insurance	0.00
60381 · FSA Management Fee	370.00
<b>Total 60300 · Other Employee Benefits</b>	<b>41,612.24</b>
<b>Total 60000 · Personnel</b>	<b>335,375.13</b>
61000 · Occupancy	
61100 · Repairs and Maintenance	8,386.39
61200 · Utilities	7,317.03
61300 · Furniture & fixtures	1,103.04
<b>Total 61000 · Occupancy</b>	<b>16,806.46</b>
63000 · Other Expenses	
63100 · Advertising/Promotion	682.69
63200 · Office Expense	
63210 · Telephone and Internet	10,371.89
63220 · Postage & shipping	883.20
63230 · Printing/Publications	3,240.08
63240 · Equipment Rent, Lease, Maint.	1,428.48
63250 · Dues/Fees/Licenses/Subscription	1,817.67
63260 · Fundraising Fees	808.58
63270 · Supplies and small equip	5,098.19
<b>Total 63200 · Office Expense</b>	<b>23,648.09</b>
63300 · Information Technology	912.00
63400 · Travel	2,112.25
63500 · Conferences, Trainings & Mtgs	
63505 · Board/Volunteer/Staff Meetings	853.64
63500 · Conferences, Trainings & Mtgs - Other	2,733.16
<b>Total 63500 · Conferences, Trainings &amp; Mtgs</b>	<b>3,586.80</b>
63600 · Interest Expense and Bank Chgs	83.75
63700 · Insurance	
63710 · ERISA Bond 401k	40.86
63720 · Property/Commercial	4,164.74
63730 · Professional Liability	851.04
63740 · Accident Insur	83.34
63750 · D&O	1,662.50
<b>Total 63700 · Insurance</b>	<b>6,802.48</b>
63800 · Client Assistance	
63810 · Client Assistance - Gift Cards	1,001.83
63820 · Client Assist Mileage	4,526.23
63830 · Client Assist Motel	5,024.59
63840 · Client Assist Other	3,645.15
<b>Total 63800 · Client Assistance</b>	<b>14,197.80</b>

**Profit & Loss**  
July through December 2012

	<u>Jul - Dec 12</u>
63900 · Professional Fees	3,387.06
Total 63000 · Other Expenses	55,412.92
64000 · Miscellaneous	-0.95
66900 · Reconciliation Discrepancies	-0.30
Total Expense	<u>407,593.26</u>
Net Ordinary Income	29,581.76
Other Income/Expense	
Other Income	
70100 · Capital Campaign Income	19,485.00
79999 · In-kind donations	5.00
Total Other Income	<u>19,490.00</u>
Other Expense	
80100 · Capital Campaign Expenses	-238.20
Total Other Expense	<u>-238.20</u>
Net Other Income	<u>19,728.20</u>
Net Income	<u><u>49,309.96</u></u>

# 2012 UW & City SS Fund – 6 Month Interim Report

#9

<b>Name of Agency *</b>	CASA–Voices for Children
<b>Contact email *</b>	executive.director@casa–vfc.org
<b>Program Name: *</b>	CASA Child Advocacy Academy
<b>For which cycle are you reporting? *</b>	Both

**Describe the project for which you are reporting (250 words or less) \***

CASA–Child Advocacy Academy recruits, trains, technically supports and assigns court advocates for each child who is a victim of abuse and/or neglect by their parents or legal guardians. Abuse negatively impacts the ability to learn. Trained advocates sworn in by the courts investigates the case, facilitates the process, monitors the progress of the child and parents and advocates for each child.

Abuse and neglect negatively impacts a child's development; physically, emotionally and ability to learn. Children who have suffered abuse and neglect often are diagnosed with Post Traumatic Stress Disorder, significant behavioral issues, attachment disorders and other mental health issues.

Children who have been exposed to or victims of sexual abuse often become sexually reactive;

Most children who are within the jurisdiction of the State often struggle in school. They have likely missed a significant number of school days, can't focus and are usually hypervigilant. Abused and/or neglected children are often one to two years behind in school.

CASA's are often appointed as the Educational Surrogate in addition to being the Court Appointed Advocate. This provides the child with a person who can educationally advocate for them--someone who knows their history and can work with the teachers to develop a plan to meet the child's educational needs.

Advocates are the eyes and ears of the Court; working to ensure that each child has permanency as quickly as possible. Advocates ensure that a child receives the services they need to heal, be successful educationally and have safe, nurturing and forever home.

<b>Amount requested from City Social Service Fund?</b>	15000
--	-------

<b>Amount awarded from City Social Service Fund?</b>	15000
--	-------

<b>Amount requested from United Way?</b>	20000
--	-------

<b>Amount awarded from United Way?</b>	10000
--	-------

<b>How has the award been spent? *</b>	Training of 11 new Advocates Supervision/mentoring of 37 Advocates Case management software to track cases; meeting National and State requirements
--	---

Development of new training program to reduce the learning curve of Benton County's process and resources.

<b>From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *</b>	One CASA advocates for each child's case in court – most commonly over a two year period. One Advocate is assigned to a case for complete focus on the child(ren), unlike a Child Welfare caseworker who may be managing 12 cases. We have two Advocates who have been advocating for disabled teens, with highly specialized needs for over 10 years!
<b>Cost per unit (what it costs to deliver this service per client): *</b>	\$21.36 per hour per Advocate x 10 hours/month (average) x 2 years (average length of case)
<b>How many unduplicated clients has the City award served to date? *</b>	222
<b>How many unduplicated clients has the United Way award served to date? *</b>	222
<b>How many unduplicated clients do you expect the City award to serve for the funded period (7/1–6/30)? *</b>	325
<b>How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1–6/30)? *</b>	325
<b>Contributions / fundraising income *</b>	25208
<b>Program service fees *</b>	0
<b>Foundation grants *</b>	25000
<b>City Social Service Fund (current year award) *</b>	7500
<b>Other Government funding (Federal, State, County, City) *</b>	10373
<b>United Way Grant funding (current year award) *</b>	5000
<b>Other Income *</b>	0
<b>Total Program Revenue *</b>	73081
<b>Salaries *</b>	30640

Payroll taxes and employee benefits *	8229
Professional fees and contracted services *	1070
Operations (rent, utilities, euipment, maintenance, etc.) *	13594
Materials and supplies *	1013
Travel *	0
Staff and volunteer development/training costs *	130
Conferences, conventions, meetings *	11
Direct assistance to individuals *	0
Miscellaneous expenses *	691
<b>Total Expenses *</b>	<b>55378</b>
<b>Program Budget Balance (Total revenue - total expenses *</b>	<b>17703</b>

Upload Dec-end balance sheet. \*



[balance\\_sheet\\_dec\\_31\\_2012.xlsx](#)

154.63 KB · XLSX

Upload Dec-end Income statement. \*



[financial\\_income\\_expenses\\_dec\\_2012.xlsx](#)

156.40 KB · XLSX

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<b>PUBLIC</b>	

CASA FY2012  
Balance Sheet  
As of December 31, 2012

	<u>Dec 31, 12</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash	
1010 · Ckg - Citizens Bank	34,282.36
1020 · MM - Citizens Bank	26,136.26
1030 · Petty Cash	11.60
<b>Total 1000 · Cash</b>	<u>60,430.22</u>
<b>Total Checking/Savings</b>	<u>60,430.22</u>
<b>Total Current Assets</b>	60,430.22
<b>Fixed Assets</b>	
1600 · Furniture and Equipment	
1645 · Furniture & Equipment	2,276.00
1745 · Accum Deprec-Furn, Fix, Equip	-1,115.00
<b>Total 1600 · Furniture and Equipment</b>	<u>1,161.00</u>
<b>Total Fixed Assets</b>	<u>1,161.00</u>
<b>TOTAL ASSETS</b>	<u><u>61,591.22</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
1300 · FIA Card Services	0.00
<b>Total Credit Cards</b>	<u>0.00</u>
<b>Total Current Liabilities</b>	<u>0.00</u>
<b>Total Liabilities</b>	0.00
<b>Equity</b>	
3000 · Opening Balance Equity	44,904.57
32000 · Unrestricted Net Assets	-538.00
Net Income	17,710.40
<b>Total Equity</b>	<u>62,076.97</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>62,076.97</u></u>

CASA FY2012  
Statement of Financial Income and Expense  
July through December 2012

	<u>Jul - Dec 12</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4000 · Revenue from Contributions</b>	
4010 · Individual Contributions-Unrest	15,523.04
4012 · Corporate Contributions	120.00
4098 · Misc Income	166.87
4099 · Anonymous Contributions	9,398.60
<b>Total 4000 · Revenue from Contributions</b>	<u>25,208.51</u>
<b>4200 · Revenue from Non-Govt Grants</b>	
4230 · Foundation Grants	25,000.00
<b>Total 4200 · Revenue from Non-Govt Grants</b>	<u>25,000.00</u>
<b>4500 · Revenue from Govt Grants</b>	
4530 · State Grants	8,332.00
4540 · Local Govt Grants	14,541.16
<b>Total 4500 · Revenue from Govt Grants</b>	<u>22,873.16</u>
<b>Total Income</b>	73,081.67
<b>Expense</b>	
<b>6000 · Operational Expenses</b>	
6110 · Supplies	100.05
6130 · Telephone and Internet	1,610.29
6140 · Postage and Shipping	242.81
6170 · Printing and Copying	630.80
6191 · Technology and Software	1,499.88
6192 · Finance Charge	39.23
<b>Total 6000 · Operational Expenses</b>	<u>4,123.06</u>
<b>7000 · Business Expenses</b>	
7100 · Business Registration Fees	230.00
7110 · Business Insurance	-318.00
<b>Total 7000 · Business Expenses</b>	<u>-88.00</u>
<b>7200 · Salaries and Related Expenses</b>	
7210 · Officers and Directors Salaries	8,793.00
7220 · Salaries and Wages	21,847.20
7250 · Payroll Tax Expenses	8,229.31

	<u>Jul - Dec 12</u>
<b>Total 7200 · Salaries and Related Expenses</b>	<b>38,869.51</b>
<b>7500 · Contract Services</b>	
7540 · Other Contract Services	600.36
7560 · Payroll Service	469.74
<b>Total 7500 · Contract Services</b>	<b>1,070.10</b>
<b>8200 · Facilities and Equipment</b>	
8210 · Rent, Parking	7,800.00
8220 · Utilities	606.52
8250 · Equip Lease	1,049.39
8270 · Depr and Amort - Allowable	1,115.00
<b>Total 8200 · Facilities and Equipment</b>	<b>10,570.91</b>
<b>8500 · Other Expenses</b>	
8530 · Meetings	11.56
8540 · Staff Development	130.00
8560 · Community Relations	232.80
8570 · Advertising Expenses	110.00
8590 · Misc Expenses	347.92
<b>Total 8500 · Other Expenses</b>	<b>832.28</b>
<b>Total Expense</b>	<b>55,377.86</b>
<b>Net Ordinary Income</b>	<b>17,703.81</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
1599 · Interest Income	6.59
<b>Total Other Income</b>	<b>6.59</b>
<b>Net Other Income</b>	<b>6.59</b>
<b>Net Income</b>	<b>17,710.40</b>



*3 Locations to serve your family*

---

Lancaster Center	541-753-0191	3285 NE Oxford Circle
Growing Oaks	541-207-3122	4000 Western Blvd
Monroe Center	541-753-2519	1165 NW Monroe Ave

January 25, 2013

RE: Interim Report

Narrative questions:

1. **From the original Program Application, describe the project awarded funding:**
  - a. CCCC was awarded \$20,000 for Tuition Scholarship for parents who are attending school at a major university or community college.
2. **Original amount requested:** \$28,000
3. **Amount awarded:** \$20,000
4. **How has the award been spent?** CCCC currently has 15 families receiving Tuition scholarship funds to offset the cost of childcare. These families receive \$75-\$200/month of scholarship money.
5. **From the application, define one unit of service:** One unit of service is equal to one family
6. **Cost per unit (what it costs to deliver this service per client):** CCCC does not use a dollar of the tuition scholarship money. 100% of the money that CCCC receives is provided to our families as scholarship dollars.
- 7a. **How many unduplicated clients has this award served to date (7/1-12/31)?**  
18
- 7b. **How many unduplicated clients do you expect this award to serve for the funded period (7/1-6/30)?** 24

Sincerely,

*LouAnn Spevacek*

LouAnn Spevacek

**Agency:** Corvallis Community Children's Center

**Program Name:** Tuition Scholarship

Funding Request \$

Grant Award \$

What is your actual spending as of this report date by category?

<b>REVENUE</b>		<b>Program ACTUALS</b> period-to-date
A	Contributions / fundraising income	
B	United Way Grant funding (current year award)	
C	United Way donor-directed designations	
D	City of Corvallis SSF award	\$ 10,002
E	Grants from other government agencies	
F	Foundation grants	
G	Program service fees	
H	Other income	
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 10,002</b>

\*\* Use line "D" to report City Social Service Fund award

<b>EXPENSES</b>		
J	Salaries	
K	Payroll taxes and employee benefits	
L	Professional fees and contracted services	
M	Operations (rent, utilities, equipment, maintenance, etc.)	
N	Materials and supplies	
O	Travel	
P	Staff and volunteer development / training costs	
Q	Conferences, conventions, meetings	
R	Direct assistance to individuals	
S	Miscellaneous expenses - Tuition Scholarship Paid out	\$ 10,002
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 10,002</b>
		<b>Balance \$ -</b>

CORVALLIS COMMUNITY CHILDRENS CENTERS

Balance Sheet Prev Year Comparison

As of December 31, 2012

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01/18/2013

Accrual Basis

ASSETS

Current Assets

Checking/Savings

	Dec 31, 12	Dec 31, 11	\$ Change	% Change
1012 · 98-Debit Card	172.13	490.28	-318.15	-64.89%
1010 · 99-Checking	2,733.58	22,237.51	-19,503.93	-87.71%
1011 · 00-Fundraising/Savings Account	1,227.76	8,434.98	-7,207.22	-85.44%
1017 · 01-Reserve Account	171.55	2,654.55	-2,483.00	-93.54%
1098 · Petty Cash				
1098-6 · Petty Cash - Monroe	100.00	0.00	100.00	100.0%
1098-2 · Petty Cash - Growing Oaks (Petty Cash - Growing Oaks)	196.75	200.00	-3.25	-1.63%
1098-3 · Petty Cash - Lancaster (Petty Cash - Lancaster)	200.00	200.00	0.00	0.0%
Total 1098 · Petty Cash	496.75	400.00	96.75	24.19%

Total Checking/Savings

4,801.77 34,217.32 -29,415.55 -85.97%

Accounts Receivable

1112 · Growing Oaks Parents A/R	296.37	-8,803.54	9,099.91	-103.37%
1122 · Monroe Parents A/R	2,058.47	273.23	1,785.24	653.38%
1132 · Lancaster Parents A/R	3,064.53	-4,611.85	7,676.38	-166.45%

Total Accounts Receivable

5,419.37 -13,142.16 18,561.53 -141.24%

Other Current Assets

1200 · Prepaid Rent	5,600.00	0.00	5,600.00	100.0%
1210 · Prepaid insurance				
1210E · Commercial Auto	67.68	0.00	67.68	100.0%
1210D · Commercial Umbrella	174.32	221.00	-46.68	-21.12%
1210C · D&O	322.50	295.30	27.20	9.21%
1210B · Workers Comp	1,761.86	-1,187.28	2,949.14	-248.4%
1210A · Commercial Package Policy	1,523.68	1,738.00	-214.32	-12.33%

Total 1210 · Prepaid insurance

3,850.04 1,067.02 2,783.02 260.82%

Total Other Current Assets

9,450.04 1,067.02 8,383.02 785.65%

	Dec 31, 12	Dec 31, 11	\$ Change	% Change
Total Current Assets	19,671.18	22,142.18	-2,471.00	-11.16%
Fixed Assets				
1505 · Building	405,144.99	403,218.00	1,926.99	0.48%
1501 · Land	299,356.00	299,356.00	0.00	0.0%
1510 · Equipment & Building	67,175.87	56,924.73	10,251.14	18.01%
1530 · Lancaster Remodel (Update & Remodeling of Lancaster Center)	64,329.00	64,329.00	0.00	0.0%
1590 · Accumulated Depreciation	-204,810.98	-186,861.02	-17,949.96	9.61%
Total Fixed Assets	631,194.88	636,966.71	-5,771.83	-0.91%
Other Assets				
1630 · Allowance For Uncollectable AR	-500.00	-500.00	0.00	0.0%
Total Other Assets	-500.00	-500.00	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>650,366.06</b>	<b>658,608.89</b>	<b>-8,242.83</b>	<b>-1.25%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	12,823.52	9,989.36	2,834.16	28.37%
Total Accounts Payable	12,823.52	9,989.36	2,834.16	28.37%
Other Current Liabilities				
2405 · Accruals				
2400 · Vacation Accrual	14,758.78	14,277.39	481.39	3.37%
2401 · Sick Accrual	12,993.11	10,999.77	1,993.34	18.12%
Total 2405 · Accruals	27,751.89	25,277.16	2,474.73	9.79%
2100 · Payroll Liabilities				
2116 · Employer Taxes Payable	6,372.08	5,566.59	805.49	14.47%
2186 · Health and Dental	5,091.65	0.00	5,091.65	100.0%
2185 · Colonial	488.75	0.00	488.75	100.0%
2110 · Payroll Payable	60,772.25	52,915.14	7,857.11	14.85%
2115 · FICA & FWT	59.76	0.00	59.76	100.0%
2120 · State Withhold.	32.84	0.00	32.84	100.0%
2140 · Payroll Advance	-2,350.00	-1,357.52	-992.48	73.11%
2155 · Xmas Bonus	0.00	0.00	0.00	0.0%

	Dec 31, 12	Dec 31, 11	\$ Change	% Change
Total 2100 · Payroll Liabilities	70,467.33	57,124.21	13,343.12	23.36%
2450 · Workers Comp. Payable	106.37	106.37	0.00	0.0%
Total Other Current Liabilities	98,325.59	82,507.74	15,817.85	19.17%
Total Current Liabilities	111,149.11	92,497.10	18,652.01	20.17%
Total Liabilities	111,149.11	92,497.10	18,652.01	20.17%
Equity				
3100 · Fund Balance				
3110 · Unrestricted Fund Balance	-23,913.08	-23,913.08	0.00	0.0%
3120 · Temp.Res. Fund Balance	1,179.18	1,179.18	0.00	0.0%
3130 · Perm. Res. Fund Balance	673,614.00	673,614.00	0.00	0.0%
Total 3100 · Fund Balance	650,880.10	650,880.10	0.00	0.0%
3900 · Retained Earnings	-95,290.04	-81,743.30	-13,546.74	16.57%
Net Income	-16,408.11	-3,025.01	-13,383.10	442.42%
Total Equity	539,181.95	566,111.79	-26,929.84	-4.76%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>650,331.06</b>	<b>658,608.89</b>	<b>-8,277.83</b>	<b>-1.26%</b>

CORVALLIS COMMUNITY CHILDRENS CENTERS  
 Profit & Loss Budget vs. Actual  
 July through December 2012

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 01/18/2013  
 Accrual Basis

	Growing Oaks		Lancaster		Monroe		admin		TOTAL	
	Jul - Dec 12	Budget	Jul - Dec 12	Budget	Jul - Dec 12	Budget	Jul - Dec 12	Budget	Jul - Dec 12	Budget
Ordinary Income/Expense										
Income										
4000 · Tuition										
4011 · Random Adds	1,240.00	1,750.00	3,850.00	3,220.00	609.75	660.00	0.00		5,699.75	5,630.00
4010 · Parent Tuition Billed	267,042.00	279,870.00	164,706.45	161,415.00	62,710.61	113,455.00	0.00		494,459.06	554,740.00
4020 · 2nd Child Discount	-3,624.30	-4,201.41	-1,688.60	-2,107.20	-145.00	-109.15	0.00		-5,457.90	-6,417.76
4030 · Employee Discount	0.00	-2,550.00	-830.50		-910.00		0.00		-1,740.50	-2,550.00
4060 · Other Charges										
4070 · Time Clock Fee	84.00		0.00		0.00		0.00		84.00	0.00
4061 · Enrollment Fee	1,275.00	2,625.00	1,875.00	600.00	1,125.00	525.00	0.00		4,275.00	3,750.00
4062 · Late payment charges	275.00		-25.00		0.00		0.00		250.00	0.00
4064 · Late pickup charges	50.00		0.00		0.00		0.00		50.00	0.00
Total 4060 · Other Charges	1,684.00	2,625.00	1,850.00	600.00	1,125.00	525.00	0.00		4,659.00	3,750.00
Total 4000 · Tuition	266,341.70	277,493.59	167,887.35	163,127.80	63,390.36	114,530.85	0.00		497,619.41	555,152.24
4300 · Food Program										
4311 · USDA-G.O. (USDA Growing Oaks)	5,359.45	4,671.27	0.00		0.00		0.00		5,359.45	4,671.27
4312 · USDA-Lancaster (USDA-Lancaster)	0.00		3,499.59	4,015.72	0.00		0.00		3,499.59	4,015.72
4313 · USDA-Monroe (USDA-Monroe)	0.00		0.00		1,799.47	2,509.16	0.00		1,799.47	2,509.16
Total 4300 · Food Program	5,359.45	4,671.27	3,499.59	4,015.72	1,799.47	2,509.16	0.00		10,658.51	11,196.15
4400 · Fundraisers										
4495 · Other Fundraisers (Other Fund Raisers)	476.06		507.10		0.00		3,661.45	1,748.12	4,644.61	1,748.12
4496 · Annual Fundraiser (Birthday Party/Carnival/etc)	0.00		0.00		0.00		30.00	60.00	30.00	60.00
Total 4400 · Fundraisers	476.06		507.10		0.00		3,691.45	1,808.12	4,674.61	1,808.12
4550 · Donations										
4552 · Misc. Donations (other donations)	0.00		0.00	236.00	0.00		2,757.12	2,610.26	2,757.12	2,846.26
4560 · X-MAS BONUS	0.00		0.00		0.00		3,132.00		3,132.00	0.00
Total 4550 · Donations	0.00		0.00	236.00	0.00		5,889.12	2,610.26	5,889.12	2,846.26
4600 · Interest Income	0.00		0.00		0.00		1.03	4.08	1.03	4.08
4800 · Other Income										
4810 · Returned Check charges (Ret. Chk Amt & fees)	28.50		75.00		0.00		0.00		103.50	0.00
Total 4800 · Other Income	28.50		75.00		0.00		0.00		103.50	0.00
4900 · Restricted Income										
4920 · Grants										
4924 · United Way-Designations (United Way Designations)	-1,650.00		-705.00		-3,140.00		9,184.43		3,689.43	0.00
Total 4920 · Grants	-1,650.00		-705.00		-3,140.00		9,184.43		3,689.43	0.00
Total 4900 · Restricted Income	-1,650.00		-705.00		-3,140.00		9,184.43		3,689.43	0.00
Total Income	270,555.71	282,164.86	171,264.04	167,379.52	62,049.83	117,040.01	18,766.03	4,422.46	522,635.61	571,006.85
Gross Profit	270,555.71	282,164.86	171,264.04	167,379.52	62,049.83	117,040.01	18,766.03	4,422.46	522,635.61	571,006.85
Expense										
5000 · Payroll Expenses										
5010 · Gross Salaries & Wages										
5020 · Child Care Staff	123,121.97	128,519.97	80,793.05	76,942.20	39,334.45	58,611.74	605.16		243,854.63	264,073.91
5021 · Overtime - Childcare staff	111.91		54.12		50.24		0.00		216.27	0.00
5022 · Child Care Substitutes	14,953.22	6,667.84	2,081.11	5,916.52	2,970.84	2,106.95	0.00		20,005.17	14,691.31
5030 · Admin payroll	10,838.07	13,404.60	11,930.67	12,693.75	5,802.29	5,320.60	19,645.43	29,864.38	48,216.46	61,283.33
5040 · Food Service	6,824.93	10,641.20	8,186.80	7,980.90	3,928.92	2,660.30	0.00		18,940.65	21,282.40
5041 · Overtime - Food Service	0.00		7.56		3.42		0.00		10.98	0.00
5051 · Sick	-814.02		-143.09		0.00		8,274.52		7,317.41	0.00
5052 · Holiday	6,179.53		4,825.53		2,485.68		1,089.34		14,580.08	0.00
5053 · Vacation	0.00		0.00		0.00		13,759.94		13,759.94	0.00
5054 · Bonus	1,600.00		1,175.00		475.00		250.00		3,500.00	0.00

	Growing Oaks		Lancaster		Monroe		admin		TOTAL	
	Jul - Dec 12	Budget	Jul - Dec 12	Budget	Jul - Dec 12	Budget	Jul - Dec 12	Budget	Jul - Dec 12	Budget
Total 5010 · Gross Salaries & Wages	162,815.61	159,233.61	108,910.75	103,533.37	55,050.84	68,699.59	43,624.39	29,864.38	370,401.59	361,330.95
5100 · Benefits										
5111 · Colonial (Colonial pre and after tax - all of this is funded by the employees.)	0.00		0.00		0.00		57.30		57.30	0.00
5120 · Health Insurance	-29.53	11,227.20	29.53	2,806.80	0.00	8,420.40	22,757.51		22,757.51	22,454.40
5160 · COBRA Payments (Prev. Employee pmts to COBRA)	0.00		0.00		0.00		258.30		258.30	0.00
Total 5100 · Benefits	-29.53	11,227.20	29.53	2,806.80	0.00	8,420.40	23,073.11		23,073.11	22,454.40
5200 · Payroll taxes - employer	18,160.16	16,224.05	11,914.14	10,548.84	6,023.21	6,999.68	1,058.71	3,042.84	37,156.22	36,815.41
Total 5000 · Payroll Expenses	180,946.24	186,684.86	120,854.42	116,889.01	61,074.05	84,119.67	67,756.21	32,907.22	430,630.92	420,600.76
6000 · Administration										
6011 · Finance/Bookkeeping Expense	0.00		0.00		0.00		6,514.09	6,720.00	6,514.09	6,720.00
6010 · Accounting expenses	0.00		0.00		0.00		405.00	2,000.00	405.00	2,000.00
6017 · Legal Services	0.00		0.00		0.00		213.83		213.83	0.00
6020 · Advertising & Promotion	0.00		0.00		0.00		464.77	1,500.00	464.77	1,500.00
6030 · Corporate Fees & Taxes	0.00		0.00		0.00		50.00	50.00	50.00	50.00
6035 · Insurance										
6035-8 · Commercial Auto	0.00		0.00		0.00		64.32		64.32	0.00
6035-7 · Workers Comp Insurance	-260.75	1,799.70	-260.75	1,799.70	-149.06	1,028.40	-74.50	514.20	-745.06	5,142.00
6035-1 · Commercial Package Policy (Commercial Policy)	0.00		0.00		0.00		2,141.32	2,526.00	2,141.32	2,526.00
6035-3 · Umbrella Policy	0.00		0.00		0.00		270.18	325.50	270.18	325.50
6035-5 · D & O Insurance	0.00		0.00		0.00		967.50	886.02	967.50	886.02
Total 6035 · Insurance	-260.75	1,799.70	-260.75	1,799.70	-149.06	1,028.40	3,368.82	4,251.72	2,698.26	8,879.52
6045 · Office Expense	784.17	1,176.56	758.57	1,191.61	303.97	730.08	-33.77	483.42	1,812.94	3,581.67
6046 · Office Software (Office Software)	304.76		297.63		273.21		0.00		875.60	0.00
6070 · Miscellaneous										
6073 · Reserve Acct Transfer (This account should be used for budgeting purposes only)	0.00		0.00		0.00		0.00	10,000.02	0.00	10,000.02
6072 · Bank Service Charges	7.00		14.00		0.00		5.00		26.00	0.00
6074 · Finance charge/Interest expense	0.00		10.00		0.00		69.47	60.00	79.47	60.00
Total 6070 · Miscellaneous	7.00		24.00		0.00		74.47	10,060.02	105.47	10,060.02
Total 6000 · Administration	835.18	2,976.26	819.45	2,991.31	428.12	1,758.48	11,057.21	25,065.16	13,139.96	32,791.21
6150 · Bad Debt Exp.	859.93		2,898.00		0.00		0.00		3,757.93	0.00
6200 · Child Care Program										
6220 · Training-All Centers										
6221 · Dues & Subscriptions	0.00		39.95		29.95		250.00	300.00	319.90	300.00
6224 · New Empl Certs/Annual Renewals (Reimbursements/expenses for CPR, First Aic	0.00	25.00	0.00	32.00	36.00	25.00	0.00		36.00	82.00
6225 · SD/ED Training (Site Director and Executive Director Training)	0.00		0.00		0.00		30.00	300.00	30.00	300.00
6226 · Staff Inservices (Staff Inservices)	7.49		7.49		7.48		125.00	12.95	147.46	12.95
6229 · NAEYC-Annual Membership (NAEYC-Annual Membershp)	0.00	285.00	0.00		0.00		0.00		0.00	285.00
Total 6220 · Training-All Centers	7.49	310.00	47.44	32.00	73.43	25.00	405.00	612.95	533.36	979.95
6230 · License	0.00		478.00	256.00	0.00		0.00		478.00	256.00
6240 · Play Equipment (Outdoor)	148.99		68.78	828.00	102.91	9.97	0.00		320.68	837.97
6252 · Supplies - General Classroom (Diaper Wipes, Paper Towel, Kleenex, equipment & cu	2,281.39	2,486.49	2,188.70	2,913.85	491.10	703.61	0.00	232.80	4,961.19	6,336.75
6280 · Field Trip Expense	98.11	156.43	122.01	72.50	19.88	60.00	0.00		240.00	288.93
6282 · Classroom Special Events (Graduation, Open House, etc.)	337.91	313.74	315.60	481.43	157.81		0.00		811.32	795.17
6294 · Staff appreciation	79.45	49.83	10.75	94.51	1.98		513.84	856.04	606.02	1,000.38
Total 6200 · Child Care Program	2,953.34	3,316.49	3,231.28	4,678.29	847.11	798.58	918.84	1,701.79	7,950.57	10,495.15
6300 · Food Program Expense										
6320 · Food	12,248.62	13,331.70	6,819.38	10,298.49	3,767.67	6,148.74	0.00		22,835.67	29,778.93
6340 · Kitchen Supplies-& equipment	227.23	375.31	372.43	571.75	229.24	177.18	0.00		828.90	1,124.24
Total 6300 · Food Program Expense	12,475.85	13,707.01	7,191.81	10,870.24	3,996.91	6,325.92	0.00		23,664.57	30,903.17
6400 · Fundraising Expenses										
6425 · Other Fundraisers expenses	451.06		493.49		0.00		0.00	17.22	944.55	17.22
6498 · Annual Fundraiser (Birthday Party/Carnival/etc.)	0.00		0.00		0.00		105.83		105.83	0.00
Total 6400 · Fundraising Expenses	451.06		493.49		0.00		105.83	17.22	1,050.38	17.22
6550 · Miscellaneous	3.25		0.00		0.00		0.00		3.25	0.00

	Growing Oaks		Lancaster		Monroe		admin		TOTAL	
	Jul - Dec 12	Budget	Jul - Dec 12	Budget	Jul - Dec 12	Budget	Jul - Dec 12	Budget	Jul - Dec 12	Budget
6600 · Occupancy expenses										
6610 · Rent	24,600.00	24,600.00	0.00		1,500.00	1,500.00	0.00		26,100.00	26,100.00
6620 · Telephone	401.31	708.24	376.41	233.34	626.61	601.44	376.41	300.06	1,780.74	1,843.08
6630 · Utilities	292.17		6,169.96	5,394.17	0.00		217.43	217.56	6,679.56	5,611.73
6640 · Repairs & Maintenance	821.92	597.24	2,155.29	1,773.45	197.02		0.00		3,174.23	2,370.69
6643 · Cleaning and janitorial supply	113.67	28.39	32.11	16.47	59.11		0.00		204.89	44.86
6645 · Janitorial service	4,200.00	5,610.00	5,857.60	5,329.50	0.00		0.00		10,057.60	10,939.50
6646 · Landscape Maintenance (Yard maintenance at Lancaster)	0.00	11.99	1,695.04	1,160.00	0.00		0.00		1,695.04	1,171.99
6650 · Depreciation Expense	0.00		5,028.00	5,994.48	0.00		3,946.98	1,973.52	8,974.98	7,968.00
Total 6600 · Occupancy expenses	30,429.07	31,555.86	21,314.41	19,901.41	2,382.74	2,101.44	4,540.82	2,491.14	58,667.04	56,049.85
6700 · Travel										
6710 · Mileage	0.00	104.50	101.61	74.91	30.39	84.15	12.10		144.10	263.56
Total 6700 · Travel	0.00	104.50	101.61	74.91	30.39	84.15	12.10		144.10	263.56
Total Expense	228,953.92	238,344.98	156,904.47	155,405.17	68,759.32	95,188.24	84,391.01	62,182.53	539,008.72	551,120.92
Net Ordinary Income	41,601.79	43,819.88	14,359.57	11,974.35	-6,709.49	21,851.77	-65,624.98	-57,760.07	-16,373.11	19,885.93
Net Income	41,601.79	43,819.88	14,359.57	11,974.35	-6,709.49	21,851.77	-65,624.98	-57,760.07	-16,373.11	19,885.93

## 2012 UW &amp; City SS Fund – 6 Month Interim Report

#14

<b>Name of Agency *</b>	Corvallis Daytime Drop-in Center
<b>Contact email *</b>	aleita@cmug.com
<b>Program Name: *</b>	Medical
<b>For which cycle are you reporting? *</b>	United Way
<b>Describe the project for which you are reporting (250 words or less) *</b>	This Medical project is to provide the basic visit fee of \$20 at Benton County Health Department (BCHD) clinics to establish/maintain a medical home to access health care services for people who are homeless and or low/no income without insurance or other means of access to this resource. This project would also cover their resulting cost of medications from visits to BCHD clinics or prescription costs from private doctors, urgent care visits, emergency room visits or Community Outreach Clinic visits.
<b>Amount requested from City Social Service Fund?</b>	
<b>Amount awarded from City Social Service Fund?</b>	
<b>Amount requested from United Way?</b>	10000
<b>Amount awarded from United Way?</b>	5000
<b>How has the award been spent? *</b>	<p>The United Way grant money is presently in our account with A &amp; S Accounting for CDDC Medical expenditures. The CDDC was very fortunate to receive two medical grants for the funding year 2012-13. Besides the United Way allocation, the CDDC was awarded a grant from Samaritan Health Service's Social Accountability Fund. The CDDC consulted with A&amp;S regarding how to spend down these grants. We decided to first spend down the grant from Samaritan.</p> <p>The need for both sources of financial assistance is not in question. The number of individuals who are aware that the CDDC can help them has increased and we are getting more and more requests daily. In addition, we are experiencing higher costs for the prescriptions that are needed by those we are serving. The population for whom these grants have been allocated is largely uninsured individuals who without this help would be accessing very expensive health care options of Urgent Care or Emergency Room visits. Projecting out to the end of the grant cycles, the CDDC feels that both grants will be needed to meet the true needs of the individuals we serve.</p>
<b>From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *</b>	One unit of service includes initial interaction with the individual who communicates a health concern, arranging for/scheduling an appointment, facilitating the appointment, receiving a

prescription and obtaining the needed medication from the pharmacy.

<b>Cost per unit (what it costs to deliver this service per client): *</b>	The cost of 1 unit will vary greatly depending on the cost of the individual's diagnosis and resulting prescription(s). In general, there will be a \$20 fee at a Benton County Health Clinic. Resulting prescriptions can range from \$5 – \$75.00 or more.
<b>How many unduplicated clients has the City award served to date? *</b>	
<b>How many unduplicated clients has the United Way award served to date? *</b>	0
<b>How many unduplicated clients do you expect the City award to serve for the funded period (7/1-6/30)? *</b>	
<b>How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1-6/30)? *</b>	50 to 100
<b>Contributions / fundraising income *</b>	52.2
<b>Program service fees *</b>	0
<b>Foundation grants *</b>	0
<b>City Social Service Fund (current year award) *</b>	0
<b>Other Government funding (Federal, State, County, City) *</b>	0
<b>United Way Grant funding (current year award) *</b>	2500
<b>Other Income *</b>	0
<b>Total Program Revenue *</b>	2552.2
*	
<b>Salaries *</b>	0
<b>Payroll taxes and employee benefits *</b>	0
<b>Professional fees and contracted services *</b>	0
<b>Operations (rent, utilities, equipment, maintenance, etc.) *</b>	0
<b>Materials and supplies *</b>	0

Travel *	0
Staff and volunteer development/training costs *	0
Conferences, conventions, meetings *	0
Direct assistance to individuals *	0
Miscellaneous expenses *	0
<b>Total Expenses *</b>	<b>0</b>
<b>Program Budget Balance (Total revenue - total expenses *)</b>	<b>2552.2</b>

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Basis

1-8-2013

Corvallis Daytime Drop-In Center  
Balance Sheet  
As of December 31, 2012

	<u>Dec 31, 12</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Citizens Bank Checking	10,484.63
Total Checking/Savings	<u>10,484.63</u>
Total Current Assets	<u>10,484.63</u>
<b>TOTAL ASSETS</b>	<u><u>10,484.63</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Federal Withholding	788.84
State Withholding	85.99
Oregon Unemployment Payable	176.48
Garnishment Payable	113.65
Workers Comp	<u>-139.44</u>
Total Payroll Liabilities	<u>1,025.52</u>
Total Other Current Liabilities	<u>1,025.52</u>
Total Current Liabilities	<u>1,025.52</u>
Total Liabilities	1,025.52
Equity	
Net Income	<u>9,459.11</u>
Total Equity	<u>9,459.11</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>10,484.63</u></u>

PM  
 1/13  
 ual Basis

1-8-2013

Corvallis Daytime Drop-In Center  
 Profit & Loss  
 December 2012

	Dec 12	Jan - Dec 12
Ordinary Income/Expense		
Income		
Designated Fund Income		
Project Action	0.00	63.00
Total Designated Fund Income	0.00	63.00
Donations		
Contributions	6,725.00	11,190.00
Faith-Based	3,070.00	12,170.75
Total Donations	9,795.00	23,360.75
Grants		
Corvallis School Dist. 509J	0.00	1,000.00
City of Corvallis		
CDBG Human Service	1,333.32	7,499.98
Social Service - Counselor	416.67	6,524.85
Total City of Corvallis	1,749.99	14,024.83
OSU Folk Club	0.00	500.00
Samaritan Health Services	0.00	4,495.00
United Way	0.00	2,552.20
Total Grants	1,749.99	22,572.03
HELPI	2,330.00	20,990.00
Total Income	13,874.99	66,985.78
Expense		
Rent		
Rent-Other	433.34	5,183.39
Rent-CDBG	666.66	8,016.81
Total Rent	1,100.00	13,200.00
Payroll Expenses		
Drop In Center - Wages	790.00	11,067.79
HELP - Program Director Wages	300.00	4,091.49
HELP - Wages	1,570.00	19,615.97
Payroll Tax Expense	291.32	1,789.16
Total Payroll Expenses	2,951.32	36,564.41
Assistance to Clients	57.07	458.74
Fees	0.00	54.69
Food & Supplies	286.25	4,455.89
Insurance	0.00	2,726.00
Miscellaneous	0.00	600.00
Office, Postage, Paper	11.78	185.30
Professional Fees		
Accounting	449.48	3,417.32
Counselor	416.67	7,265.10
Total Professional Fees	866.15	10,682.42
Repairs	0.00	1,153.58
Supplies	0.00	417.93
Taxes & Licenses	0.00	95.00
Telephone/Internet	6.58	1,019.07
Total Expense	5,279.15	71,613.03
Net Ordinary Income	8,595.84	-4,627.25
Other Income/Expense		
Other Income		
Carryover	0.00	23,676.12
Total Other Income	0.00	23,676.12

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1/13  
ual Basis

Corvallis Daytime Drop-In Center  
Profit & Loss  
December 2012

	<u>Dec 12</u>	<u>Jan - Dec 12</u>
Other Expense		
Client Assistance		
Client Services	0.00	271.86
Clothing/Shoes	0.00	34.99
Licenses/Fees/Documents	0.00	1,090.99
Motel Voucher	0.00	197.98
Supplies	0.00	290.01
Telephone Cards	0.00	1,888.73
Transportation	25.50	577.30
Client Assistance - Other	0.00	80.00
Total Client Assistance	25.50	4,431.86
Client Assistance-Medical		
Medical Expenses	863.19	5,157.90
Total Client Assistance-Medical	863.19	5,157.90
Total Other Expense	888.69	9,589.76
Net Other Income	-888.69	14,086.36
Net Income	<u>7,707.15</u>	<u>9,469.11</u>

## 2012 UW & City SS Fund – 6 Month Interim Report

#16

<b>Name of Agency *</b>	Corvallis Environmental Center
<b>Contact email *</b>	jen@corvallisenvironmentalcenter.org
<b>Program Name: *</b>	SAGE Food for Families
<b>For which cycle are you reporting? *</b>	City Social Service Fund
<b>Describe the project for which you are reporting (250 words or less) *</b>	
<p>SAGE Food for Families program provides food for low-income individuals and families, teaches families to grow and prepare fresh vegetables, and educates our community about hunger. The program takes place at the Starker Arts Garden for Education (SAGE), our 1-acre production garden. The 7,000–8,000 pounds of vegetables we grow at SAGE supply fresh produce to food pantries, feeding sites, and agencies in Corvallis that serve low-income populations. Three or more times per week during most of the year, and weekly in the winter, we deliver SAGE produce throughout Corvallis.</p> <p>We also work directly with low-income individuals and families at SAGE, where we offer a 6-week class that teaching families to grow and cook garden vegetables and provides them with the resources to start a small kitchen garden. Each week participants learn garden techniques and take home a week's worth of garden produce plus recipes. We also offer tasting tables at the South Corvallis Food Bank, where food-box recipients sample dishes made with fresh vegetables from SAGE and take home easy-to-prepare recipes with their food box.</p> <p>The Food for Families program educates our community about hunger and provides community members an opportunity to positively address inequities in our food security. Each year over 1,000 individuals tour SAGE and learn about our food system, and more than 600 volunteer 2,000+ hours of time to work with us at SAGE to provide fresh food to those in need.</p>	
<b>Amount requested from City Social Service Fund?</b>	10000
<b>Amount awarded from City Social Service Fund?</b>	5000
<b>Amount requested from United Way?</b>	
<b>Amount awarded from United Way?</b>	
<b>How has the award been spent? *</b>	Funding awarded from the City of Corvallis Social Service Fund has been spent to support the SAGE Garden Manager. The only paid staff at SAGE, the Garden Manager is responsible for the creating and managing the overall plan for SAGE, and oversees planting, maintenance, and harvesting of the 1-acre garden area. She also recruits and works with the more than 600 community volunteers and interns each year, works with the local agencies we serve to identify and fulfill needs for fresh produce from SAGE, and teaches our garden and nutrition class for

low-income families.

**From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). \*** The unit of service varies by agency. At South Corvallis Food Bank a unit of service is a week's worth of fresh vegetables.

At Stone Soup SAGE produce is used in approximately 15,000 of the 35,000 meals served annually, and a unit of service is a serving of fresh vegetables.

For our "To Grow Box" class, a unit of service is: 6 weeks of fresh produce for a family + 12 hours of gardening/cooking instruction + 6 family dinners + a Community Garden low income scholarship + 1 year of follow-up gardening support.

**Cost per unit (what it costs to deliver this service per client): \*** varies

**How many unduplicated clients has the City award served to date? \*** 6,371

**How many unduplicated clients has the United Way award served to date? \***

**How many unduplicated clients do you expect the City award to serve for the funded period (7/1-6/30)? \*** 10,000

**How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1-6/30)? \***

**Contributions / fundraising income \*** 19349.97

**Program service fees \*** 9605

**Foundation grants \*** 4091.18

**City Social Service Fund (current year award) \*** 2500

**Other Government funding (Federal, State, County, City) \*** 0

**United Way Grant funding (current year award) \*** 0

**Other Income \*** 2475

<b>Total Program Revenue *</b>	<b>38021.15</b>
<b>Salaries *</b>	<b>23108.77</b>
<b>Payroll taxes and employee benefits *</b>	<b>3453.04</b>
<b>Professional fees and contracted services *</b>	<b>3295.5</b>
<b>Operations (rent, utilities, equipment, maintenance, etc.) *</b>	<b>2250</b>
<b>Materials and supplies *</b>	<b>4507.39</b>
<b>Travel *</b>	<b>244.16</b>
<b>Staff and volunteer development/training costs *</b>	<b>0</b>
<b>Conferences, conventions, meetings *</b>	<b>25</b>
<b>Direct assistance to individuals *</b>	<b>0</b>
<b>Miscellaneous expenses *</b>	<b>357.35</b>
<b>Total Expenses *</b>	<b>37241.21</b>
<b>Program Budget Balance (Total revenue – total expenses) *</b>	<b>780</b>

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**Corvallis Environmental Center**  
**Balance Sheet**  
 As of December 31, 2012

	<u>Dec 31, 12</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Checking	5,069.79
Money Market	13.31
PayPal Account	-1,251.39
Petty Cash - Office	199.49
<b>Total Checking/Savings</b>	<u>4,031.20</u>
<b>Other Current Assets</b>	
Bank Bag (Undeposited Funds)	15,891.02
<b>Total Other Current Assets</b>	<u>15,891.02</u>
<b>Total Current Assets</b>	19,922.22
<b>Fixed Assets</b>	
Computer Equipment	13,793.11
Furniture & Fixtures	12,120.56
Garden Equipment	6,959.75
Accumulated Depreciation	-31,049.42
<b>Total Fixed Assets</b>	<u>1,824.00</u>
<b>TOTAL ASSETS</b>	<u><u>21,746.22</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Credit Cards	
US Bank Credit Card	428.00
<b>Total Credit Cards</b>	<u>428.00</u>
<b>Other Current Liabilities</b>	
Payroll Liabilities	3,693.65
<b>Total Other Current Liabilities</b>	<u>3,693.65</u>
<b>Total Current Liabilities</b>	<u>4,121.65</u>
<b>Total Liabilities</b>	4,121.65
<b>Equity</b>	
Fund Balance	16,122.27
Retained Earnings	-31,326.39
Net Income	32,828.69
<b>Total Equity</b>	<u>17,624.57</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>21,746.22</u></u>

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Cash Basis

**Corvallis Environmental Center**  
**Edible P & L**  
July through December 2012

	<u>Jul - Dec 12</u>
<b>Income</b>	
Donations	19,349.97
Grants	4,091.18
Program Fees	1,445.00
Special Events	8,160.00
Sales	225.00
<b>Total Income</b>	<u>33,271.15</u>
<b>Expense</b>	
Outreach Fees	25.00
Equipment, Furniture, Inventory	297.38
Fees & Charges	133.28
Payroll Expenses	26,561.81
Postage	224.07
Printing & Reproduction	541.63
Professional Fees	795.50
Supplies	3,668.38
Transportation	244.16
<b>Total Expense</b>	<u>32,491.21</u>
<b>Net Income</b>	<u><u>779.94</u></u>

## 2012 UW &amp; City SS Fund – 6 Month Interim Report

#26

<b>Name of Agency *</b>	Community Outreach, Inc.
<b>Contact email *</b>	kwhitacre@communityoutreachinc.org
<b>Program Name: *</b>	Integrated Housing
<b>For which cycle are you reporting? *</b>	Both

**Describe the project for which you are reporting (250 words or less) \***

Our integrated shelter services for homeless community members provide emergency and transitional shelter, including food and other basic needs for men, women, and families with children. Our emergency program provides shelter for men, women, and families for up to seven days every 90 days. While staying in emergency shelter, clients have access to food and hygiene supplies and may receive additional services depending on the individual circumstance. Approximately 60% of clients who enter our Emergency Shelter move into our Transitional Shelter program. Transitional Shelter clients are assigned to a case manager, with whom they meet one-on-one each week to create goals and action plans based on their individual needs. Clients in Transitional Shelter may also receive behavioral health treatment services, including domestic abuse intervention, drug and alcohol treatment, and/or mental health counseling. They are also able to enroll their children in Mari's Place, our therapeutic childcare center, which is located adjacent to our main shelter building. Our case managers encourage shelter clients to participate in one or more of our many life skills classes, which cover topics on nutrition, job skills, first aid, and effective parenting communication and actions. Our case managers teach these classes, providing modeling, mentoring, and support as our clients work towards the attainment of their goals. The case managers help clients to learn the skills they need to and achieve self-sufficiency to attain and maintain permanent housing and become productive community members.

<b>Amount requested from City Social Service Fund?</b>	52000
<b>Amount awarded from City Social Service Fund?</b>	52000
<b>Amount requested from United Way?</b>	18000
<b>Amount awarded from United Way?</b>	17299

**How has the award been spent? \***

Whether they are a family unit or single adults, each of our clients has individualized needs. This program begins working with the client(s) to identify the barriers to attaining self-sufficiency. Some only need housing for a few days until they are able to integrate back into the community, often with the help of other agencies. Some clients need more time to resolve needs with employment, life skills, preschool daycare, substance abuse addiction, domestic abuse intervention, physical and/or mental health, dental care or food insecurity. These clients are admitted to transitional shelter to develop action plans and work on attaining their goals. Funding has been used to meet program operating costs, consisting primarily of staff salaries, liability insurance, and ongoing facilities expenses (maintenance, utilities, depreciation, etc.).

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). \*

One unit of service is defined as one night of shelter. Because each client in shelter is able to receive any of our 12 wrap-around services as needed, as part of our continuum of care, it is difficult to obtain a real cost for the services delivered. The following numbers are our "best guess" estimate of what we believe to be a unit cost for the program.

Cost per unit (what it costs to deliver this service per client): \*

oOne night of transitional shelter, case management and support services for a single adult: \$75; oOne night of emergency shelter, food, and hygiene supplies for a single homeless man or woman: \$63

How many unduplicated clients has the City award served to date? \*

314

How many unduplicated clients has the United Way award served to date? \*

105

How many unduplicated clients do you expect the City award to serve for the funded period (7/1-6/30)? \*

565

How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1-6/30)? \*

191

Contributions / fundraising income \*

16128

Program service fees \*

4665

Foundation grants \*

10500

City Social Service Fund (current year award) \*

26000

Other Government funding (Federal, State, County, City) \*

72994

United Way Grant funding (current year award) \*

9000

Other Income \*

18900

Total Program Revenue \*

162862

Salaries \*

82358

Payroll taxes and employee benefits \*

14776

Professional fees and contracted services \*

633

Operations (rent, utilities, equipment, maintenance, etc.) \*

38977

Materials and supplies *	19340
Travel *	65
Staff and volunteer development/training costs *	139
Conferences, conventions, meetings *	14
Direct assistance to individuals *	2821
Miscellaneous expenses *	5727
Total Expenses *	164850
Program Budget Balance (Total revenue - total expenses) *	-1988

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## 2012 UW &amp; City SS Fund – 6 Month Interim Report

#27

<b>Name of Agency *</b>	Community Outreach, Inc.
<b>Contact email *</b>	kwhitacre@communityoutreachinc.org
<b>Program Name: *</b>	Day Services
<b>For which cycle are you reporting? *</b>	City Social Service Fund

**Describe the project for which you are reporting (250 words or less) \***

Community Outreach provides Day Services to homeless and low-income community members who need the following integrated services:

Homeless Emergency Services (HES)—Food and kitchen access; shower and hygiene supplies; emergency food boxes which provide a three-day supply of meals for one individual; mail, message, and phone services; document storage; access to emergency medical & behavioral health services; bus tickets providing transportation to and within areas other than the city of Corvallis; and information about services and resources offered at Community Outreach and/or elsewhere in the community to assist homeless individuals. We also offer a cold weather shelter service to homeless community members who need a warm place to sleep during the winter months.

Crisis Intervention, Information, and Referral Services—Ours is currently the only 24-hour local general crisis line serving the Corvallis community. Services are available on a walk-in basis as well. Our Behavioral Health Treatment Services staff responds with emergency crisis counseling services when an identified need is determined. Staff members who provide crisis intervention and information are familiar with the full range of social services available to local residents. This service is available over the telephone 24 hours per day, 365 days per year; walk-in clients receive support between 8 a.m. and 9 p.m., 365 days per year.

<b>Amount requested from City Social Service Fund?</b>	32000
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<b>Amount awarded from City Social Service Fund?</b>	32000
--	-------

<b>Amount requested from United Way?</b>	
--	--

<b>Amount awarded from United Way?</b>	
--	--

**How has the award been spent? \***

We have spent the grant money to provide Day Services for all of the basic necessities: food; shelter; warmth; access to clothing; safety and freedom from fear and violence; access to information; acute medical care; and transportation. We serve homeless individuals who require emergency and basic services but choose not to stay in our emergency shelter or transitional housing program. Crisis Intervention, Information, and Referral assist homeless, at-risk, and low-income community members experiencing both chronic and temporary crisis situations. Our Day Services specifically address health issues in Benton County by providing homeless individuals with access to hygiene supplies and shower facilities, nutritious food and kitchen facilities for those experiencing food insecurity. We also provide information and access to medical services, and

behavioral health services. Funding has been used to meet program operating costs, consisting primarily of staff salaries, liability insurance, and ongoing facilities expenses (maintenance, utilities, depreciation, etc.).

<b>From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *</b>	<ul style="list-style-type: none"> <li>· HES—one person accessing one or more of the services available</li> <li>o Crisis Intervention</li> <li>o Information and Referral—one client visit</li> <li>· One person, three meals for three days.</li> </ul>
<b>Cost per unit (what it costs to deliver this service per client): *</b>	· One day of Emergency Services: \$7.50;
<b>How many unduplicated clients has the City award served to date? *</b>	6487
<b>How many unduplicated clients has the United Way award served to date? *</b>	
<b>How many unduplicated clients do you expect the City award to serve for the funded period (7/1–6/30)? *</b>	12974
<b>How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1–6/30)? *</b>	
<b>Contributions / fundraising income *</b>	1380
<b>Program service fees *</b>	0
<b>Foundation grants *</b>	0
<b>City Social Service Fund (current year award) *</b>	16000
<b>Other Government funding (Federal, State, County, City) *</b>	0
<b>United Way Grant funding (current year award) *</b>	0
<b>Other Income *</b>	9999
<b>Total Program Revenue *</b>	27379
<b>Salaries *</b>	55347
<b>Payroll taxes and employee benefits *</b>	8535
<b>Professional fees and contracted services *</b>	382
	2811

Operations (rent, utilities, equipment, maintenance, etc.) \*

Materials and supplies *	367
Travel *	0
Staff and volunteer development/training costs *	0
Conferences, conventions, meetings *	104
Direct assistance to individuals *	1859
Miscellaneous expenses *	2237
Total Expenses *	71642
Program Budget Balance (Total revenue - total expenses) *	-44263

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# 2012 UW & City SS Fund – 6 Month Interim Report

#28

<b>Name of Agency *</b>	Community Outreach, Inc.
<b>Contact email *</b>	kwhitacre@communityoutreachinc.org
<b>Program Name: *</b>	Health Services
<b>For which cycle are you reporting? *</b>	Both

**Describe the project for which you are reporting (250 words or less) \***

Community Outreach offers a broad umbrella of Health Services that range from Behavioral Health Treatment to Medical Clinics. The medical clinics are a core element of Community Outreach’s services to uninsured and low-income community members. The goal of our medical clinics is to ensure that all individuals in need of medical attention will have access to these services regardless of income level and/or lack of insurance coverage. The medical clinics provide basic medical care, chiropractic services, dental care, diabetes education, physical therapy, psychiatric services, and women’s health services. Referrals for services offered by other agencies are made for clients needing further medical attention.

The Mental/Behavioral Health program provides professional counseling services for homeless and low income community members. Our clients often struggle with depression, anxiety, or major mental illness such as bipolar disorder or psychotic disorders. Poverty, and a history of violence or instability in the home in childhood or adulthood, often leads to “self-medication” of mental health distress by drinking or drug use. Many clients in the Alcohol and Drug Treatment Services program also suffer from co-occurring mental health disorders, which are addressed concurrently.

Some of our clients are victims of violence or domestic abuse and COI provides refuge from domestic violence and treatment for abuse intervention. During the period covered by this grant we have formed a partnership with CARDV to offer domestic abuse counseling to their clients one afternoon per week.

<b>Amount requested from City Social Service Fund?</b>	40000
<b>Amount awarded from City Social Service Fund?</b>	40000
<b>Amount requested from United Way?</b>	25000
<b>Amount awarded from United Way?</b>	17000

**How has the award been spent? \***

This grant has provided low-cost medical and dental clinics and behavioral health treatment services for uninsured, low-income clients, providing outpatient clinical medicine, diabetes education, physical therapy, limited psychiatric care, referrals to specialists, gynecological services, mental health counseling, alcohol and drug addiction treatment, abuse intervention counseling, and smoking cessation classes. Funding has been used to meet program operating costs, consisting primarily of staff salaries, liability insurance, and ongoing facilities expenses (maintenance, utilities, depreciation, etc.).

From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *	One unit of service is defined as one patient receiving one clinic visit or one client receiving one hour of counseling/treatment services.
Cost per unit (what it costs to deliver this service per client): *	One week of counseling services-\$88; one week of drug and alcohol counseling: \$58; one doctor visit: \$76; one dental visit: \$98
How many unduplicated clients has the City award served to date? *	1149
How many unduplicated clients has the United Way award served to date? *	492
How many unduplicated clients do you expect the City award to serve for the funded period (7/1-6/30)? *	1199
How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1-6/30)? *	629
Contributions / fundraising income *	4298
Program service fees *	39699
Foundation grants *	0
City Social Service Fund (current year award) *	20000
Other Government funding (Federal, State, County, City) *	3000
United Way Grant funding (current year award) *	8699
Other Income *	27804
<b>Total Program Revenue *</b>	<b>103301</b>
Salaries *	112102
Payroll taxes and employee benefits *	14876
Professional fees and contracted services *	4646
Operations (rent, utilities, equipment, maintenance, etc.) *	12748
Materials and supplies *	1441
Travel *	235

Staff and volunteer development/training costs *	616
Conferences, conventions, meetings *	0
Direct assistance to individuals *	235
Miscellaneous expenses *	19179
<b>Total Expenses *</b>	<b>165843</b>
<b>Program Budget Balance (Total revenue - total expenses *</b>	<b>-62542</b>

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Community Outreach, Inc.  
 STATEMENT OF FINANCIAL POSITION  
 As of December 31, 2012

**ASSETS**

CURRENT ASSETS

CASH ON HAND

Petty Cash	\$	147
Petty Cash-Mari's Place		400
OSU FCU Checking		55,059
OSU FCU Money Market		<u>5,125</u>

TOTAL CASH ON HAND 60,731

RECEIVABLES

Accounts Receivable	495
Accounts Rec-Mari's Place, net of allowance	1,522
AR-Behaviorial Health, net of allowance	6,580
Grants Receivable	47,033
Pledges Receivable	<u>116,275</u>

TOTAL RECEIVABLES 171,905

OTHER CURRENT ASSETS

Unemployment Trust Account	11,209
Prepaid Agency Insurance	807
Prepaid Insurance - SAIF	2,123
Prepaid Expenses - Other	<u>6,117</u>

TOTAL OTHER CURRENT ASSETS 20,256

TOTAL CURRENT ASSETS 252,892

RESTRICTED ASSETS

OSU FCU Savings-Restricted	5,011
Endowment Investment-Vanguard	<u>654,332</u>

TOTAL RESTRICTED ASSETS 659,343

FIXED ASSETS

Furniture & Fixtures	265,620
Automobiles	9,284
Land-863-865 NW Reiman	170,180
Land Improvements	1,643
Building-863 & 865 NW Reiman	2,888,548
Accumulated Depreciation	<u>(959,991)</u>

Community Outreach, Inc.  
 STATEMENT OF FINANCIAL POSITION  
 As of December 31, 2012

TOTAL PROPERTY & EQUIPMENT	2,375,284
OTHER ASSETS	
LT Pledge	171,525
Discount-Pledges Receivable	<u>(4,264)</u>
TOTAL OTHER ASSETS	<u>167,261</u>
 TOTAL ASSETS	 <u><u>\$ 3,454,780</u></u>
 <b>LIABILITIES AND NET ASSETS</b>	
CURRENT LIABILITIES	
PAYABLES	
Accounts Payable	\$ 22,934
Accrued Expenses	17
Payroll Payable	6,591
Accrued Earned Leave	<u>25,512</u>
TOTAL PAYABLES	55,054
OTHER CURRENT LIABILITIES	
Deferred Revenue	<u>948</u>
TOTAL CURRENT LIABILITIES	56,002
LONG TERM LIABILITIES	
Notes Payable-Leaf Fin.-copier	8,652
OSU FCU Loan-Reiman Building	<u>209,033</u>
TOTAL LIABILITIES	273,687
NET ASSETS	
Unrestricted Net Assets	2,226,151
Temporarily Restricted	276,109
Permanently Restricted	<u>678,833</u>
TOTAL NET ASSETS	<u>3,181,093</u>
TOTAL LIABILITIES & NET ASSETS	<u><u>\$ 3,454,780</u></u>

Community Outreach, Inc.  
STATEMENT OF ACTIVITIES  
For the Six Months Ending December 31, 2012

	<u>UNRESTRICTED</u>	<u>TEMPORARILY RESTRICTED</u>	<u>PERMANENTLY RESTRICTED</u>	<u>TOTAL</u>
<b><u>REVENUE</u></b>				
Contributions-Individuals	\$10,779	\$1,187	\$0	\$11,966
Contributions-Major Donors	72,966	7,450	0	80,416
Contribs-Bus./Orgs/Churches	44,135	15,083	0	59,218
Contribs-Workplace giving	8,430	200	0	8,630
Contributions-Gifts of Caring	61,832	2,520	0	64,352
Contributions-Annual Report	20,358	1,190	0	21,548
Bequests	5,000	0	0	5,000
Donated Goods	1,526	0	0	1,526
Foundation & Corp Grants	7,250	30,500	0	37,750
Foundation grants-DAFs	24,700	0	0	24,700
United Way of Benton Cty	17,500	0	0	17,500
United Way of Linn County	7,481	0	0	7,481
Fundraising Events, net of dir	18,658	3,850	0	22,508
Gov't-Benton County	0	10,000	0	10,000
Gov't-Corvallis Soc Svc Fund	62,000	0	0	62,000
Gov't - Corvallis CDBG	8,600	0	0	8,600
CSC - HUD Continuum of Care	14,798	0	0	14,798
Samaritan Health Services	49,998	0	0	49,998
Samaritan Health Serv-Respite	3,900	0	0	3,900
VA Grant Per Diem Program	42,595	0	0	42,595
Fees for Service	59,981	0	0	59,981
Childcare Fees Scholarships	4,099	0	0	4,099
Interest/Dividend Income	11	9,666	0	9,677
Unrealized Gain (Loss) on Investments	0	19,856	0	19,856
Misc. Income	3,902	0	0	3,902
Net Assets Released from Restriction	177,481	(177,481)	0	0
<b>TOTAL REVENUE</b>	<b>727,980</b>	<b>(75,978)</b>	<b>0</b>	<b>652,001</b>
<b><u>EXPENSES</u></b>				
<b>Program Services</b>				
Integrated Housing	164,850	0	0	164,850
Day Services	71,642	0	0	71,642
Behavioral Health Treatment	99,112	0	0	99,112
Medical & Dental Clinics	66,731	0	0	66,731
Therapeutic Childcare Center	84,673	0	0	84,673
Total Program Services	487,008	0	0	487,008
<b>Supporting Services</b>				
Management and General	79,075	0	0	79,075
Fundraising	81,226	0	0	81,226
Total Supporting Services	160,301	0	0	160,301
<b>TOTAL EXPENSES</b>	<b>647,309</b>	<b>0</b>	<b>0</b>	<b>647,309</b>
Change in Net Assets	80,671	(75,978)	0	4,692
Net Assets at Beginning	2,145,481	352,087	678,833	3,176,401
Net Assets at Ending	\$2,226,152	\$276,109	\$678,833	\$3,181,093

## 2012 UW &amp; City SS Fund – 6 Month Interim Report

#20

<b>Name of Agency *</b>	Community Services Consortium
<b>Contact email *</b>	knickerson@communityservices.us
<b>Program Name: *</b>	SHIBA
<b>For which cycle are you reporting? *</b>	City Social Service Fund

**Describe the project for which you are reporting (250 words or less) \***

The Senior Health Insurance Benefits Assistance (SHIBA) program provides free counseling and problem-solving services to Medicare-eligible persons throughout Benton County. The volunteers help clients understand the options available in the Medicare prescription drug plans; make sure all possible benefits are received; compare insurance policies; review bills; and/or file appeals or complaints. Keeping vulnerable seniors covered with appropriate insurance during the annual changes is essential to maintain consistent access to healthcare systems. The program works closely with the Social Security Administration and Senior Services to help people turning 65 or becoming eligible for Medicare due to disability, transition into a new complex system of insurance coverage. The program also identifies and signs low-income persons into the Medicare Extra Help plan. The volunteers help seniors that are not familiar with computers in making their Medicare Part D selections during open enrollment period every year. Monthly public Medicare workshops assist the boomers turning 65 in the coming years. A program expansion is planned this year to address two new programs: Stop Medicare Fraud and Rx Assistance. The Stop Medicare Fraud will shine a light on one of the greatest problems in Medicare, with trained volunteers directly assisting the persons afflicted by this problem. Rx Assistance will create and maintain a list of all the options for accessing medications at greatly reduced prices, including Oregon Prescription Drug Program, FamilyWize and pharmaceutical company programs. Volunteers have the option of working with one, two or all three of the Medicare-related programs.

<b>Amount requested from City Social Service Fund?</b>	5000
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<b>Amount awarded from City Social Service Fund?</b>	5000
--	------

<b>Amount requested from United Way?</b>	
--	--

<b>Amount awarded from United Way?</b>	
--	--

**How has the award been spent? \***

During the first six months of this funding cycle, our focus has been on marketing and outreach of the SHIBA program to increase the number of seniors utilizing the service and to recruit new volunteers to the program. Outreach to more rural areas of Benton County, including Philomath, Monroe, and Alsea has been increased significantly. This outreach has been conducted primarily by the SHIBA Coordinator, and funding has been used to cover salary for that position, and to create and produce marketing materials such as brochures, bookmarks, and modified SHIBA guides. Additional funding has been used to create handouts, guides, and other materials for the bi-monthly "New to Medicare" workshops. Attendance at the three workshops held between July 1, 2012 - December 31, 2012 was approximately 70 individuals. Marketing materials have also

been printed to build awareness about the Stop Medicare Fraud campaign and are being distributed to libraries, coffee shops, medical clinics and partner agencies throughout the county.

<b>From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *</b>	1.8 hours of Medicare counseling provides healthcare insurance advice and advocacy for one client.
<b>Cost per unit (what it costs to deliver this service per client): *</b>	\$25.00
<b>How many unduplicated clients has the City award served to date? *</b>	237
<b>How many unduplicated clients has the United Way award served to date? *</b>	
<b>How many unduplicated clients do you expect the City award to serve for the funded period (7/1-6/30)? *</b>	393
<b>How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1-6/30)? *</b>	
<b>Contributions / fundraising income *</b>	550
<b>Program service fees *</b>	0
<b>Foundation grants *</b>	1250
<b>City Social Service Fund (current year award) *</b>	5000
<b>Other Government funding (Federal, State, County, City) *</b>	11695.7
<b>United Way Grant funding (current year award) *</b>	0
<b>Other Income *</b>	770
<b>Total Program Revenue *</b>	19265.7
<b>Salaries *</b>	11701.84
<b>Payroll taxes and employee benefits *</b>	3276.52
<b>Professional fees and contracted services *</b>	0
<b>Operations (rent, utilities, equipment, maintenance, etc.) *</b>	484.07

Materials and supplies *	377.21
Travel *	302.09
Staff and volunteer development/training costs *	124.7
Conferences, conventions, meetings *	30.25
Direct assistance to individuals *	0
Miscellaneous expenses *	468.17
<b>Total Expenses *</b>	<b>16764.85</b>
<b>Program Budget Balance (Total revenue - total expenses *</b>	<b>2500.85</b>

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**COMMUNITY SERVICES CONSORTIUM**  
**BALANCE SHEET SUMMARY**  
As of 12/31/2012  
**RSVP**

	December 31, 2012
<b>ASSETS</b>	
<b>CURRENT ASSETS</b>	
CASH	\$ 37,621
Total CURRENT ASSETS	37,621
<b>TOTAL ASSETS</b>	\$ 37,621
 <b>LIABILITIES</b>	
<b>CURRENT LIABILITIES</b>	
PAYROLL PAYABLES	\$ 22,650
Total CURRENT LIABILITIES	22,650
Total LIABILITIES	\$ 22,650
 <b>FUND BALANCES</b>	
BEGINNING FUND BALANCE	\$ 19,841
NET INCOME - YTD	(4,869)
Total FUND BALANCES	14,971
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	\$ 37,621

**COMMUNITY SERVICES CONSORTIUM  
STATEMENT OF ACTIVITIES  
From 7/1/2012 Through 12/31/2012  
RSVP**

<b>REVENUES</b>	
CONTRACT AWARD - MISCELLANEOUS	7,990
CONTRACT AWARD - FEDERAL	40,695
CONTRACT AWARD - FED PASSTHRU	6,000
DONATION - INDIVIDUALS	1,324
DONATIONS - OTHER	12,492
MISCELLANEOUS REVENUE	4,648
Total REVENUES	<u><u>73,150</u></u>
<b>EXPENDITURES</b>	
SALARIES AND FRINGE BENEFITS	
SALARY	\$ 43,968
PERS	4,878
WORKERS COMP	25
SAIF INSURANCE	60
UNEMPLOYMENT	620
HEALTH INSURANCE	2,441
DENTAL INSURANCE	498
LIFE INSURANCE	263
OSGP MATCH - NEW	511
FICA	3,421
Total SALARIES AND FRINGE BENEFITS	<u><u>\$ 56,685</u></u>
MATERIALS AND SERVICES	
AUDIT/ACCOUNTING	425
OTHER PURCHASED SERVICES	796
EDUCATIONAL CONFERENCES/TRAINING	190
DUES	200
MILEAGE	546
AGENCY VEHICLE - INSURANCE	117
OTHER TRAVEL, TRANSPORTATION	1,065
RENT	2,004
MAINTENANCE, REPAIR, JANITORIAL	299
GENERAL INSURANCE	351
SPACE RENTAL	80
OFFICE SUPPLIES	144
POSTAGE AND SHIPPING	399
PHOTOCOPY	120
PRINTING	54
SOFTWARE	444
PROGRAM SUPPLIES	1,081
EQUIPMENT EXPENDABLE	3,000
INDIRECT	5,259
INFRASTRUCTURE	1,087
COMMUNICATION SERVICES	51
TUITION AND FEES (VOCATIONAL)	0
TRAINING SUPPLIES	335
MISCELLANEOUS	3,286
Total MATERIALS AND SERVICES	<u><u>\$ 21,334</u></u>
Total EXPENDITURES	<u><u>\$ 78,019</u></u>
NET INCOME	<u><u>\$ (4,869)</u></u>

## 2012 UW &amp; City SS Fund – 6 Month Interim Report

#3

<b>Name of Agency *</b>	Community Services Consortium
<b>Contact email *</b>	mgibson@communityservices.us
<b>Program Name: *</b>	Linn Benton Food Share
<b>For which cycle are you reporting? *</b>	City Social Service Fund
<b>Describe the project for which you are reporting (250 words or less) *</b>	<p>City funds will pay a portion of the salaries needed to distribute 905,000 pounds of food to 18 non-profit agencies in Corvallis.</p> <p>The funds allow Food Share to solicit, transport, store, allocate, distribute and deliver this food to our member agencies in order to ensure that food is available for any Corvallis resident seeking help. These agencies include food pantries, soup kitchens, homeless shelters, congregate meal sites and gleaning groups.</p>
<b>Amount requested from City Social Service Fund?</b>	36000
<b>Amount awarded from City Social Service Fund?</b>	36000
<b>Amount requested from United Way?</b>	
<b>Amount awarded from United Way?</b>	
<b>How has the award been spent? *</b>	<ul style="list-style-type: none"> <li>• Linn Benton Food Share used the award to solicit, transport, store, allocate, distribute and deliver 478,910 pounds of food to 16 non-profit agencies in Corvallis.</li> <li>• Our Corvallis member agencies distributed 5,392 emergency food boxes, which served 18,713 individuals.</li> <li>• Soup kitchens and shelters served 59,493 meals during the first six months of the year.</li> </ul>
<b>From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *</b>	<ul style="list-style-type: none"> <li>• Unit of service is an emergency food box. Typical emergency food box feeds a family of 3.5 persons for four or five days.</li> <li>• Unit of service is a meal served at shelter or soup kitchen.</li> <li>• Unit of service is a pound of food.</li> </ul>
<b>Cost per unit (what it costs to deliver this service per client): *</b>	Eleven Eleven cents per pound to secure and distribute food.
<b>How many unduplicated clients has the City award served to date? *</b>	5,178

How many unduplicated clients has the United Way award served to date? \*

How many unduplicated clients do you expect the City award to serve for the funded period (7/1-6/30)? \*

How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1-6/30)? \*

Contributions / fundraising income \* 377746

Program service fees \* 138707

Foundation grants \* 10626

City Social Service Fund (current year award) \* 18000

Other Government funding (Federal, State, County, City) \* 51934

United Way Grant funding (current year award) \* 0

Other Income \* 51934

Total Program Revenue \* 685956

Salaries \* 149458

Payroll taxes and employee benefits \* 65976

Professional fees and contracted services \* 139

Operations (rent, utilities, equipment, maintenance, etc.) \* 55934

Materials and supplies \* 0

Travel \* 824

Staff and volunteer development/training costs \* 159

Conferences, conventions, meetings \* 159

Direct assistance to individuals \* 239191

Miscellaneous expenses \* 0

Total Expenses \* 511840

Program Budget Balance (Total revenue 174116  
- total expenses \*

Upload Dec-end balance sheet. \*



[city\\_of\\_corvallis\\_123112\\_balance\\_income.pdf](#)  
353.39 KB · PDF

Upload Dec-end Income statement. \*



[city\\_of\\_corvallis\\_123112\\_balance\\_income1.pdf](#)  
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COMMUNITY SERVICES CONSORTIUM  
BALANCE SHEET SUMMARY

**02 - FOODSHARE**  
**1660 - CITY OF CORVALLIS**

December 31, 2012

ASSETS

CURRENT ASSETS

CASH

\$ 9,313.90

TOTAL ASSETS

\$ 9,313.90

LIABILITIES

CURRENT LIABILITIES

ACCOUNTS PAYABLE

11.28

PAYROLL PAYABLES

9,302.62

Total LIABILITIES

\$ 9,313.90

FUND BALANCES

BEGINNING FUND BALANCE

\$ -

NET INCOME - YTD

0.00

Total FUND BALANCES

0.00

TOTAL LIABILITIES AND FUND BALANCE

\$ 9,313.90

UNAUDITED

Exported from Sage Accounting

Page 74 of 118

ATTACHMENT A - FY 12-13 CS REPORT

Date 1/16/2013

Debbie Jackson, CPA

P-1/2

COMMUNITY SERVICES CONSORTIUM  
REVENUE AND EXPENDITURES

**02 - FOODSHARE**  
**13 - GRANT F/Y 2013**  
**1660 - CITY OF CORVALLIS**

July 1 - December 31,  
2012

REVENUE			
CONTRACT AWARD - CITY	4040	\$	<u>18,000.00</u>
Total REVENUE		\$	<u>18,000.00</u>
EXPENDITURES			
PERSONAL SERVICES			
SALARY	5010		11,444.94
PERS	5320		1,334.99
WORKERS COMP	5330		6.52
SAIF INSURANCE	5335		185.70
UNEMPLOYMENT	5340		154.83
HEALTH INSURANCE	5350		1,935.90
DENTAL INSURANCE	5360		219.17
LIFE INSURANCE	5370		88.23
FLEXIBLE SPENDING COSTS	5375		3.09
EMPLOYEE ASSISTANCE PROGRAM	5380		0.00
OSGP MATCH - NEW	5382		128.88
NON TAXABLE FRINGE BENEFIT	5386		15.04
FICA	5390		849.72
Total PERSONAL SERVICES		\$	<u>16,367.01</u>
MATERIALS & SERVICES			
INDIRECT	6620	\$	<u>1,632.99</u>
Total EXPENDITURES		\$	<u>18,000.00</u>
NET REVENUE / EXPENDITURES		\$	<u>-</u>

# 2012 UW & City SS Fund – 6 Month Interim Report

#22

<b>Name of Agency *</b>	Furniture Share
<b>Contact email *</b>	bfs1@peak.org
<b>Program Name: *</b>	Sustaining Client Services
<b>For which cycle are you reporting? *</b>	City Social Service Fund

**Describe the project for which you are reporting (250 words or less) \***

Sustaining Client Services to "target populations" project administers the redistribution of quality used furniture to individuals and families in need to ensure the safety, health, comfort and quality of life to those within our community. Our BEDS for KIDS, Furniture for Households in Crises and Feeding Our Future programs help provide beds, pillows, sheets and blanket sets to children, basic furniture, household items, a dinner table and chairs to family and individuals in need within our community. Furniture Share expects to serve 2,140 unduplicated low income individuals living within the City of Corvallis. Furniture Share anticipates 400 families will receive a table and chairs which will be an average of 1,200 individuals within those families, 1,000 beds, pillows, sheets and blanket sets will be distributed to 1,000 children and 740 individuals with other basic essential household items. This project also preserves our environment by diverting 81.25 tons of REUSEABLE home furnishings from the landfill.

**Amount requested from City Social Service Fund?** 17000

**Amount awarded from City Social Service Fund?** 10000

**Amount requested from United Way?**

**Amount awarded from United Way?**

**How has the award been spent? \***

To provide daily services to our clients and furniture donors staff and volunteers organize and carry out daily tasks to secure our programs by managing the Warehouse site, answering and responding to an average of 75 phone calls a day from clients, caseworkers and furniture donors, building and maintaining relationships with donors and volunteers, marketing Furniture Share to the public and referring agencies, greeting donors and receiving their donations; unpacking donations; maintaining the organization of donations in the Warehouse space; packing items specific to client requests; interacting with clients and case managers of partnering agencies; tracking client requests; and transferring items we don't use to other agencies or to recyclers.

Furniture Share accepts donations of used basic household items and furniture from individuals and businesses in the community. Using our 20' box truck, we pick up and distribute these donated items three days per week. Other donations are brought to the Warehouse directly by the donors. Staff and volunteers unpack items, sort them, and repack them specific to client needs. Families and individuals then come to the Warehouse to pick up their goods four day a week or they can be delivered directly to their home. Furniture Share partners with more than 65 social service agencies to pair donated items with families and individuals in need. Families and individuals are referred through social service agencies.

<b>From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *</b>	1 Sofa and love seat, end table, coffee table, book shelf, TV, adult bed and linens, dresser and other basic furniture needs can provide comfort to an individual or family for 5 or more years. 1 bed, pillow, sheets and a blanket can give 1 child a good night sleep for 5 or more years. 1 table and 4-6 chairs will provide a family with a place to enjoy healthy meals, contribute to family conversations, and function as a family to support each other got 5 years or more.
<b>Cost per unit (what it costs to deliver this service per client): *</b>	\$28.62
<b>How many unduplicated clients has the City award served to date? *</b>	1,326
<b>How many unduplicated clients has the United Way award served to date? *</b>	
<b>How many unduplicated clients do you expect the City award to serve for the funded period (7/1-6/30)? *</b>	814
<b>How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1-6/30)? *</b>	
<b>Contributions / fundraising income *</b>	35833.35
<b>Program service fees *</b>	0
<b>Foundation grants *</b>	3500
<b>City Social Service Fund (current year award) *</b>	4166.65
<b>Other Government funding (Federal, State, County, City) *</b>	3000
<b>United Way Grant funding (current year award) *</b>	0
<b>Other Income *</b>	0
<b>Total Program Revenue *</b>	46500
<b>Salaries *</b>	25344.56
<b>Payroll taxes and employee benefits *</b>	5955.8
<b>Professional fees and contracted services *</b>	1044.89

Operations (rent, utilities, equipment, maintenance, etc.) *	4424.96
Materials and supplies *	4912.22
Travel *	3196.81
Staff and volunteer development/training costs *	320.76
Conferences, conventions, meetings *	1300
Direct assistance to individuals *	0
Miscellaneous expenses *	0
<b>Total Expenses *</b>	<b>46500</b>
<b>Program Budget Balance (Total revenue – total expenses *</b>	<b>0</b>

Upload Dec-end balance sheet. \*  [balance\\_sheet\\_dec\\_2012.pdf](#)  
7.58 KB · PDF

Upload Dec-end Income statement. \*  [income\\_statement\\_dec\\_2012.pdf](#)  
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**Benton Furniture Share**  
**Balance Sheet**  
**As of December 31, 2012**

	<u>Dec 31, 12</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Checking	11,263.28
Petty Cash	500.00
<b>Total Checking/Savings</b>	<u>11,763.28</u>
<b>Total Current Assets</b>	<u>11,763.28</u>
<b>TOTAL ASSETS</b>	<u><u>11,763.28</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Net Income	11,763.28
<b>Total Equity</b>	<u>11,763.28</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>11,763.28</u></u>

**Benton Furniture Share  
 Profit & Loss  
 December 2012**

	Dec 12	Jul - Dec 12
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
City of Corvallis Grants		
City of Corvallis		
Social Services	0.00	4,166.65
CDBG	500.00	3,000.00
<b>Total City of Corvallis</b>	<u>500.00</u>	<u>7,166.65</u>
<b>Total City of Corvallis Grants</b>	500.00	7,166.65
<b>Grant Income</b>		
Walmart	0.00	2,000.00
Samaritan Health Services	0.00	2,000.00
Philomath Community Foundation	0.00	250.00
Umpqua Bank Grant	0.00	1,000.00
Consumers Power	0.00	1,000.00
<b>Total Grant Income</b>	0.00	<u>6,250.00</u>
<b>Contribution Income</b>		
Newsletter Donations	915.00	915.00
Contributions	9,789.49	21,050.23
<b>Total Contribution Income</b>	<u>10,704.49</u>	<u>21,965.23</u>
<b>Civic Groups</b>		
Albany East Lions	0.00	500.00
Rotary Club	0.00	250.00
<b>Total Civic Groups</b>	0.00	<u>750.00</u>
<b>Benefit Sale</b>	2,788.00	8,251.35
<b>Fund Raising</b>		
BBQ		
Sponsors	0.00	2,500.00
BBQ - Other	0.00	13,286.59
<b>Total BBQ</b>	0.00	<u>15,786.59</u>
Beds for Kids	8,710.00	14,005.00
Feeding Our Future	40.00	40.00
<b>Total Fund Raising</b>	<u>8,750.00</u>	<u>29,831.59</u>
<b>Total Income</b>	22,742.49	74,214.82
<b>Expense</b>		
<b>Wages &amp; Fringe Benefits</b>		
Executive Director	6,083.33	26,499.98
Client Delivery Coordinator	1,357.96	8,119.09
Administrative Assistance	1,799.09	9,724.92
Delivery Driver	1,362.96	6,345.16
Payroll Taxes	1,384.22	6,678.80
Health Insurance	432.60	2,595.60
<b>Total Wages &amp; Fringe Benefits</b>	<u>12,420.16</u>	<u>59,963.55</u>
<b>Occupancy</b>		
Rent	128.00	3,584.00
<b>Utilities</b>		
Telephone	170.08	1,520.10
Garbage Disposal	400.00	795.84
<b>Total Utilities</b>	<u>570.08</u>	<u>2,315.94</u>
<b>Total Occupancy</b>	698.08	5,899.94
Postage	0.00	404.53

**Benton Furniture Share  
 Profit & Loss  
 December 2012**

	Dec 12	Jul - Dec 12
<b>Supplies &amp; Fees</b>		
Bank Charge	53.91	637.54
Supplies	140.25	1,354.56
Supplies & Fees - Other	36.61	36.61
<b>Total Supplies &amp; Fees</b>	230.77	2,028.71
<b>Equipment</b>		
Repairs	0.00	314.47
<b>Total Equipment</b>	0.00	314.47
Printing & Photocopy	347.00	347.00
Advertising	408.60	2,172.09
<b>Fundraising</b>		
BBQ	0.00	752.88
Fundraising - Other	0.00	529.94
<b>Total Fundraising</b>	0.00	1,282.82
<b>Insurance</b>		
Liability Insurance	0.00	1,249.00
<b>Total Insurance</b>	0.00	1,249.00
Dues/Memberships/Training/Conf.	260.00	1,632.06
Accounting	434.35	1,393.18
<b>Volunteer</b>		
Volunteer Appreciation	55.00	622.67
<b>Total Volunteer</b>	55.00	622.67
Donor Appreciation	195.13	244.87
<b>Auto</b>		
Fuel	26.23	1,046.12
Insurance	499.00	499.00
Maintenance/Service	0.00	1,270.29
<b>Total Auto</b>	525.23	2,815.41
<b>Travel</b>		
Mileage	0.00	198.00
<b>Total Travel</b>	0.00	198.00
<b>Total Expense</b>	15,574.32	80,568.30
<b>Net Ordinary Income</b>	7,168.17	-6,353.48
<b>Other Income/Expense</b>		
Other Income		
Carryover	0.00	18,116.76
<b>Total Other Income</b>	0.00	18,116.76
<b>Net Other Income</b>	0.00	18,116.76
<b>Net Income</b>	7,168.17	11,763.28



PO Box 1184, Corvallis, OR 97339 541-757-9000

[www.heartlandhumane.org](http://www.heartlandhumane.org)

Board Members: Kady Ellifritz · Theresa Hogue · Sylvia Moore · Lissa Perrone · Sue Piasias · Arnold Rollin · Suzanne Roppe  
Lisa Schubert · Jackie Shaw · Kathryn Switzer · Diana Thompson · Karen Timm · Sanna Watson · Justin Wirth  
Ex Officio: Andrea Thornberry · Susan Wechsler

January 25, 2013

Ms. Jennifer Moore, Executive Director  
United Way of Benton & Lincoln Counties  
PO Box 2499  
Corvallis, OR 97339

Dear Ms. Moore,

Enclosed is the interim report from Heartland Humane Society for the 2012/2013 United Way and City Social Service Fund grant cycle.

I apologize for the lateness of the report. I did not have the due date entered into my calendar. In the future I will be sure to note the dates in my calendar and request the reporting forms.

Heartland is grateful for this funding and the diverse array of services available for people in need.

Sincerely,

Andrea Thornberry  
Executive Director

1. From the original Program Application, describe the project awarded funding:

Emergency and Safe Housing Program

It is an unfortunate fact that domestic violence and animal abuse often coincide. Sometimes, these occur simultaneously and in some instances the animal abuse is the method of spousal control and violence. As difficult as it is for a woman to leave a violent relationship and enter a shelter, the decision can be made more painful when a beloved pet is left behind. Some women will choose to stay with the abuser and the pet rather than seek necessary shelter.

Similarly, people who have lost their homes may choose to stay in a car or on the streets because they are unable to keep their pets. At the Mario Pastega House, some people have declined their services and delayed medical treatment because they did not have care for their pets. Others drove hours each day to continue caring for their pets.

The Safe Housing Program initially served clients of the Center Against Rape & Domestic Violence (CARDV) entering a shelter, but with funding from United Way in 2010 we were able to expand the Safe Housing Program to serve clients of Mario Pastega House, Community Outreach, Inc. (COI), inclement weather shelters, and the American Red Cross.

Owners sign a contract with Heartland so their pets can be cared for and receive necessary vaccinations and veterinary care while they receive services from partner programs. Owners can visit their pets daily and when they are back on their feet the pet is returned to them

2. Original amount requested

UW - \$3,000 CSSF - \$3,000

3. Amount awarded: \$

UW - \$1,500 CSSF - \$3,000

4. How has the award been spent?

The funds were spent on daily husbandry and medical care for the pets in the program.

5. From the application, define one unit of service

1 Kennel houses 1 Pet for 30 Days with Daily Care (est. \$12/day) and Medical Costs (est. \$20/pet)

6. Cost per unit (what it costs to deliver this service per client):

\$380

7a. How many unduplicated clients has this award served to date (7/1-12/31)?

This award has served 5 clients so far this fiscal year.

7b. How many unduplicated clients do you expect this award to serve for the funded period (7/1-6/30)?

We expect this award to serve approximately 12 clients this fiscal year.

**Agency:** Heartland Humane Society

**Program Name:** Emergency/Safe Housing Program

Funding Request \$ \$ 6,000.00

Grant Award \$ \$ 4,500.00

What is your actual spending as of this report date by category?

<b>REVENUE</b>		<b>Program ACTUALS</b> period-to-date
A	Contributions / fundraising income	
B	United Way Grant funding (current year award)	\$ 750
C	United Way donor-directed designations	\$ 355
D	City of Corvallis SSF award	\$ 1,500
E	Grants from other government agencies	
F	Foundation grants	
G	Program service fees	
H	Other income	
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 2,605</b>

\*\* Use line "D" to report City Social Service Fund award

<b>EXPENSES</b>		
J	Salaries	
K	Payroll taxes and employee benefits	
L	Professional fees and contracted services	
M	Operations (rent, utilities, equipment, maintenance, etc.)	
N	Materials and supplies	
O	Travel	
P	Staff and volunteer development / training costs	
Q	Conferences, conventions, meetings	
R	Direct assistance to individuals	\$ 2,607
S	Miscellaneous expenses	
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 2,607</b>

Balance \$ (2)

**COMMENTS:**

Please explain any special circumstances

<b>Pet Name</b>	<b>One Month Unit of Care</b>	<b>*Beyond Unit of Care</b>	<b>Total Exp:</b>
Oscar	\$380	\$195	\$575
Misti	\$380	\$85	\$465
Cocoa	\$380	\$150	\$530
Kelly	\$380	\$82	\$462
Blue	\$380	\$195	\$575
<b>Total Expense:</b>			<b>\$2,607</b>
*Includes spay/neuter surgery, flea treatments, vaccines, microchips, deworming, medications			

## Heartland Humane Society Balance Sheet

As of December 31, 2012  
Jun 30, 12      Dec 31, 12

**ASSETS**

**Current Assets**

**Checking/Savings**

**0900 · BANKS**

0915 · Citizen's Bank	46,388.93	78,574.56
0918 · Money Market - Citizens	50,062.62	40,076.78
0920 · PayPal Cats Meow	3,337.13	2,757.06

<b>Total 0900 · BANKS</b>	<b>99,788.68</b>	<b>121,408.40</b>
---------------------------	------------------	-------------------

<b>Total Checking/Savings</b>	<b>99,788.68</b>	<b>121,408.40</b>
-------------------------------	------------------	-------------------

**Accounts Receivable**

1000 · ACCOUNTS RECEIVABLE	1,806.67	1,219.00
----------------------------	----------	----------

<b>Total Accounts Receivable</b>	<b>1,806.67</b>	<b>1,219.00</b>
----------------------------------	-----------------	-----------------

**Other Current Assets**

1020 · Inventory Asset Paws and Claws	8,266.17	6,414.84
---------------------------------------	----------	----------

1021 · Microchip FDx	2,068.00	709.50
----------------------	----------	--------

1022 · Inventory Asset Cats Meow	18,577.86	22,124.11
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**1220 · Prepaid Expense**

1221 · Prepaid Workers Comp Insurance	2,717.30	905.76
---------------------------------------	----------	--------

1222 · Prepaid Business Insurance		343.10
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<b>Total 1220 · Prepaid Expense</b>	<b>2,717.30</b>	<b>1,248.86</b>
-------------------------------------	-----------------	-----------------

<b>Total Other Current Assets</b>	<b>31,629.33</b>	<b>30,497.31</b>
-----------------------------------	------------------	------------------

<b>Total Current Assets</b>	<b>133,224.68</b>	<b>153,124.71</b>
-----------------------------	-------------------	-------------------

**Fixed Assets**

**1300 · FIXED ASSETS**

1310 · Land	50,000.00	50,000.00
-------------	-----------	-----------

1315 · Building	1,014,852.20	1,014,852.20
-----------------	--------------	--------------

1316 · Leasehold Improvements Cat's	4,167.00	4,167.00
-------------------------------------	----------	----------

1320 · Furniture & Fixtures	4,302.18	4,302.18
-----------------------------	----------	----------

1325 · House - 395 SW Twin Oaks	90,144.00	90,144.00
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**1330 · Machinery & Equipment**

1335 · Office Equipment	30,183.84	34,029.84
-------------------------	-----------	-----------

1330 · Machinery & Equipment - Other	8,150.72	8,150.72
--------------------------------------	----------	----------

<b>Total 1330 · Machinery &amp; Equipment</b>	<b>38,334.56</b>	<b>42,180.56</b>
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1334 · Van	10,080.00	10,080.00
------------	-----------	-----------

1370 · Outdoor Training Structure	3,585.77	3,585.77
-----------------------------------	----------	----------

<b>Total 1300 · FIXED ASSETS</b>	<b>1,215,465.71</b>	<b>1,219,311.71</b>
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1600 · ACCUMULATED DEPRECIATION	-357,862.78	-377,052.71
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## Heartland Humane Society Balance Sheet

As of December 31, 2012  
Jun 30, 12      Dec 31, 12

<b>Total Fixed Assets</b>	857,602.93	842,259.00
 <b>Other Assets</b>		
<b>1100 · Investments</b>		
1105 · Benton County Foundation-Assets	114,297.85	114,297.85
<b>Total 1100 · Investments</b>	114,297.85	114,297.85
 <b>1110 · Other Assets</b>		
1120 · Loan Fees - Cost	1,154.75	1,154.75
1125 · Loan Fees - Accum Amort	-1,154.75	-1,154.75
<b>Total 1110 · Other Assets</b>	0.00	0.00
 <b>Total Other Assets</b>	 114,297.85	 114,297.85
 <b>TOTAL ASSETS</b>	 <b>1,105,125.46</b>	 <b>1,109,681.56</b>
 <b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 · 2000 ACCOUNTS PAYABLE	8,986.98	1,037.68
<b>Total Accounts Payable</b>	8,986.98	1,037.68
<b>Credit Cards</b>		
2010 · CREDIT CARDS		
2021 · FIA Card (2572)(8013)(0300)(318	2,489.27	1,353.35
<b>Total 2010 · CREDIT CARDS</b>	2,489.27	1,353.35
 <b>Total Credit Cards</b>	 2,489.27	 1,353.35
 <b>Other Current Liabilities</b>		
<b>2100 ACCRUALS</b>		
<b>2110 · Withholding &amp; PR Liab</b>		
2112 · Payroll-FICA	410.20	410.20
2116 · Payroll-SDI (WBF)	5.79	5.79
2117 · Payroll-SUTA	150.13	150.13
2118 · Payroll-Health	44.67	929.86
2124 · Company Cell Phone		155.50
2126 · Simple IRA-	214.80	351.49
<b>Total 2110 · Withholding &amp; PR Liab</b>	825.59	2,002.97
2130 · Accrued Payroll	5,510.38	5,510.38
2135 · Accrued Vacation	14,140.24	13,233.21
<b>Total 2100 ACCRUALS</b>	20,476.21	20,746.56

# Heartland Humane Society Balance Sheet

As of December 31, 2012  
Jun 30, 12 Dec 31, 12

Total Other Current Liabilities	20,476.21	20,746.56
Total Current Liabilities	31,952.46	23,137.59
Total Liabilities	31,952.46	23,137.59
<b>Equity</b>		
3000 · 3500 Opening Balance	24,214.00	24,214.00
3900 · 3900 Retained Earnings	1,099,703.14	1,052,335.58
Net Income	-50,744.14	9,994.39
Total Equity	1,073,173.00	1,086,543.97
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,105,125.46</b>	<b>1,109,681.56</b>

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Accrual Basis

**Heartland Humane Society**  
**Profit & Loss Budget Performance**  
 July through December 2012

	Jul - Dec 12	Budget	Jul - Dec 12	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4000 · ANIMAL SERVICES	112,663.92	111,397.98	112,663.92	111,397.98	220,794.00
4068 · INTEREST INCOME	14.16		14.16		
4120 · PAWS & CLAWS INCOME	6,608.03	9,502.00	6,608.03	9,502.00	19,000.00
4200 · CONTRIBUTIONS	287,607.51	230,004.00	287,607.51	230,004.00	440,000.00
4400 · SPECIAL EVENTS	10,404.00	13,000.00	10,404.00	13,000.00	96,000.00
4512 · Short / Over	-119.58		-119.58		
4600 · GRANT INCOME	1,000.00	7,500.00	1,000.00	7,500.00	15,000.00
4700 · CONTRIBUTIONS IN-KIND	34,892.16		34,892.16		
4800 · ENDOWMENT DISTRIBUTION	0.00		0.00		3,000.00
4900 · HUMANE EDUCATION	2,468.89	5,100.00	2,468.89	5,100.00	10,200.00
<b>Total Income</b>	<u>455,539.09</u>	<u>376,503.98</u>	<u>455,539.09</u>	<u>376,503.98</u>	<u>803,994.00</u>
<b>Cost of Goods Sold</b>					
5000 · COST OF GOODS SOLD	2,171.68	4,500.00	2,171.68	4,500.00	9,000.00
5100 · Purchases	70.44		70.44		
<b>Total COGS</b>	<u>2,242.12</u>	<u>4,500.00</u>	<u>2,242.12</u>	<u>4,500.00</u>	<u>9,000.00</u>
<b>Gross Profit</b>	453,296.97	372,003.98	453,296.97	372,003.98	794,994.00
<b>Expense</b>					
7020 · CLINIC SERVICES EXPENSE	8,754.23	11,498.00	8,754.23	11,498.00	23,000.00
7040 · ANIMAL SERVICES EXPENSE	73,071.02	27,496.00	73,071.02	27,496.00	55,000.00
7110 · CAT'S MEOW EXPENSES	23,173.86	29,850.00	23,173.86	29,850.00	59,700.00
7240 · SPECIAL APPEALS EXPENSE	541.89	4,334.00	541.89	4,334.00	6,500.00
7400 · SPECIAL EVENTS EXPENSE	9,383.56	1,500.00	9,383.56	1,500.00	27,000.00
7700 · HUMANE EDUCATION EXPE...	7,855.82	3,625.00	7,855.82	3,625.00	7,250.00
7800 · ADMINISTRATIVE EXPENSES	80,926.93	57,163.08	80,926.93	57,163.08	106,350.00
7828 · Outreach	666.83		666.83		
8000 · PAYROLL	224,794.30	244,968.48	224,794.30	244,968.48	489,933.00
8050 · YEAR END CLOSING ACCO...	19,189.93		19,189.93		
<b>Total Expense</b>	<u>448,358.37</u>	<u>380,434.56</u>	<u>448,358.37</u>	<u>380,434.56</u>	<u>774,733.00</u>
<b>Net Ordinary Income</b>	4,938.60	-8,430.58	4,938.60	-8,430.58	20,261.00
<b>Other Income/Expense</b>					
<b>Other Income</b>					
9000 · OTHER INCOME	1,285.99		1,285.99		
<b>Total Other Income</b>	<u>1,285.99</u>		<u>1,285.99</u>		
<b>Other Expense</b>					
9200 · INCOME TAXES	157.00		157.00		
<b>Total Other Expense</b>	<u>157.00</u>		<u>157.00</u>		
<b>Net Other Income</b>	<u>1,128.99</u>		<u>1,128.99</u>		
<b>Net Income</b>	<u><u>6,067.59</u></u>	<u><u>-8,430.58</u></u>	<u><u>6,067.59</u></u>	<u><u>-8,430.58</u></u>	<u><u>20,261.00</u></u>

# 2012 UW & City SS Fund – 6 Month Interim Report

#23

**Name of Agency \*** Jackson Street Youth Shelter, Inc

**Contact email \*** director@jsysi.org

**Program Name: \*** Emergency Shelter

**For which cycle are you reporting? \*** City Social Service Fund

**Describe the project for which you are reporting (250 words or less) \***

JSYSI provides emergency shelter stays–up to 21 days– for youth ages 10 to 17. Some are truly homeless, but the majority is dealing with a family crisis. In fact, one of the primary goals of our emergency shelter program is to reduce the risk of runaway behavior through early intervention. For emergency shelter, we strive to provide an environment based on federal guidelines for a Basic Center Program. Youth who stay at JSYSI have a safe, secure place with a warm bed and family–style meals. They receive supervision and practical assistance from trained staff members 24 hours a day. Our decade of experience in working with troubled youth has taught us that all the programs and services we offer must be centered around a philosophy of addressing each youth’s specific needs, calling upon an array of in–house and community resources. Each youth receives individual case–management from trained JSYSI staff, and is expected to take an active role in problem–solving and goal–setting to resolve the issue he or she faces. Wherever possible we seek to reunite youth with their families and we offer services such as family mediation session to support successful outcomes.

**Amount requested from City Social Service Fund?** 25000

**Amount awarded from City Social Service Fund?** 25000

**Amount requested from United Way?**

**Amount awarded from United Way?**

**How has the award been spent? \*** Jackson Street Youth Shelter, Inc. is open 24 hours a day and 7 days a week. Due to the shelter hour’s staff salaries are our biggest cost, in order to, maintain a safe, stable, and secure environment. The majority of this grant award was spent on personnel to continue to run the emergency shelter program. A small amount of the grant award was used for staff training, facilities overhead, and shelter materials.

**From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). \***

Emergency stays range from one to 21 days. An average emergency stay of one week includes:

- A safe, stable environment, with 24–hour structured supervision by qualified, caring adults.
- Healthy meals and snacks; personal hygiene products; clothing and shoes, if needed.
- Access to medical care and other essential services.
- Individual case management.

- Education support, including Homework Time each school night, staffed by volunteer tutors.
- A plan to reunite the youth with the family (if appropriate), along with support services such as family mediation.

<b>Cost per unit (what it costs to deliver this service per client): *</b>	\$735 per week (\$105 per bednight)
<b>How many unduplicated clients has the City award served to date? *</b>	32
<b>How many unduplicated clients has the United Way award served to date? *</b>	
<b>How many unduplicated clients do you expect the City award to serve for the funded period (7/1-6/30)? *</b>	75
<b>How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1-6/30)? *</b>	
<b>Contributions / fundraising income *</b>	1732
<b>Program service fees *</b>	8443
<b>Foundation grants *</b>	0
<b>City Social Service Fund (current year award) *</b>	12500
<b>Other Government funding (Federal, State, County, City) *</b>	49123
<b>United Way Grant funding (current year award) *</b>	0
<b>Other Income *</b>	4462
<b>Total Program Revenue *</b>	76260
<b>Salaries *</b>	39468
<b>Payroll taxes and employee benefits *</b>	7799
<b>Professional fees and contracted services *</b>	0
<b>Operations (rent, utilities, equipment, maintenance, etc.) *</b>	7761
<b>Materials and supplies *</b>	3476
<b>Travel *</b>	0

Staff and volunteer development/training costs *	1973
Conferences, conventions, meetings *	0
Direct assistance to individuals *	3585
Miscellaneous expenses *	0
<b>Total Expenses *</b>	<b>64063</b>
<b>Program Budget Balance (Total revenue - total expenses *)</b>	<b>12197</b>

Upload Dec-end balance sheet. \*  [jsysi\\_balance\\_sheet\\_julydec\\_2012.pdf](#)  
84.37 KB · PDF

Upload Dec-end Income statement. \*  [jsysi\\_income\\_stmt\\_julydec\\_2012.pdf](#)  
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## 2012 UW &amp; City SS Fund – 6 Month Interim Report

#24

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**Name of Agency \*** Jackson Street Youth Shelter, Inc

**Contact email \*** director@jsysi.org

**Program Name: \*** Transitional Housing

**For which cycle are you reporting? \*** City Social Service Fund

**Describe the project for which you are reporting (250 words or less) \***

Most residents stay at JSYSI for a limited time, and youths who stay for fewer than 21 days are served by our “Emergency Shelter” program. We always start with the goal of reuniting clients with their families, and we are able to do this 80 to 90 percent of the time. However, because of issues such as parental drug use, abuse, and neglect, some of JSYSI residents do not have the option of returning home. For these youth, our goal is to continue to provide shelter while helping them make a successful transition to living independently and productively. When residents stay with us longer than 3 weeks, they become part of our “Transitional Housing” program. We work with each youth on a plan to achieve a High School diploma or GED, and help them choose and prepare for what comes next: higher education, vocational training, or job-seeking. We offer classes and coaching in “independent living skills,” to help them become self-supporting, self-reliant young adults.

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**Amount requested from City Social Service Fund?** 8000

**Amount awarded from City Social Service Fund?** 8000

**Amount requested from United Way?**

**Amount awarded from United Way?**

**How has the award been spent? \*** Jackson Street Youth Shelter, Inc. is open 24 hours a day and 7 days a week. Due to the shelter hour’s staff salaries are our biggest cost, in order to, maintain a safe, stable, and secure environment. The majority of this grant award was spent on personnel to continue to run the emergency shelter program. A small amount of the grant award was used for staff training, facilities overhead, and shelter materials.

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**From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). \***

- Dorm-style accommodation in a safe, stable environment, with 24-hour structured supervision by qualified, caring adults.
- Healthy meals and snacks; personal hygiene products; access to laundry facilities.
- Access to medical care and other essential services, referrals to other community resources, as needed.
- Individual case management, including goal-setting sessions.
- Education support, including Homework Club each school night, staffed by volunteer tutors.

- Opportunities to attend Independent Living Skills Workshops on a variety of topics.
- Assistance in accessing job training programs or higher education.

<b>Cost per unit (what it costs to deliver this service per client): *</b>	\$2,350 average (\$105 per bednight)
<b>How many unduplicated clients has the City award served to date? *</b>	7
<b>How many unduplicated clients has the United Way award served to date? *</b>	
<b>How many unduplicated clients do you expect the City award to serve for the funded period (7/1-6/30)? *</b>	20
<b>How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1-6/30)? *</b>	
<b>Contributions / fundraising income *</b>	17321
<b>Program service fees *</b>	0
<b>Foundation grants *</b>	12821
<b>City Social Service Fund (current year award) *</b>	4000
<b>Other Government funding (Federal, State, County, City) *</b>	16047
<b>United Way Grant funding (current year award) *</b>	0
<b>Other Income *</b>	4462
<b>Total Program Revenue *</b>	54650
<b>Salaries *</b>	27958
<b>Payroll taxes and employee benefits *</b>	5515
<b>Professional fees and contracted services *</b>	0
<b>Operations (rent, utilities, equipment, maintenance, etc.) *</b>	5644
<b>Materials and supplies *</b>	3476
<b>Travel *</b>	0
	1645

**Staff and volunteer development/training costs \***

Conferences, conventions, meetings *	0
Direct assistance to individuals *	2689
Miscellaneous expenses *	0
<b>Total Expenses *</b>	<b>46927</b>
<b>Program Budget Balance (Total revenue - total expenses *</b>	<b>7723</b>

Upload Dec-end balance sheet. \*



[jsysi\\_balance\\_sheet\\_julydec\\_20121.pdf](#)

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Upload Dec-end Income statement. \*



[jsysi\\_income\\_stmt\\_julydec\\_20121.pdf](#)

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# Jackson Street Youth Shelter, Inc

## Balance Sheet

As of December 31, 2012

### ASSETS

#### Current Assets

##### Checking/Savings

Citizens Bank Checking	37,885
Citizens Money Market	
Operating Funds	29,377
Capital Improvement Fund	8,887
Albany/Linn Co Project	8,879
Other Restricted Funds	5,059
Total Citizens Money Market	52,201
OSU Federal Credit Union	7,671
Petty Cash	95

##### Total Checking/Savings

97,853

##### Accounts Receivable

Pledges Receivable	20,245
Grants Receivable	18,164

##### Total Accounts Receivable

38,409

##### Other Current Assets

Resident Gift Cards	1,429
Household Gift Cards	1,395
Inventory for Use	6,544
Prepaid Expenses	1,385
Undeposited Funds	4,205

##### Total Other Current Assets

14,958

##### Total Current Assets

151,220

##### Fixed Assets

Land	104,475
Buildings	253,935
Furnishings & Equipment	9,164
Computer Software	167

##### Total Fixed Assets

367,741

### TOTAL ASSETS

518,960

**Jackson Street Youth Shelter, Inc**  
**Balance Sheet**  
As of December 31, 2012

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

Accounts Payable	
Vendor Accounts Payable	1,375
VISA - OSU Fed Credit Union	582
Total Accounts Payable	1,957
Other Current Liabilities	
Deferred Income	5,100
Payroll Liabilities	5,648
Payroll Payable	4,353
Total Other Current Liabilities	15,100
<b>Total Current Liabilities</b>	<b>17,058</b>

**Long Term Liabilities**

Loans	28,200
Municipal Rehabilitation Lien	34,915
<b>Total Long Term Liabilities</b>	<b>63,115</b>

**Total Liabilities**

**80,173**

**Equity**

Retained Earnings	430,567
Net Income	8,221
<b>Total Equity</b>	<b>438,788</b>

<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>518,960</b>
---------------------------------------	----------------

Jackson Street Youth Shelter, Inc

Income & Expense

July through December 2012

July 1 - Dec 31, 2012

**Income**

<b>Albany/Linn County Campaign</b>	6,915
<b>Contributions Income</b>	
Restricted	607
Unrestricted	77,336
<b>Total Contributions Income</b>	<u>77,943</u>
<b>Donated Goods</b>	9,073
<b>Fundraisers</b>	3,401
<b>Grants</b>	
Government Grants	
Federal	80,389
State	42,584
Local	16,500
Private Grants	25,000
<b>Total Grants</b>	<u>164,472</u>
<b>Contracts</b>	9,308
<b>Program Fees</b>	120
<b>Interest Income</b>	6
<b>Miscellaneous Income</b>	
SAIF rebate	1,036
Continuation Health Ins Pmts	1,076
<b>Total Miscellaneous</b>	<u>2,112</u>
<b>Total Income</b>	<u><u>273,352</u></u>

**Expense**

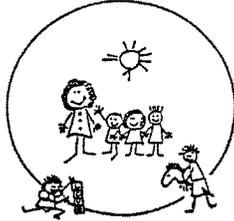
**Personnel**

Payroll	
Payroll Expenses	170,013
Taxes	16,248
<b>Total Payroll</b>	<u>186,261</u>

Jackson Street Youth Shelter, Inc  
Income & Expense  
July through December 2012

	July 1 - Dec 31, 2012
<b>Staff Expense</b>	
Education & Training	1,816
Travel to Conferences	1,473
Transportation	3,436
Other Staff Expense	800
<b>Total Staff Expense</b>	<b>7,525</b>
Health Insurance	13,500
Insurance, Worker's Comp	1,210
<b>Total Personnel</b>	<b>208,496</b>
<b>Facilities</b>	
Rental - Albany Storage Unit	355
Household Supplies & Furnishings	6,134
Insurance, Property	700
Repairs	1,427
Roof & Gutter Replacement	8,588
Utilities	2,805
Depreciation Expense	8,141
<b>Total Facilities</b>	<b>28,151</b>
<b>Resident Expense</b>	<b>9,753</b>
<b>General Expense</b>	
Advertising	2,474
Bank Service Charges	324
Dues and Subscriptions	1,667
Insurance: General Liability, D & O	2,230
Miscellaneous	814
Office Supplies	3,006
Postage and Delivery	1,202
Printing and Photocopies	3,748
Professional Fees	1,015
Taxes & Licenses	106
Telephone	2,144
<b>Total General Expense</b>	<b>18,732</b>
<b>Total Expense</b>	<b>265,131</b>
<b>Net Income</b>	<b>8,221</b>

# Presbyterian Preschool and Child Care Center



114 SW 8<sup>th</sup> Street  
Corvallis, OR 97333  
Tel: 541-753-7752  
Fax: 541-754-5324  
email: [child@1stpres.org](mailto:child@1stpres.org)

January 24, 2013

## United Way Interim Report

Narrative questions: not to exceed 1 page

1. From the original Program Application, describe the project awarded funding:  
The Tuition Assistance Program subsidizes childcare service hours for at-risk infants and children ages 6 weeks through 6 years of age residing in Benton County. Parents are eligible if they participate in job training, in seeking employment, or are the in the entering the workforce with limited resources.
2. Original amount requested: \$4000
3. Amount awarded: \$4000
4. How has the award been spent? The funds have used to subsidize up to 30% of the monthly tuition fee for eligible families. The subsidized tuition is paid in sliding-scale percentage increments using the most current federal poverty guidelines.
5. From the application, define one unit of service: One unit of service is one hour of care and education in the infant or preschool program. The center provides at least 2600 hours of available care each year for up to 72 childcare spaces.
6. Cost per unit (what it costs to deliver this service per client): \$4.46/hour
- 7a. How many unduplicated clients has this award served to date (7/1-12/31)?  
five
- 7b. How many unduplicated clients do you expect this award to serve for the funded period (7/1-6/30)? three

**Agency:** Presbyterian Preschool and Child Care Center

**Program Name:** Presbyterian Preschool and Child Care Center

**Funding Request \$**

**Grant Award \$**

What is your actual spending as of this report date by category?

<b>REVENUE</b>		<b>Program ACTUALS</b> period-to-date
A	Contributions / fundraising income	\$ 41,317
B	United Way Grant funding (current year award)	\$ -
C	United Way donor-directed designations	\$ -
D	City of Corvallis SSF award	\$ 1,667
E	Grants from other government agencies	\$ 27,953
F	Foundation grants	\$ 2,575
G	Program service fees	\$ 543,733
H	Other income	\$ 430
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 617,675</b>

**\*\* Use line "D" to report City Social Service Fund award**

<b>EXPENSES</b>		
J	Salaries	\$ 430,431
K	Payroll taxes and employee benefits	\$ 87,258
L	Professional fees and contracted services	\$ 7,839
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 7,839
N	Materials and supplies	\$ 118,390
O	Travel	\$ -
P	Staff and volunteer development / training costs	\$ 1,094
Q	Conferences, conventions, meetings	\$ -
R	Direct assistance to individuals	\$ -
S	Miscellaneous expenses	\$ 384
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 653,235</b>

**Balance \$ (35,560)**

**COMMENTS:**

Please explain any special circumstances

\$50,114 was set aside in a reserve account and transferred to the designated playground remodel account. The project was completed in October 2012.

FIRST PRESBYTERIAN CHURCH  
**Balance Sheet (UNAUDITED)**  
 PRESCHOOL - CHILDCARE 45, December 2012

	Current Year	Previous Year
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Checking - Citizens Bank	\$27,825.80	\$27,882.07
Petty Cash	400.00	300.00
PS/CC Scrip	1,142.29	1,004.89
ING Savings	19,016.32	7,195.35
ING Savings PSCC Holt	8,421.81	8,381.60
ING Savings PSCC Playgrou	3,412.20	51,229.85
ING PSCC Employment	28,894.86	28,756.87
ING PSCC Building Reserve	5,384.13	5,358.41
Subtotal ING Savings	65,129.32	100,922.08
Citizens Bank MM	10,850.95	10,810.78
<b>ACCOUNTS RECEIVABLE</b>		
US Dept of Agriculture	800.00	790.96
PS/CC Tuition	300.00	789.60
Adult and Family Services	500.00	275.00
Health Insurance Receivable	313.44	0.00
<b>INVESTMENTS</b>		
Scottish Power Stock	4,181.25	4,181.25
<b>TOTAL ASSETS</b>	<b>\$111,443.05</b>	<b>\$146,956.63</b>
<b>CURRENT LIABILITIES</b>		
Health Insurance Payable	\$0.00	-\$681.81
<b>TOTAL LIABILITIES</b>	<b>0.00</b>	<b>-681.81</b>
<b>FUND BALANCES</b>		
General Fund	\$61,148.80	\$55,839.35
PS/CC Holt Endowment Fund	8,421.81	0.00
PS/CC Playground Project	3,412.20	53,502.77
PS/CC Bldg Reserve Fund	9,565.38	9,539.66
PSCC Unemployment Reserve	28,894.86	28,756.87
<b>TOTAL FUND BALANCE</b>	<b>111,443.05</b>	<b>147,638.65</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$111,443.05</b>	<b>\$146,956.84</b>

FIRST PRESBYTERIAN CHURCH  
**Income and Expense Statement (UNAUDITED)**  
 PRESCHOOL - CHILDCARE 45, December 2012

	Current Period	Current Budget	Year to Date	Year to Date Budget	Annual Budget Percentage	Annual Budget
<b>INCOME</b>						
<b>INVESTMENT INCOME</b>						
Investment Interest/Divid	\$25.06	\$108.37	\$430.37	\$1,300.00	33.11%	\$1,300.00
<b>CLIENT FEES</b>						
Client Paid Tuition	41,506.67	42,466.63	541,643.10	509,600.00	106.29%	509,600.00
Registration Fees	120.00	158.37	2,065.00	1,900.00	108.68%	1,900.00
Subtotal Client Fees	41,626.67	42,625.00	543,708.10	511,500.00	106.30%	511,500.00
<b>TUITION ASSISTANCE</b>						
United Way	0.00	83.37	0.00	1,000.00	0.00%	1,000.00
Challenge Offerings	3,413.22	333.37	3,413.22	4,000.00	85.33%	4,000.00
City Social Services	0.00	0.00	1,666.65	0.00	0.00%	0.00
Adult and Family Services	471.00	833.37	10,133.25	10,000.00	101.33%	10,000.00
ASOSU Subsidy	333.33	0.00	4,053.20	0.00	0.00%	0.00
Subtotal Tuition Assistance	4,217.55	1,250.11	19,266.32	15,000.00	128.44%	15,000.00
<b>OTHER</b>						
USDA	746.44	1,083.37	13,437.89	13,000.00	103.37%	13,000.00
Other	0.00	8.37	0.00	100.00	0.00%	100.00
Undesignated Donations	0.00	291.63	30,796.50	3,500.00	879.90%	3,500.00
Subtotal Other	746.44	1,383.37	44,234.39	16,600.00	266.47%	16,600.00
<b>DESIGNATED DONATIONS</b>						
Playground	0.00	83.37	2,575.00	1,000.00	257.50%	1,000.00
Equipment	200.00	41.63	750.00	500.00	150.00%	500.00
Subtotal Designated Donations	200.00	125.00	3,325.00	1,500.00	221.67%	1,500.00
<b>SPECIAL PROJECTS</b>						
Fund Raising	158.00	250.00	844.96	3,000.00	28.17%	3,000.00
Interest	0.00	12.50	55.25	150.00	36.83%	150.00
Special Event	0.00	416.63	4,101.72	5,000.00	82.03%	5,000.00
Scholarships	0.00	166.63	1,030.00	2,000.00	51.50%	2,000.00
Scrip Income	-63.79	33.37	325.33	400.00	81.33%	400.00
Subtotal Special Projects	94.21	879.13	6,357.26	10,550.00	60.26%	10,550.00
<b>TOTAL INCOME</b>	<b>46,909.93</b>	<b>46,370.98</b>	<b>617,321.44</b>	<b>556,450.00</b>	<b>110.94%</b>	<b>556,450.00</b>
<b>EXPENSES</b>						
<b>PERSONNEL COMPENSATION</b>						
Salaries	\$34,605.10	\$32,543.75	\$401,791.39	\$390,525.00	102.88%	\$390,525.00
FICA (Employer)	2,622.32	2,603.75	31,950.52	31,245.00	102.26%	31,245.00
Unemployment	0.00	41.63	0.00	500.00	0.00%	500.00
Workers' Comp (Employer)	41.53	43.75	520.73	525.00	99.19%	525.00
SAIF Insurance	597.97	283.37	5,394.60	3,400.00	158.66%	3,400.00
Substitute Pay	694.36	2,639.13	27,350.50	31,670.00	86.36%	31,670.00
Health Insurance	3,857.13	3,333.37	49,485.58	40,000.00	123.71%	40,000.00
Payroll Preparation Fees	80.88	150.00	1,289.34	1,800.00	71.63%	1,800.00
Subtotal Personnel Compensation	42,499.29	41,638.75	517,782.66	499,665.00	103.63%	499,665.00
<b>OPERATING EXPENSES</b>						
<b>EQUIPMENT</b>						
Classroom Equipment	158.48	41.63	1,273.76	500.00	254.75%	500.00
Furniture/Capital Improve	545.00	83.37	4,515.00	1,000.00	451.50%	1,000.00
Playground Expense	0.00	4.13	185.87	50.00	371.74%	50.00
Playground Remodel	0.00	5,833.37	81,151.40	70,000.00	115.93%	70,000.00

	Current Period	Current Budget	Year to Date	Year to Date Budget	Annual Budget Percentage	Annual Budget
Subtotal Equipment	703.48	5,962.50	87,126.03	71,550.00	121.77%	71,550.00
<b>PROFESSIONAL DEVELOPMENT</b>						
In Service Training	0.00	4.13	0.00	50.00	0.00%	50.00
Workshops/Classes/Certs	0.00	58.37	1,094.00	700.00	156.29%	700.00
Memberships	0.00	75.00	661.00	900.00	73.44%	900.00
Subtotal Professional Developme	0.00	137.50	1,755.00	1,650.00	106.36%	1,650.00
<b>MAINTENANCE/CLEANING</b>						
Custodial/Cleaning Servic	632.50	666.63	6,832.50	8,000.00	85.41%	8,000.00
Cleaning Equipment	0.00	4.13	440.05	50.00	880.10%	50.00
Cleaning Supplies	0.00	6.25	216.58	75.00	288.77%	75.00
Utilities(Allied Waste)	75.00	83.37	900.00	1,000.00	90.00%	1,000.00
Bldg Repairs /Maintenance	0.00	83.37	1,167.05	1,000.00	116.71%	1,000.00
Culligan	16.50	7.50	104.50	90.00	116.11%	90.00
Carpet Cleaning	0.00	66.63	295.00	800.00	36.88%	800.00
Subtotal Maintenance/cleaning	724.00	917.88	9,955.68	11,015.00	90.38%	11,015.00
<b>MEALS</b>						
Baby Food	149.29	83.37	1,128.74	1,000.00	112.87%	1,000.00
Formula	95.97	25.00	492.84	300.00	164.28%	300.00
Lunch/Snacks	1,395.54	1,333.37	19,243.93	16,000.00	120.27%	16,000.00
Food Preparation	0.00	958.37	850.00	11,500.00	7.39%	11,500.00
Subtotal Meals	1,640.80	2,400.11	21,715.51	28,800.00	75.40%	28,800.00
<b>CLASSROOM SUPPLIES</b>						
Classroom Consumables	987.51	583.37	7,162.87	7,000.00	102.33%	7,000.00
Classroom Educational Mat	0.00	25.00	864.92	300.00	288.31%	300.00
Classroom Program Supply	67.36	100.00	1,645.33	1,200.00	137.11%	1,200.00
Books	12.58	4.13	24.92	50.00	49.84%	50.00
Educational Programs	0.00	0.00	38.50	0.00	0.00%	0.00
Special Needs	0.00	4.13	0.00	50.00	0.00%	50.00
Subtotal Classroom Supplies	1,067.45	716.63	9,736.54	8,600.00	113.22%	8,600.00
<b>ADMINISTRATIVE</b>						
CC Opening Ads	0.00	48.37	608.55	580.00	104.92%	580.00
Celebrations	346.43	31.25	710.22	375.00	189.39%	375.00
Publicity	28.22	25.00	363.64	300.00	121.21%	300.00
Certification License	0.00	22.50	345.00	270.00	127.78%	270.00
Phone/Internet	75.00	100.00	1,884.73	1,200.00	157.06%	1,200.00
Office Supplies	120.96	37.50	422.31	450.00	93.85%	450.00
Postage	0.00	16.63	145.55	200.00	72.78%	200.00
Printing/Publications	0.00	2.88	0.00	35.00	0.00%	35.00
Photocopy	50.00	50.00	555.70	600.00	92.62%	600.00
Equipment/Office	0.00	8.37	25.70	100.00	25.70%	100.00
Tuition Reimbursement	0.00	0.87	0.00	10.00	0.00%	10.00
Subtotal Administrative	620.61	343.37	5,061.40	4,120.00	122.85%	4,120.00
<b>FUND RAISING EXPENSES</b>						
General	14.98	4.13	95.74	50.00	191.48%	50.00
Special Event	0.00	41.63	288.48	500.00	57.70%	500.00
Subtotal Fund Raising Expenses	14.98	45.76	384.22	550.00	69.86%	550.00
Subtotal Operating Expenses	4,771.32	10,523.75	135,734.38	126,285.00	107.48%	126,285.00
<b>TOTAL EXPENSES</b>	<b>47,270.61</b>	<b>52,162.50</b>	<b>653,517.04</b>	<b>625,950.00</b>	<b>104.40%</b>	<b>625,950.00</b>
<b>EXCESS INCOME\EXPENSES</b>	<b>-\$360.68</b>		<b>-\$36,195.60</b>			<b>-\$69,500.00</b>

## 2012 UW &amp; City SS Fund – 6 Month Interim Report

#12

<b>Name of Agency *</b>	Vina Moses Center
<b>Contact email *</b>	vinamoses@proaxis.com
<b>Program Name: *</b>	Clothing and Household
<b>For which cycle are you reporting? *</b>	Both
<b>Describe the project for which you are reporting (250 words or less) *</b>	The Vina Moses Center provides clothing and household items to low income families and individuals in Benton County. Clothing and household items are donated by members of our community and distributed by volunteers and staff at the Center. Once a year we purchase new shoes, socks, underwear and school supplies for children returning to school. We provide food and gift baskets to help with the Holiday in December. There is not charge to our clients for any of our services.
<b>Amount requested from City Social Service Fund?</b>	5000
<b>Amount awarded from City Social Service Fund?</b>	2500
<b>Amount requested from United Way?</b>	3000
<b>Amount awarded from United Way?</b>	3000
<b>How has the award been spent? *</b>	One half of the awards are used for operating expenses. One half is used for direct services provided during the school program. A "client" in our program includes the family unit, whether there is one in the family or 10 in the family.
<b>From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *</b>	One monthly visit provides an outfit of clothing for each member of the family and other necessary items such as bedding, dishes and personal care items.
<b>Cost per unit (what it costs to deliver this service per client): *</b>	8.92
<b>How many unduplicated clients has the City award served to date? *</b>	140
<b>How many unduplicated clients has the United Way award served to date? *</b>	168
<b>How many unduplicated clients do you expect the City award to serve for the funded period (7/1-6/30)? *</b>	140
	170

How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1-6/30)? \*

Contributions / fundraising income *	99503
Program service fees *	0
Foundation grants *	12000
City Social Service Fund (current year award) *	1930
Other Government funding (Federal, State, County, City) *	0
United Way Grant funding (current year award) *	1500
Other Income *	1403
<b>Total Program Revenue *</b>	<b>116336</b>
Salaries *	44088
Payroll taxes and employee benefits *	3884
Professional fees and contracted services *	1350
Operations (rent, utilities, equipment, maintenance, etc.) *	9322
Materials and supplies *	6813
Travel *	30
Staff and volunteer development/training costs *	27
Conferences, conventions, meetings *	0
Direct assistance to individuals *	29570
Miscellaneous expenses *	642
<b>Total Expenses *</b>	<b>95726</b>
<b>Program Budget Balance (Total revenue - total expenses) *</b>	<b>20852</b>

Upload Dec-end balance sheet. \*



[vina\\_bal.xls](#)  
17.00 KB · XLS

## 2012 UW &amp; City SS Fund – 6 Month Interim Report

#19

<b>Name of Agency *</b>	Vina Moses
<b>Contact email *</b>	vinamoses@proaxis.com
<b>Program Name: *</b>	FISH Emergency Services
<b>For which cycle are you reporting? *</b>	Both
<b>Describe the project for which you are reporting (250 words or less) *</b>	FISH Emergency Services mission is to improve the quality of life of families and individuals by providing financial assistance when all other resources have been depleted. The program assists with rent, utilities, medical needs and transportation to low-income families and individuals in Benton County. Our clients include families with children, individuals, people with disabilities, seniors, single parents, homeless and working poor.
<b>Amount requested from City Social Service Fund?</b>	4000
<b>Amount awarded from City Social Service Fund?</b>	4000
<b>Amount requested from United Way?</b>	3000
<b>Amount awarded from United Way?</b>	3000
<b>How has the award been spent? *</b>	One half of funding was spent for operating expenses. The other half was used for direct services to clients.
<b>From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *</b>	1 time assistance in any area the FISH assists. It could be rent, medical, transportation, Oregon identification or utilities.
<b>Cost per unit (what it costs to deliver this service per client): *</b>	This varies widely depending on the request. Rent assistance averages \$100 – 200 per household. Utilities \$50– 100. the average cost per unit is \$30.00
<b>How many unduplicated clients has the City award served to date? *</b>	62
<b>How many unduplicated clients has the United Way award served to date? *</b>	55
<b>How many unduplicated clients do you expect the City award to serve for the funded period (7/1–6/30)? *</b>	62
<b>How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1–6/30)? *</b>	55

Contributions / fundraising income *	4518
Program service fees *	0
Foundation grants *	0
City Social Service Fund (current year award) *	1667
Other Government funding (Federal, State, County, City) *	3000
United Way Grant funding (current year award) *	1500
Other Income *	1661
<b>Total Program Revenue *</b>	<b>12346</b>
Salaries *	2889
Payroll taxes and employee benefits *	164
Professional fees and contracted services *	0
Operations (rent, utilities, equipment, maintenance, etc.) *	410
Materials and supplies *	1350
Travel *	0
Staff and volunteer development/training costs *	0
Conferences, conventions, meetings *	0
Direct assistance to individuals *	12126
Miscellaneous expenses *	0
<b>Total Expenses *</b>	<b>15396</b>
<b>Program Budget Balance (Total revenue - total expenses) *</b>	<b>-3049</b>

Upload Dec-end balance sheet. \*



[fish\\_bal.xls](#)  
13.50 KB · XLS

Upload Dec-end Income statement. \*



[fish\\_cash.xls](#)

Vina Moses Clothing and Household Balance

7/1/2012 through 12/31/2012 (Cash Basis)

Category	7/1/2012- OVERALL TOTAL	
<b>INCOME</b>		
CONTRIBUTIONS	87,520	87,520
GRANTS	12,000	12,000
INTEREST INCOME	505	505
REVENUE	1,930	1,930
SPECIAL EVENTS	11,983	11,983
UNITED WAY FUND	1,500	1,500
UW-DESIGNATIONS	898	898
TOTAL INCOME	116,337	116,337
<b>EXPENSES</b>		
Uncategorized	0	0
ADVERTISING	154	154
ASSISTANCE	29,569	29,569
Bank Charges	246	246
BENEFITS IRA	481	481
Cash	0	0
EQUIPMENT	960	960
MAINTENANCE	391	391
PAYROLL TAXES	3,403	3,403
POSTAGE	243	243
PRE TAX IRA	-240	-240
PROF. FEES	1,350	1,350
PUBLICATIONS	4,706	4,706
RENT, UTILITIES	6,979	6,979
SALARIES	44,088	44,088
SUPPLIES	1,864	1,864
TELEPHONE	992	992
TRAINING CONFERENCES	27	27
TRANSPORTATION	30	30
VOLUNTEER EXP.	241	241
TOTAL EXPENSES	95,485	95,485
<b>OVERALL TOTAL</b>	<b>20,852</b>	<b>20,852</b>

Vina Moses Clothing and Household

7/1/2012 through 12/31/2012

Category	7/1/2012- 12/31/2012
INFLOWS	
Uncategorized	0
CONTRIBUTIONS	87,520
GRANTS	250
GRANTS:Helpenstell	1,250
GRANTS:Kiwanis	500
GRANTS:Lloyd Summers	10,000
TOTAL GRANTS	12,000
INTEREST INCOME	505
REVENUE	
REVENUE:CITY	1,930
TOTAL REVENUE	1,930
SPECIAL EVENTS	
SPECIAL EVENTS:Sale	11,983
TOTAL SPECIAL EVENTS	11,983
UNITED WAY FUND	1,500
UW-DESIGNATIONS	898
TOTAL INFLOWS	116,337
OUTFLOWS	
ADVERTISING	154
ASSISTANCE	0
ASSISTANCE:Christmas	11,115
ASSISTANCE:ID	40
ASSISTANCE:RENT	0
ASSISTANCE:School Program	18,414
TOTAL ASSISTANCE	29,569
Bank Charges	246
BENEFITS IRA	481
Cash	0
EQUIPMENT	960
MAINTENANCE	391
PAYROLL TAXES	3,403
POSTAGE	243
PRE TAX IRA	-240
PROF. FEES	1,350
PUBLICATIONS	4,706
RENT, UTILITIES	5,979
RENT, UTILITIES:CITY LOAN	1,000
TOTAL RENT, UTILITIES	6,979
SALARIES	
SALARIES:ASSIST. SALARY	10,872
SALARIES:DIRECTOR SALARY	33,216
TOTAL SALARIES	44,088
SUPPLIES	1,864
TELEPHONE	992

TRAINING CONFERENCES	27
TRANSPORTATION	30
VOLUNTEER EXP.	241
TOTAL OUTFLOWS	95,485
OVERALL TOTAL	20,852

We Care interim report to United Way, 7/1/2012 – 12/31/12

*Narrative Questions:*

1. From the original Program Application, describe the project awarded funding:
2. Original amount requested: \$7,000 United Way; \$3,000 City of Corvallis
3. Amount awarded: \$5,000, United Way undesignated; \$3,000 City of Corvallis
4. How has the award been spent? City of Corvallis: households who were in transition (fled domestic violence, moving into subsidized housing, moving out of a shelter or rehab facility, living with family/friends and found own place)
5. From the application, define one unit of service one unit of service would be one household
6. Cost per unit (what it costs to deliver this service per client): maximum amount disbursed per request is \$400
- 7a. How many unduplicated clients has this award served to date (7/1-12/31)? Approx. 4 households.
- 7b. How many unduplicated clients do you expect this award to serve for the funded period (7/1-6/30)? Approx. 4 households. (Please note: In 2012 We Care responded to 65 various requests for transitional housing assistance, at total of \$18,000, of which \$2,500 United Way grant was used.)
8. and 9. Program Revenue and expenses period-to-date (see application for categories)

Program Revenue for period: \$2,500 United Way; \$1,500 City of Corvallis

Expenses for distributing amounts: none

**Agency:** Corvallis-Benton County Council of Religious Organizations

**Program Name:** We Care

**Funding Request \$** \$ 10,000.00

**Grant Award \$** \$ 8,000.00

What is your actual spending as of this report date by category?

<b>REVENUE</b>		<b>Program ACTUALS</b> period-to-date
A	Contributions / fundraising income	\$ 42,103
B	United Way Grant funding (current year award)	\$ 5,000
C	United Way donor-directed designations	
D	City of Corvallis SSF award	\$ 3,000
E	Grants from other government agencies	\$ 3,000
F	Foundation grants	
G	Program service fees	\$ -
H	Other income	
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 53,103</b>

\*\* Use line "D" to report City Social Service Fund award

<b>EXPENSES</b>		
J	Salaries	\$ -
K	Payroll taxes and employee benefits	\$ -
L	Professional fees and contracted services	\$ -
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ -
N	Materials and supplies	\$ 209
O	Travel	\$ -
P	Staff and volunteer development / training costs	\$ -
Q	Conferences, conventions, meetings	\$ -
R	Direct assistance to individuals	\$ 40,894
S	Miscellaneous expenses	
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 41,103</b>
		<b>Balance \$ 12,000</b>

# WE C Financial Report for Januar

## Funds Received Jan. 1 through Dec. 31, 2012

Donations from Member Faith Communities	26,627.81
Businesses and Community Orgs.	22,857.33
Fundraising Ltr. Responses	21,346.00
Donations from Individuals	26,562.00
Misc. (deposit returned from 2011)	<u>49.04</u>
<b>Sub-Total Received from donors</b>	<b>97,442.18</b>

Funds rec. in 2012, designated for Endowment	<u>200.00</u>
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<b>Grand Total Received Through 12/31/12</b>	<b><u>\$ 97,642.18</u></b>
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## Funds Disbursed Jan. 1 through Dec. 31, 2012

### Direct expenditures for those in need

Housing	57,752.11
Utilities	13,241.98
Medical	1,464.00
Storage	1,223.00
Transportation/Car Insurance	2,596.75

ID's	89.00
Drug Education	<u>400.00</u>

**Sub-Total Distributions to help those in need** **76,766.84**

**Operating Expenses**

Or Dept. of Justice	45.00
OR Secretary of State/Corp. Div.	50.00
Postage	81.40
Pay Pal fee for on-line giving	32.24
Supplies (check order)	<u>90.22</u>

**Sub-Total operating expenses** **298.86**

**Transfer of Funds to Foundation**

Distrib. to Benton Co. Foundation (2011 Contribution)	<u><u>300.00</u></u>
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**Grand Total Disbursements Through 12/31/12** **\$ 77,365.70**

# ARE

## y through December 2012

Report for:

### **We Care Endowment - year end 2012**

(invested with the Benton County Foundation)

Beginning balance Jan.1, 2012	106,066.85
Contributions to endowment in 2012	5,300.00
Market gain or loss + found exp 2012	14,281.70
Grant Distribution 2012	(3,093.86)
Foundation expenses 2012	
<b>Total Amt. of Endowment - 12/31/2012</b>	<b>\$ 122,554.69</b>

Tenative distribution in 2013 4,250.00

Income for:

(only for Board's info. Not for Gen. Body)

2006	42,696.05
2007	48,868.81
2008	54,943.91
2009	67,467.05
2010	89,566.40
2011	60,242.82
2012	97,442.18

United Way of  
Benton & Lincoln Counties

PO Box 2499 (97339)  
2330 NW Professional Dr, Ste 101  
Corvallis, OR 97330  
Phone: (541) 757-7717  
Fax: (541) 758-1443  
Email: [office@unitedwayblc.org](mailto:office@unitedwayblc.org) | [www.unitedwayblc.org](http://www.unitedwayblc.org)

914 SW Coast Hwy Suite 104  
Newport, OR 97365  
Phone: (541) 265-5812



## Memo

DATE: February 4, 2012  
TO: Ken Gibb, City of Corvallis  
FROM: Jennifer Moore, United Way

### City Social Service Fund—2011 cycle twelve-month Final Report for CHSC

Information below and attached references an award made to the Corvallis Homeless Shelter Coalition (CHSC) for the Outreach Worker program during the 2011 grant cycle (fiscal year 11-12).

#### Corvallis Homeless Shelter Coalition:

The Outreach Worker program at CHSC was funded during 2011 cycle for fiscal 11-12. In January 2012, they made us aware they had been unable to hire the Outreach Worker position awarded funds were meant to support. The memo from CHSC in the interim report packet provided a narrative of the challenges in filling the position. The agency had received 6 months of payment for services as per the contract. CHSC requested a six-month extension on the spending period, which was granted.

- The spending period was extended to 12/31/12
- United Way suspended payment of the remaining \$7,500 until a satisfactory six-month report was received. CHSC submitted a six-month interim report (July 2012 for the period 1/1 – 6/30). United Way resumed the remaining payments.
- CHSC hired the proposed .50 FTE in February 2012.
- CHSC submitted a 12-month final report (January 2013 for the period 7/1 – 12/31). Attached.

Because the position was hired mid-February, CHSC paid no salary for a six-week period, leaving a balance of \$2,826 in unspent award. The Outreach Worker continues to provide service to the demographic described in the initial application. CHSC is requesting permission to spend the balance of the grant (\$2,826) for services provided in January 2013.

Members of United Way's Community Impact Committee met with the CHSC Executive Director on 1/31 to review the request. Discussion included the funding timeline, program logistics, extenuating circumstances and specific examples of client service. Additionally, CHSC has implemented oversight and other measures to ensure the program maintains reporting compliance. Based on this discussion, United Way recommends approving the request to fully spend out the remaining \$2,826.

This program was awarded a United Way grant during the 2012 cycle (fiscal 12-13). The Community Impact Committee has requested monthly updates, and will continue to monitor the program's progress.

Attachments: CHSC Request  
CHSC January report for Outreach Worker Program  
CHSC twelve-month Final Report

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**MEMORANDUM**

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**TO:** JENNIFER MOORE, EXECUTIVE DIRECTOR, UNITED WAY  
**FROM:** GINA VEE EXECUTIVE DIRECTOR CORVALLIS HOMELESS SHELTER COALITION  
**SUBJECT:** PERMISSION TO USE FUNDS FROM LAST YEARS GRANT IN ONE MONTH OF THIS YEAR  
**DATE:** FEBRUARY 4, 2013  
**CC:**

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Jennifer, our closing balance for the Outreach Worker grant was \$2,826.50. As you know the original grant was issued from 07/01/11 through 6/30/12. The previous executive director failed to hire an outreach worker and we petitioned the city to allow us to keep the grant and provide outreach from 1/01/12 to 12/31/12. We were granted this waiver. We were not able to hire an outreach worker until 02/14/12. Therefore we have this unspent balance that was dedicated to her salary valued at about a month and a halves salary. Her monthly salary is \$2,340. We are asking permission to continue the use of these funds for her salary assuring the grant provides 12 months of outreach for the homeless.

Thank you, Gina Vee

January's Monthly Report for Case Management and Outreach 2013  
By: Jennifer L. Chen

Happy 2013! January was an exciting month with two folks receiving notice that they were officially getting SSI and for one it included both SSI/SSD! Both have been trying for years to get this for themselves. It was a joy to see them become validated by "the system" even just knowing that they now had insurance and some money coming in for them to be able to live day to day, but in the case of one person they could now see that they had value in being able to pay for rent and not feel like they are a drain on others. For me, being able to celebrate this mild stone in their lives was quite a blessing indeed. I think that many of the people I work with are like this, they had become a victim of circumstance and fell into a part of society that they had never intended to be part of. These folks now see the light at the end of a very long tunnel.

There are other updates that I would like to share with you too. As some of you know, I have been calling Best Care in both Redmond and Klamath Falls for one of our residents who has been struggling with sobriety for years. He does not have insurance and we have had him on the "waitlist" since this past August. I have been very concerned since November that he may been getting worse and a couple of weeks ago he had called me after I had gone home saying that he was scared and that he was attacked in his room the night before. I turned around and went back to Partner's Place to meet him. He was physically shaking and the expression on his face was genuinely afraid of going into his room alone. In trying to flesh out just what had happened, I realized in fairly short order that he had been hallucinating. It is one of the signs and symptoms of alcohol withdrawal syndrome and the detailed visual hallucination (also called "delirium") can be life threatening. I spoke with the intake specialists in both locations about what I had witnessed and though they could only offer him a 7-day "detox" they understood quite well how severe his symptomology is. The issue is that even if we could have gotten him to their location for the detox he would have been released because he does not have insurance and still needed to be on the "waitlist" which at this point is 4-7 months more. The reason for this time lag is that they only have one indigent bed available at a time. They were quite supportive and encouraged me to call whenever I need to. I appreciate their support a support that I am sure we may need while we wait.

The next update I want to give you concerns another resident and his roommate at Partner's Place. Both of the gentlemen are partially disabled and as I have been their case manager for the past 8 months, I can tell you there are some positives to report. Both men have become more willing to communicate to me when they do not want someone in their apartment and let me help them remove these people. This is great, however, having said this I was brought back into work this past week at 4:30AM. It was because these two had gone to bed the night before and not had their 'friends' leave and they were being loud and smoking in the apartment. I arrived on scene to support Christie (our new night supervisor) and after knocking on the door and identifying ourselves they reluctantly opened the door. In side, I found three people hiding in one persons' room and two others with bedrolls out and a dog barking. All five of the people and dog were trespassed for 30-days and were told to come speak with me prior to

returning to Partner's Place. This is an intolerable situation because they are either not willing to have their friends leave or they are just apathetic about the rules. I might add that these are the same rules that the other residents must follow. Even with the rule breaking issue aside, the thing that I want most want to bring to your attention is that they have become disabled to the point that exceeds what I; or any of us, can or should do medically for them. It distresses me to say this a great deal and indeed I have lost sleep over it. Here is the challenge as I see it, I have looked into assisted living facilities for them but they are not going to be able to go into a "Stony Brook" type facility and be successful because of the requirements of them. They would not be able to smoke there and would not be able to stayed buzzed all day and drinking. I am continuing the search though. Another challenge is going to be that wherever they wind up their "friends" are sure to follow. This would mean that for whomever else would take on this pair, they would not only be getting two men who are physically challenged but they would get two me who are not willing to give up smoking or drinking with a poor diet as well as their friends. If anyone has additional thoughts I am totally open to them and would welcome an email with your idea.

In outreach this month I have been working with several folks who were picked up on bench warrants by CPD. These warrants are for anything from FTA-open container, FTA-sanction by the probation officer, or a PV- probation violation. (FTA = Failure To Appear and a sanction can be for missing too many check-ins with the probation officer) I am beginning to get postcards from those in county lockup. They say it makes their time go by easier knowing that they don't have to completely start over when they get out and that someone has remembered them. I feel the correspondence back and forth has been as good for them as for me their outreach worker. It has also been a good opener for some of them to get some counseling help while inside jail. It also gives visibility to Corvallis Homeless Shelter Coalition. CPD officers, Sheriff jailers, court appointed attorneys, other inmates, judges, DA's, etc. are all getting some visibility to the CHSC and what we can do to help these folks. Some of them are chronic offenders and if I can offer an option to having these folks picked up, booked, and sit in jail for 10-days. Think of the savings to the city and county. This could be a good example of how CHSC supports Corvallis and the surrounding communities. It is just a thought.

Low-income housing continues to be a struggle to find even with all the apartments, town-houses, and condos being built. There is always a need to help out at the shelters and these days my conversations with the ladies staying out at the women's shelter hosed by Love, inc.; have not been the most positive. Apparently, there is no running water to brush their teeth or wash their faces. There is also questionable clean linens and their bathroom is a port-a-pot. They also have to miss dinner because the bus out leaves at 5:20PM each day. I have not checked into this but will in the next couple of weeks as time allows.

I would like to encourage you to please look at our pet policy at Partner's Place. We are getting several requests for companion cats. I have told the residents that are requesting this, that it is a board decision. After sitting with this for a while, I would suggest an age limit of the pet being at least 2 years of age and certified, be considered. I would also

encourage you to speak with our new night supervisor, Christie, she has some experience with this. This next month I will be taking a couple of trainings, one is on the new street drug that involves marijuana and bath salts and the other is A&D and the homeless.

As always, I appreciate all of your support with my work. Kindest Regards,

Jen

Jennifer L. Chen  
Case Manager at Partner's Place  
Outreach Worker Daytime Drop In Center  
[partnersplacecm@gmail.com](mailto:partnersplacecm@gmail.com)  
541-224-1170

## 2012 UW &amp; City SS Fund – 6 Month Interim Report

#10

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**Name of Agency \*** Corvallis Homeless Shelter Coalition

**Contact email \*** veeg2@comcast.net

**Program Name: \*** Outreach Worker

**For which cycle are you reporting? \*** City Social Service Fund

**Describe the project for which you are reporting (250 words or less) \***

The Corvallis Homeless Shelter Coalition Outreach Worker interacts directly with people who are chronically homeless or near homelessness in the Corvallis community. The Outreach Worker has formed strong partnerships with this population and works intensively to solve high priority issues. The outreach worker has connected individuals to medical and/or mental health services, substance abuse help, available vocational programs, housing resources, counseling and/or other appropriate resources. The outreach worker assists homeless in applying for SSI/SSDI disability benefits.

**Amount requested from City Social Service Fund?** 15000

**Amount awarded from City Social Service Fund?** 15000

**Amount requested from United Way?**

**Amount awarded from United Way?**

**How has the award been spent? \***

Trust has been built with the homeless population. Homeless are willing to talk to the case worker to get help to access resources. We are often unaware how difficult it is to gain the confidence of the homeless and therefore difficult to help them access resources. 188 people have been helped by the caseworker this year.

The outreach worker does the following: sets up and transports homeless to medical/mental health appointments, helps access prescriptions, food boxes, clothes including shoes, socks, hygiene items and showers (in some cases actually showering disabled homeless). The outreach worker compiles and files SSI/SSD, acts as an advocate at SSI/SSD hearing worked with the SSA to help fill out and submit the on-line applications for both SSI and SSDI.

She appears as a court advocate serves on the Adult Services Team, assisting with job applications, acquiring safe housing for women suffering domestic abuse. Counseling includes working with those who are actively suicidal, act as their safety buddy if actively suicidal, arrange appropriate mental health services and implement case management counseling techniques. providing transportation to LBHA Housing orientations, give school resource information; GED, high school diploma and LBCC programs, providing information needed to apply to FASVA as well as scholarships and grants, counsel alcohol and drug treatment entrants, act as their safety buddy if actively suicidal, arrange appropriate mental health services and implement case management counseling techniques.

The Outreach Worker has formed strong community bonds with other community partners such as ;Corvallis Police Department, Benton County Health Department, Adult Parole and Probation Officers, Juvenile Probation Officers, 509J School District Homeless Liaison, Corvallis Court House, Benton County Mental Health

Department, local mental health counselors, and local area churches. Building these bonds has resulted in expediting the needs of those who are homeless.

Corvallis Homeless Shelter Coalition was given permission to begin use of funds in January 2012 and to continue until December 2012. We hired an Outreach Worker on Fed 14,2012. Her monthly salary is \$2,340.00. The balance of our grant represents the wages she would have been paid if she had begun January 1, 2012. We would like permission to continue her contract for one extra month and a half. We would like to use up the balance of \$2,826.50 as planned to offer 12 months of outreach to the homeless. Thank you

Gina Vee, Executive Director  
 Corvallis Homeless Shelter Coalition

<b>From the application describe 1 unit of service (example: 1 food box feeds 1 individual for 3 days). *</b>	A service unit would be defined as an interaction with a person who is homeless which leads to an opportunity to pursue a helpful resource.
<b>Cost per unit (what it costs to deliver this service per client): *</b>	10.30
<b>How many unduplicated clients has the City award served to date? *</b>	188
<b>How many unduplicated clients has the United Way award served to date? *</b>	
<b>How many unduplicated clients do you expect the City award to serve for the funded period (7/1-6/30)? *</b>	7 interactions daily 208 days this is a final report 188
<b>How many unduplicated clients do you expect the United Way award to serve for the funded period (7/1-6/30)? *</b>	
<b>Contributions / fundraising income *</b>	0
<b>Program service fees *</b>	0
<b>Foundation grants *</b>	0
<b>City Social Service Fund (current year award) *</b>	15000
<b>Other Government funding (Federal, State, County, City) *</b>	0
<b>United Way Grant funding (current year award) *</b>	0
<b>Other Income *</b>	0
<b>Total Program Revenue *</b>	0

Salaries *	9543
Payroll taxes and employee benefits *	2235.61
Professional fees and contracted services *	0
Operations (rent, utilities, equipment, maintenance, etc.) *	0
Materials and supplies *	0
Travel *	214.89
Staff and volunteer development/training costs *	80
Conferences, conventions, meetings *	0
Direct assistance to individuals *	100
Miscellaneous expenses *	0
<b>Total Expenses *</b>	<b>12173.5</b>
<b>Program Budget Balance (Total revenue – total expenses *</b>	<b>2826.5</b>

Upload Dec-end balance sheet. \*



[corvallis\\_homeless\\_shelter\\_coalition\\_balance\\_sheet.pdf](#)  
29.55 KB · PDF

Upload Dec-end Income statement. \*



[profit\\_and\\_loss\\_outreach.pdf](#)  
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**ADMINISTRATIVE SERVICES COMMITTEE  
MINUTES  
FEBRUARY 20, 2013**

**Present**

Councilor Biff Traber, Chair  
Councilor Joel Hirsch  
Councilor Hal Brauner

**Staff**

Nancy Brewer, Finance Director  
Mary Steckel, Public Works Director  
Kris De Jong, Administrative Division Manager  
Janet Chenard, Budget and Financial Planning Manager  
Staci Voight, Budget Analyst  
Roy Emery, Fire Chief  
Jon Sassaman, Police Chief

**Visitors**

Wolfgang Dilson, Corvallis resident  
Andrea Dailey, Corvallis resident  
Louise Marquering, Corvallis resident  
Marilyn Koenitzer, Corvallis resident  
Susan Napier, Corvallis resident

Michael Murphy, Corvallis resident  
Betty Griffiths, Corvallis resident  
Robert Hass, Corvallis resident  
Jan Napak, Corvallis resident  
Linda Weckesser, Corvallis resident

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Utility Rate Structure Study Review	*		
II. Public Safety Tax		*	
III. Council Policy Review and Recommendation: 97-10.01-10.08, "Financial Policies"			Amend City Council Financial Policies 10.01-10.09 as recommended by staff
IV. Other Business			

Chair Traber called the meeting to order at 3:30 pm.

**CONTENT OF DISCUSSION**

I. Utility Rate Structure Study Review (Attachment)

Ms. De Jong reviewed the staff report, noting it has been 15 years since the last utility rate study. Staff expects to have a cost of service analysis for each of the three utilities by the end of March. Results will be used to develop two alternative rate structures for consideration, public outreach will be conducted, and a final report is expected to be presented later this spring.

In response to Councilor Brauner's inquiry, Ms. De Jong said she hopes to bring

information for review at the Administrative Services Committee's April 17, 2013 meeting.

In response to Councilor Hirsch's inquiry, Ms. De Jong said the vendor, Raftelis Financial Consultants, Inc., conducts utility rate structure reviews for many municipalities across the nation.

In response to Chair Traber's inquiry regarding water pipe replacements and upgrades, Ms. De Jong said it is part of the Capital Improvement Program (CIP), the financial plans look at a seven-year infrastructure expenditure window and ideally, asset management data will be added as it becomes available.

Ms. Steckel added the goal of the study is ensure the new rate structure is revenue neutral to the City when it is initially implemented. Future expenditure needs may be incorporated during the next rate review to ensure the appropriate amount of revenue is being captured.

In response to Councilor Brauner's inquiry, Ms. De Jong said the study is to determine the fixed rate and consumption rate portions of revenue. The study is not reviewing overall capital improvement expenses.

In response to Councilor Hirsch's inquiry, Ms. De Jong confirmed the study is only looking at how rates are structured.

Chair Traber observed that trying to keep the new rate structure as simple as possible will make it easier for the public to understand the change. The new structure would show what is required to maintain current cost recovery requirements and from there staff and Council can discuss what rate changes may be needed as a result of updated asset inventories and other cost factors.

Ms. Steckel added that depending on the complexity of the recommended structure, it will be easier to see the difference between the current situation and what may be needed in the future if the City were to keep revenues neutral.

In response to Mr. Robert Hass' inquiry, Ms. De Jong said consumption has been decreasing due to a variety of factors, including conservation efforts and the slow economy. Ms. Steckel added that water consumption is driven by irrigation. Last year's very wet spring, short summer, and wet fall contributed to decreased water use.

In response to Ms. Marilyn Koenitzer's inquiry, Councilor Hirsch said water pipe replacement is a different topic than the utility rate structure review being discussed today.

In response to Ms. Louise Marquering's inquiry, Chair Traber said there is a pipe replacement schedule and it is included as part of the Capital Improvement Program (CIP) which is reviewed annually. He added the City is updating its infrastructure inventory to get a better handle on age and deterioration. Chair Traber said he expects the updated inventory, as well as projected costs, will be incorporated into future CIP updates.

Councilor Brauner remarked the utility rate structure study looks at the relationship between fixed costs and consumption. Rates are determined each year by examining the costs of providing services. The CIP looks at what needs to be replaced and whether money should be set aside in reserves or if a bond issue may be necessary.

In response to Ms. Marquering's inquiry, Councilor Brauner said there is a replacement plan for the wastewater and storm water systems. Ms. Steckel said such replacements are funded through the CIP process and the replacement plan looks out 20 years.

The item is for information only.

## II. Public Safety Tax (Attachment)

Committee members received copies of an email from Budget Commissioner Mark O'Brien (Attachment A).

Ms. Brewer said staff has discovered challenges to extracting some of the data requested by the Committee at its last meeting. She reviewed the staff report which includes items where clarification is requested. The Committee agreed to hear testimony from the public before addressing Ms. Brewer's questions.

Mr. Wolfgang Dilson opined the Committee and staff are making the method more complicated than necessary and he suggested charging by the number of gallons of water that are consumed.

Mr. Michael Murphy said the public safety tax (PST) would impact lower income people. He has been laid off twice in the last four years and has had to reduce his spending. Mr. Murphy said placing the PST on City services bills feels like an end-around raising taxes without a vote. He said the City needs to realize money is limited, hard decisions need to be made, and the matter should be put to a vote so citizens can decide. Councilor Brauner said the traditional way of funding fire and police is through property taxes and a public vote is required to increase them. However, there are major entities in Corvallis that do not pay property taxes, but still receive police and fire services. Placing a PST on City services bills is being explored as a possible way to get those entities to pay their fair share. Councilor Brauner added there has not been a decision

about whether to add a PST on the City services bill or to place it on the ballot, but he supports considering a public vote.

Ms. Andrea Dailey said she is deeply concerned about the idea of moving taxes from a voter-approved process to a Council ordained process. She urged Council to not pursue a PST on the City services bill. In response to her inquiry, Councilor Brauner said citizens can challenge any ordinance passed by the City Council through the referral and initiative petition processes.

Ms. Betty Griffiths read from a prepared statement (Attachment B). Chair Traber noted that part of the guidance received at the last Council meeting was for the Administrative Services Committee (ASC) to include in its discussions whether the PST should be on the City services bill or the ballot. He expects this will be a key part of deliberations which are currently scheduled for the March 20, 2013 ASC meeting.

Ms. Marquering opined the public would not support future levies or bonds if Council places the PST on City services bills. She said people expect balance, the Council is creating a bad precedent, and the approach may pit departments against each other, as all would clamor for funding via the City services bill. Councilor Hirsch said Council needs to understand its options. If a levy didn't pass, Council would need to consider how to protect the City and its citizens. Ms. Marquering recommended carefully marketing the concept to ensure the public understands what the Council is trying to do.

Mr. Hass noted that citizens must live downstream from Council's decisions. He said the City needs to exercise financial prudence and adding staff means incurring new future costs. Mr. Hass said Council wants to do good things for Corvallis, but they need to consider the impact on people's lives. He urged the Council to practice saying no and he is opposed to anything that is done without giving people the opportunity to vote. Mr. Hass said he appreciates the idea of sharing costs fairly and he thinks the City should examine what it can do without. Councilor Brauner said Council is trying hard to meet citizen demands, they do listen to residents, and they carefully weigh what they hear. He believes the budget is well managed and he noted many City employees have not had raises in several years.

Mr. Dilson agreed with Mr. Hass' statements. He said when he began developing the Suncrest subdivision the City added Fire Station 5 adjacent to the property. He opined that as the recession happened, it became apparent Fire Station 5 was not needed and he is not convinced it needs to be reopened at this time. It may be justified in the future when all of Suncrest and student housing is built out. Mr. Dilson said he wants facts and figures to prove that Fire Station 5 is really needed. Chair Traber noted he recently asked for such information from the Fire Department.

Ms. Koenitzer read from a prepared statement (Attachment C). In response to her inquiry, Councilor Brauner said he would not support pursuing the PST on City services bills if OSU does not have to pay. Councilor Hirsch said there is a possibility of further discussion about issuing credits to those who pay property taxes to ensure they do not pay twice. The idea is to capture revenue from those who do not currently pay. Chair Traber said there is a distinct difference between OSU and other non-profits in terms of tax obligations.

Ms. Brewer said she has heard comments that the City has not put out information about the PST. She said the concept is still being developed, so there is nothing to share with the public yet. Council needs to determine funding levels, alternatives, and how the tax might be structured. Ms. Brewer said she cannot approach OSU yet to see if they would be likely to pay the tax. Councilor Brauner remarked that it has not yet been determined if OSU would be legally obligated to pay. In response to Ms. Koenitzer's inquiry, Councilor Brauner said the PST could not be split between property tax bills and City services bills because it would then be considered an ad valorem tax. Ms. Koenitzer said Mr. Dilson's earlier suggestion of paying according to the number of gallons of water used, excluding the three highest months to mitigate irrigation usage, might be worth considering.

Ms. Jan Napak read from a prepared statement (Attachment D).

Mr. Hass submitted a copy of the February 19, 2013 Gazette-Times article and a February 20, 2013 letter to the editor from Ms. Andrea Daily, and asked that they be included in the record. (Attachment E).

Ms. Susan Napier said she agreed with most of what was said thus far. She referred to the February 19, 2013 Gazette-Times article *Committee to Examine Public Safety Tax Idea*. She said if the article is accurate, the City would be adding 18 staff members plus the support they would need and that is insane at this time. Ms. Napier added that the cost of water on City services bills just increased in February and she opined that people will rebel if the PST is added.

Ms. Linda Weckesser said the City services bill is the wrong place to put the PST. She has been supportive of past levies and she is willing to pay for public safety. Councilor Hirsch said in his experience, citizens are willing to pay to support City services. He said it is necessary to get the information so if a levy is voted down, Council can figure out how to fund public safety needs, including how to capture revenue from those who do not currently pay. Councilor Hirsch thanked Ms. Weckesser for her past support.

Councilor Brauner said one of the reasons living units was discussed was to balance the inequity between those with multiple meters and those who have one meter, but

many living units. In response to Councilor Brauner's inquiry, Ms. Brewer said the City does not have an exact count of how many apartments have one meter for each unit. She added that generally newer construction tends to install one meter per individual living unit. Anything older than 1995 probably has many units, but few meters. Ms. Brewer said staff is concerned about the ability to accurately implement the PST by July 1 due to the complexity involved.

Councilor Brauner said there is no easy answer to the questions posed in Ms. Brewer's staff report, as the process is not as straightforward as originally thought.

Chair Traber questioned if the size of meter should be considered instead of a flat rate. Councilor Brauner wondered whether volume should be considered and what might be the most logical approach.

Ms. Brewer said a surcharge was discussed as a possibility, but if \$2 million is needed, a 20%+ surcharge would be necessary, which would drive rates quite high. Staff already have calculations of water use that remove summer irrigation. Ms. Brewer offered to pull data for that type of rate structure if the Committee wishes.

In response to Councilor Brauner's inquiry, Ms. Brewer said most cities who have a public safety charge on utility bills use a flat rate per account. Ms. Brewer said she would find how Gresham assesses its charge.

In response to Councilor Brauner's request, and with the Committee's concurrence, Ms. Brewer agreed to bring back to the Committee what rate is needed to cover expenses if a flat rate per account was assessed and what rate would be needed to cover the same expenses if the revenue was generated through a levy. Councilor Brauner said he wants to compare what households would pay between those two scenarios. The Committee agreed they would like to see the above information before pursuing answers to the questions posed in Ms. Brewer's staff report.

### III. Council Policy Review and Recommendation: 97-10.01-10.08, "Financial Policies" (Attachment)

Ms. Brewer reviewed the staff report, noting with the exception of some minor housekeeping items, the few changes being recommended are substantive.

Councilor Brauner observed that much of what is being recommended, such as consolidation of funds into the General Fund, has already been discussed. The only new substantive issue is a change in how contingencies are budgeted.

In response to Councilor Hirsch's inquiry, Ms. Brewer said the policy changes will not affect the City's financial ratings. Expending contingencies means reserves are being

used because something unexpected has happened. Having reserves available and rebuilding them after use is the important piece for rating agencies.

**The Committee unanimously recommends Council** amend City Council Financial Policies 10.01-10.09 as recommended by staff.

Mr. Hass said he is pleased to hear the City is focusing on financial sustainability. In response to his inquiry about whether the City is looking at options to not grow staff, Councilor Brauner said the Council has tried hard to maintain services without adding employees. He noted police officer staffing is the same as it was in 1992, yet the City's population and OSU enrollment has grown significantly. The average number of police officers in Oregon is 1.6 per thousand population, yet Corvallis has only 0.9 officers per thousand. Councilor Brauner said the City would have to add 30 officers to bring police staffing up to the state average. He added that staffing in the Fire Department has decreased compared to what it was in the past.

#### IV. Other Business

In response to Chair Traber's inquiry, Councilors Brauner and Hirsch said they do not object to discussing the PST and a possible levy at a Council work session, but Councilor Brauner said he would like the matter to first be discussed at the Council Leadership meeting.

The next Administrative Services Committee meeting is scheduled for 3:30 pm, Wednesday, March 6, 2013 in the Madison Avenue Meeting Room.

The meeting adjourned at 5:05 pm.

Respectfully submitted,

Biff Traber, Chair

## MEMORANDUM

February 5, 2013

To: Administrative Services Committee  
From: Mary Steckel, Public Works Director   
Subject: Utility Service Rate Study Review

### Issue:

This memorandum provides a status report on the work being performed on the water, wastewater and stormwater utility service rate study.

### Background:

The City reviews water, wastewater and stormwater utility rates each year. Based on the annual decline in water consumption beginning in FY 06-07, staff proposed a project to undergo a rate structure study to determine whether changes should be made to the current method used to recover fixed and consumption costs.

The current rate structure was adopted in 1998 after a consultant review and public outreach process was conducted. The review incorporated the on-going or fixed costs required to maintain an infrastructure that can meet peak and fire protection service capabilities for the community. It acknowledged that different customer types should be charged respectively for the different burdens they place on the system through irrigation in the summer and/or through higher demands for fire protection service. The rate structure change also addressed rate equity concerns for the different wastewater customer types and the strengths of discharge (e.g., restaurants, hospitals, residents) they place in the system. The resulting structure defined base rates for each customer class (e.g. residential, commercial, industrial) that would cover infrastructure costs and varying volumetric rates based on customer meter size to recover treatment costs.

### Discussion:

Staff initiated the latest study by selecting the firm Raftelis Financial Consultants, Inc. (RFC). RFC began work in August, 2012 with a preliminary meeting and extensive data request from staff. Since then they have completed an analysis of customer water consumption characteristics and created comprehensive financial planning models for each of the three utilities. These models differ from existing financial planning tools used by the City by incorporating consumption data from the City's utility billing software to forecast fixed and consumption revenue levels.

The utility billing data helps clearly identify the percent of expenses that are currently covered with fixed rate revenues. Identifying the percent of expenses covered with fixed rate revenue provides staff with a better understanding of how a reduction in water use and corresponding consumption revenues can impact each utilities' ability to cover increasing operational costs and long-term infrastructure projects.

For example, in FY 10-11, staff projected total water service revenue of \$8,277,330. This included fixed and consumption rate revenue. A variety of factors including water conservation efforts, a slow economy, and most notably a very wet/cool weather pattern affected the amount of consumption revenue received. At the end of the fiscal year, water service revenue totaled \$7,765,525, a more than five-hundred thousand dollar (6.2%) shortfall from initial projections. While it is expected that consumer behavior and weather patterns will affect the amount of consumption revenue received to some extent, it is critical that the variance is not so large that it

impacts Public Works' ability to continue to cover operational and on-going infrastructure investments that ensure the viability of the utility.

The new models prepared by RFC are expected to indicate the required percentage of fixed-rate revenue needed to cover projected operational and infrastructure expenditures allowing the City to maintain a sustainable budget and positive fund balance in each of the utility funds.

The City's contract with RFC outlines several key deliverables. Over the next few months Public Works will work closely with RFC to complete the following items:

#### Cost of Service Analysis

The cost of service (CoS) analysis will use industry standards to determine the level of revenue that should be recovered from each customer class for each utility to cover projected expenditures. For the Water Utility, RFC plans to use the American Water Works Association (AWWA) industry standard to guide the allocation of water service costs to each water customer class based on the proportionate demands they impose on the water utility system. The Wastewater Utility will be compared to the Water Environment Federation (WEF) industry standard methodologies. Similar to the AWWA standard, WEF will guide the allocation of wastewater costs to each wastewater customer class based on the proportionate demands they impose on the wastewater utility system. The Stormwater Utility will be reviewed based on an Equivalent Surface Unit (ESU). This methodology incorporates the most current inventory of impervious area in the stormwater utility service territory. RFC has also been tasked with reviewing the growing interest in a possible discounted rate for customers that choose to collect their own stormwater or reuse their grey water onsite.

#### Alternative Rate Structures

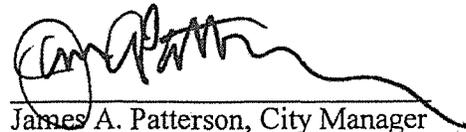
Based on the findings identified in the CoS analysis, RFC will present staff with two recommended rate structure options for each utility. The proposed rate structures will provide a comparison of projected revenues versus the current rate structure, as well as provide a comprehensive customer bill impact analysis. The bill impact analysis will help staff and the City Council understand how potential rate structure modifications will impact the bills of low- and high-consumption customers, as well as reflect monthly, seasonal and annual bill impacts to each customer class.

#### Public Outreach

It is important that the public understand the reasoning behind any new rate structure, how the new rates will impact their out-of-pocket expense, and how the structure will be implemented if a new rate structure is adopted. To this end, RFC will provide information to the Administrative Services Committee (ASC) for review, as well as facilitate a meeting to collect public input and comments. Following direction from ASC, staff will present final rate structure recommendations to the City Council.

This report is provided for information only, no action is requested at this time.

Review and concur,



James A. Patterson, City Manager

## MEMORANDUM

February 11, 2013

TO: Administrative Services Committee  
FROM: Nancy Brewer, Finance Director *NB*  
SUBJECT: Public Safety Tax – Data Verification

### I. Issue

To clarify some vagaries on the term “living units” as used by ASC to better allow for development of a possible PST rate.

### II. Discussion

At the last ASC meeting, confirmed by Council action, the PST is being developed with a possible rate structure where each metered account will be charged the same amount, except where a living account serves more than one living unit. For that multi-family account, each unit would be assessed the individual metered rate. At the simplest level, this would mean that a \$5 monthly metered account charge would be assessed at \$15 for a triplex or \$150 for a 30 unit apartment building.

Finance department staff began working on this issue to gather the best data possible for the number of living units at each location. There are a number of data-verification challenges:

- There is no single location for number of “units” for multi-family property. Utility Billing has not maintained this data on all multi-family units since it has not, in the past, mattered for the purposes of billing utility customers. Utility Billing has some data based on repeat customers where pending turn-offs for non-payment result in individual units having a door hanger applied and for the Transportation Maintenance Fee.
- Development Services has data on constructions since 1990 in their on-line database, but only for permitted construction; illegal conversions done without permit are not included. Older data would be in microfilm records and will require a manual process to obtain units if this database is required.
- The City’s Housing Office keeps a fairly good data base of residential rental units, but their data does not include all “multi-resident” facilities because some do not participate in the rental housing program (i.e., congregate living facilities such as fraternities/sororities; OSU dorms). In other cases, apartments that have been developed illegally may not be included in the Housing Office database.
- The Fire Department has some data on congregate living facilities, including OSU housing, based on inspections. Their data is primarily in manual records, so extracting the data is presenting some challenges. Data compilation is also complicated by definitional challenges due to the nature of congregate living facilities where individuals may not have a “private bedroom” as most people would define such space.
- None of the offices listed above have good records on mobile home subdivisions where there may be individual meters for one housing unit or one meter serving multiple housing units. As nearly as staff can tell, we will need to complete a manual count of the mobile homes connected to each meter to get an accurate database. This will be a staff work load issue as much as anything else, and will take some time to complete.

- Some mixed-use development has led to ground floor retail, but upstairs residential. Staff assumes that we would need to count residential units when this kind of situation is known.
- A similar conundrum presents itself with institutions such as retirement homes where residents may have a private or semi-private room.
- Staff is working under the assumption that short-term stay facilities such as hotels, motels, bed and breakfast facilities and the hospital are not counted as “living units.”
- Finally, the term “dwelling unit” has a fairly clear definition in the LDC – “One or more rooms, with bathroom and kitchen facilities (limited to one kitchen only), designed for occupancy by one family.” It is fairly clear that a number of dormitory rooms on campus would not individually meet this definition because they lack a kitchen facility or a private/semi-private bathroom.

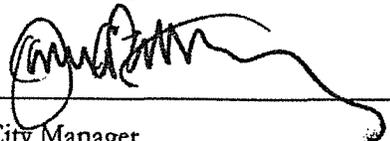
As a result of the above, staff is seeking clarification from ASC and Council on how to define a residential (or by LDC terminology dwelling) unit for potential purposes of a PST so that our data counts will be accurate as we move forward with developing cost alternatives. Specific policy direction that would be helpful to staff to continue developing a potential rate structure includes:

1. In a congregate living facility (i.e., fraternity/sorority), where there may be 2-3 “sleeping rooms” but 25-40 people live in the facility, how will a “living unit” be defined? By LDC standards, these facilities do not meet the definition of a dwelling unit and do not follow development code for a dwelling unit.
2. In a dormitory, will each room be counted as a “living unit” even if it is without a private bath or kitchen? Should a dorm room without these facilities be counted the same as a “suite” with a private or semi-private bathroom? Would a retirement/long-term stay facility be treated the same way?
3. In a “rooming house” where each room may be rented to an individual, but there is a shared kitchen and/or bathroom facility and a single water meter, is each room considered a separate living unit? This situation is seen in both older house conversions to apartments and the newer 4-5 bedroom condos where there is often a separate lease agreement with each individual for a specific bedroom.
4. Is staff’s assumption that mobile homes in a mobile home subdivision would be treated as separate living units for purposes of a PST?
5. Is staff’s assumption that a mixed use facility would have the number of living units counted and applied?

### III. Requested Action

Review this request for policy direction and provide information for staff.

Review & Concur:




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City Manager

# MEMORANDUM

February 11, 2013

TO: Administrative Services Committee

FROM: Nancy Brewer, Finance Director **NB**

SUBJECT: Annual Financial Policies Review

## I. Issue

To review the City Council's Financial Policies prior to completing development of the annual Proposed Budget.

## II. Discussion

The City Council's Financial Policies have been in place since 1989. They are reviewed annually to help inform the budget process, along with other financial management practices. This year, the policies have a few minor changes that are primarily grammatical in nature. Throughout the document references to the old "Property Tax Funds Combined" has been changed to General Fund in compliance with the changes made by Council at the last meeting to close the Parks & Recreation, Fire and Rescue, and Library Funds in favor of a single general Fund. Substantive changes recommended by staff include:

- A. Fund Balance Policy 10.02.040 (page 3) – This section has been modified to add language about appropriating a portion of the fund balance reserve as the contingency in the General Fund. Staff is making this recommendation for the following reasons:
  - a. As we continue to focus on a sustainable financial plan, budgeting a contingency we rarely expend to come from recurring revenues is decreasing the accuracy and precision of the Proposed Budget by making it appear we plan to expend the contingency.
  - b. Using the Fund Balance Reserve as the funding source for the contingency matches the potential use of contingency (i.e., unanticipated expenditure) with the need to draw from the reserve established to fund unanticipated expenditures.
  - c. If Contingencies are used, then it would be a reduction in the Fund Balance Reserve, and would require re-building the reserve as already set-forth in the Financial Policies. This is enforced by some added language in 10.02.040.4.b (page 4).
- B. Revenue Policies for Property Taxes 10.03.040 (page 7) – This section has been modified to remove all language about the allocation of property taxes to any specific functional area. All of the property tax revenue associated with the City's permanent tax rate will be accounted for in the General Fund, and the operational areas will be budgeted appropriately.
- C. Contingency 10.04.090 (page 15) – This section of the policy language has been modified to reflect that these instructions apply to funds other than the General Fund.
- D. Investment Policy 10.08.070 (page 23) – This section has been modified to allow more time to get the annual report to the Investment Council. The old language set a hard date of August 1, but the

Investment Council often does not meet until sometime the week after that. Allowing the full month of August gives more flexibility to share the annual report with the Council.

### III. Requested Action

Staff requests the Administrative Services Committee review the recommended amendments to the Financial Policies, clarify as needed, and then recommend the City Council adopt updated Financial Policies.

Review and Concur:



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City Manager

# FINANCIAL POLICIES

Adopted November 27, 1989

Last Revised February 21, 2012 March 4, 2013

## **CP 10.01 FINANCIAL POLICIES PURPOSE, MISSION, AND GOALS**

### **10.01.010 Purpose**

To underscore the responsibility of the City of Corvallis to its citizens for the long-term care of public funds and wise management of municipal finances while providing adequate funding for the services desired to achieve a sense of well-being and safety by the public and maintaining the community's public facilities and infrastructure to enhance the long-term livability and economic vitality of Corvallis.

### **10.01.020 Mission**

To provide policy direction from the City Council to the City of Corvallis organization about sustainable financial management to ensure the City continues to provide desired services to the community in perpetuity.

### **10.01.030 Goals**

To meet this mission, the goals for financial management include the following:

- A. To protect the policy-making ability of the City Council by ensuring that important policy decisions are not controlled by financial problems or emergencies.
- B. To enhance the policy-making ability of the City Council by providing accurate information on program costs.
- C. To assist sound management of the City by providing accurate and timely information to the City Council and the public on the City's financial condition.
- D. To provide sound principles, reports and analyses to guide the important decisions of the City Council and of management which have significant fiscal impact.
- E. To set forth operational principles which minimize the cost of government and financial risk, and safeguard the City's assets.
- F. To employ revenue policies which prevent undue or unbalanced reliance on certain revenues, which distribute the costs of municipal services fairly, and which provide adequate funds to operate desired programs.
- G. To provide adequate resources to operate and maintain essential public facilities and the City's infrastructure.
- H. To protect and enhance the City's credit rating and prevent default on any debt issue of the City.
- I. To ensure the legal use of all City funds through a sound system of administrative policies and internal controls.

#### **10.01.040 Background**

Municipal financial operations have a wide variety of oversight or standard setting agencies, including multiple departments within both State and Federal governments, the Securities and Exchange Commission, and the Governmental Accounting Standards Board. The City of Corvallis manages public funds within all of these oversight agency requirements. These financial management policies, designed to ensure the fiscal stability of the City of Corvallis municipal corporation, provide guidance in financial management when oversight agencies are otherwise silent or to reiterate best practices that may be codified by another entity. The City Council's Financial Policies have been reviewed and updated each year since they were first adopted to ensure the policy direction is current.

#### **10.01.050 Achieving Financial Policy Goals**

To achieve and maintain the goals outlined in these policies, the Finance Department will conduct an annual analysis of projected financial condition and key financial indicators. This budget capacity analysis shall be used to inform the next budget development process.

It is the focus of this analysis to:

- A. identify the areas where the city is already reasonably strong in terms of protecting its financial condition;
- B. identify existing or emerging problems in revenue sources, management practices, infrastructure conditions, and future funding needs;
- C. forecast expenditures and revenues for the next three to seven years, with consideration given to such external factors as state and federal actions, the municipal bond market, management options being explored and used by other local governments; and
- D. review internal management actions taken during the last budget cycle.

#### **10.01.060 Review & Update**

The Financial Policies shall be reviewed by the Finance Director annually in November and updated as appropriate.

### **CP 10.02 FUND BALANCE POLICIES**

#### **10.02.010 Purpose**

Fund balance is used to provide stable resources for times when service levels might otherwise be impacted by taxes or fees that temporarily underperform, or to cover one-time unexpected expenditures. Maintaining a positive ending fund balance is a best financial management practice, and is important to maintain the City's credit rating, and to meet state law requirements for no deficit spending.

#### **10.02.020 Background**

Budgetary fund balance is a critical component of the City's financial management policies. Large ending fund balance targets may be viewed as reducing resources that could be used to provide direct services to citizens; small ending balances may be viewed as leaving the City open to too much risk from emergencies or temporary economic downturns and may result in downgrades to the City's credit rating that would increase the cost of borrowing. Residents' sense of well-being is enhanced when the City is able to provide a consistent level of service from year-to-year.

This policy is designed to provide guidance for maintaining an ending fund balance that is adequate to manage risk while maximizing the services provided to citizens.

The budgetary ending fund balance describes the net financial assets of governmental funds; in lay terms it represents the net revenues in excess of expenditures since the fund's inception. Actual fund balances for each fund shall be reported in the Comprehensive Annual Financial Report, issued as of June 30 of each fiscal year. Budgetary fund balances shall be reported in the annual budget, and shall be projected for each operating fund as part of the financial planning process to prepare the budget each year.

#### **10.02.030 Fund Balance Definitions**

The Governmental Accounting Standards Board (GASB) has defined fund balance categories for financial reporting to be classified as defined in the glossary attached to these Financial Policies.

The City of Corvallis will use the GASB's definitions of Fund Balance for the Comprehensive Annual Financial Report (CAFR) and for all other financial reporting. For all financial planning purposes, the term Budgetary Fund Balance will be used and will include any portion of the fund balance that is available for appropriation. ~~The p~~Portions of the fund balance that ~~is~~are not available for appropriation will be identified as a Reserved Balance.

#### **10.02.040 Fund Balance Policy**

##### **A. ~~Property Tax Funds Combined~~ General Fund – Budgetary Fund Balance for Financial Planning Purposes**

1. The City Council has established the fund balance reserve target for the General Fund~~Property Tax Funds Combined~~ to total three months of payroll expenses.
2. The City Council shall appropriate 10% of the target fund balance amount each fiscal year as a contingency to be used for unanticipated expenditures such as costs associated with a response to a disaster, or to meet unanticipated increases in service delivery costs. Use of the contingency is expected to be infrequent. The City Council must authorize expenditure of any contingencies via a resolution.

1. —

- ~~2.~~3. The City Manager will review the City's financial status each year and develop a budget process that is designed to meet Oregon Local Budget Law requirements, taking into account the City's projected financial status for the budget year, including:

- a) the current budgetary fund balance;
- b) cash flow requirements within the fund to support expenditures, including up to three months of payroll costs;
- c) future capital needs;
- d) significant revenue and expenditure trends including the HNA;
- e) susceptibility of the fund's operations to emergency or unanticipated expenditures;
- f) credit worthiness and capacity to support debt service requirements and covenants;
- g) legal or regulatory requirements affecting revenues, expenditures, and fund balances;
- h) reliability of outside revenues; and
- i) any other factors pertinent to the fund's operations.

3.4. Should the projected ending fund balance reserve for the budget year be lower than the City Council's target, the following strategy will be implemented:

a) For times when the fund balance reserve is lower than the target as the result of structural/systemic changes, the fund balance shall be re-built over a period of no more than:

1. five years if the fund balance reserve is less than 50 percent of the target. The balance shall be re-built to achieve an ending fund balance of no less than 10 percent of the target in the first year; 25 percent in the second year; 45 percent in the third year; 70 percent in the fourth year; and 100 percent in the fifth year. This strategy is specifically designed to allow for consideration/development of a new revenue source prior to significant service reductions taking effect should the City Council wish to consider revenue alternatives.
2. three years if the fund balance reserve is between 50 percent and 100 percent of the target. The balance shall be rebuilt to achieve an ending fund balance of no less than 60 percent at the end of the first year; 75 percent at the end of the second year, and 100% at the end of the third year.

b) For times when the fund balance reserve is lower than the target as the result of short-term poor experience (i.e., costs to respond to a natural disaster; use of contingencies for unanticipated expenditures), the City Manager shall recommend a strategy for re-building the fund balance reserve taking into account the following criteria:

1. the cause of the poor experience;
2. the City's ability to control/change the causing factor;
3. the impact to services to achieve an immediate re-build of fund balance;
4. the likelihood the causing factor will end and revenues/expenditures will return to normal levels within one year; and
5. the likely amount of time required to re-build the fund balance if no additional changes in services/revenues occurred and/or one-year is not a viable time frame for proposed solutions.

4.5. Should the projected ending fund balance be above the target, the City Manager will make a recommendation to the City Council whether to reserve those monies above the target for:

- a) one-time capital expenditures or reserves for future capital expenditures which do not significantly increase ongoing City costs;
- b) undesignated assigned or committed balances for future basic operations;
- c) other one-time costs; and/or
- d) ongoing or new City programs, provided such action is considered in the context of Council approved multi-year projections of revenue and expenditures.

**B. Appropriate Budgetary Fund Balance – all other funds**

1. Each operating fund shall have a positive budgetary ending fund balance for the budget year under discussion.

2. The Finance Director shall recommend the appropriate ending budgetary fund balance for each fund as part of the budget development process. The Finance Director shall take into account the following factors:
  - a) the current budgetary fund balance;
  - b) cash flow requirements within the fund to support expenditures, including up to three months of payroll costs;
  - c) future capital needs;
  - d) significant revenue and expenditure trends including the HNA;
  - e) relative rate stability from year to year for enterprise funds;
  - f) susceptibility of the fund's operations to emergency or unanticipated expenditures;
  - g) credit worthiness and capacity to support debt service requirements and covenants;
  - h) legal or regulatory requirements affecting revenues, expenditures, and fund balances;
  - i) reliability of outside revenues; and
  - j) any other factors pertinent to that fund's operations.
3. The minimum fund balance targets for any given non-property tax fund shall be no less than five percent of current revenue.
4. Ending Budgetary Fund Balance Below Recommended – All Other Funds  
 If the annual budget is recommended by the Budget Commission and accepted by the City Council to be adopted with a budgetary fund balance below either the minimum or the recommended ending budgetary fund balance in any fund, the budgetary ending fund balance for the then current fiscal year will be re-calculated as soon as the audit work for the prior fiscal year is complete. If at that point, the audited ending fund balance contributes to a budgetary fund balance which is lower than this policy would dictate, staff shall develop a plan for City Council consideration through the Administrative Services Committee that addresses the shortfall.
5. Ending Budgetary Fund Balance Above Recommended  
 In the event the ending budgetary fund balance is higher than either the minimum or recommended level, the difference may be used to fund the following activities:
  - a) one-time capital expenditures or reserves for future capital expenditures which do not significantly increase ongoing City costs;
  - b) undesignated assigned or committed balances for future basic operations;
  - c) other one-time costs; and/or
  - d) ongoing or new City programs, provided such action is considered in the context of Council approved multi-year projections of revenue and expenditures.

## **CP 10.03 REVENUE POLICIES**

### **10.03.010 Purpose**

These policies provide direction in the management and oversight of existing revenue sources and for the development of new revenue sources.

### **10.03.020 Background**

A significant portion of the City's revenues come from taxes, charges for service and fees. Some of these revenue sources are governed by the Oregon Constitution/Statutes, federal law, or regulations promulgated by a state, federal, or other agency; others are assessed solely through the City's home rule authority. Revenues are critical to the City's financial operations as they provide the resources necessary to provide services at the level the community desires. However, the City Council also recognizes that the majority of the revenue received by the City comes from its own citizens and the ability to pay increasing amounts may make Corvallis less livable, especially for low income residents. Revenue decisions are complex and must take into account a variety of factors. The Revenue Policies are designed to provide guidance to staff and the City Council as new revenue sources or rate increases for existing revenues are considered.

### **10.03.030 General Revenue Policies**

- A. Revenue Diversity and Stability -- The City will strive to maintain a diversified and stable revenue system to shelter the government from short-run fluctuations in any one revenue source and ensure its ability to provide ongoing service. In particular, the City will seek alternatives to the property tax for general government services.
- B. Restricted Revenues -- Restricted revenue shall only be used for the purposes legally permissible and in a fiscally responsible manner. Programs and services funded by restricted revenue will be clearly designated and accounted for as such.
- C. Capital Improvement Funding -- Revenue for capital improvements shall be used to finance only those capital improvements identified in the funding plan (i.e., bond or grant funded projects) that are consistent with the capital improvement program and local government priorities, and where the operating and maintenance costs have been included in operating budget forecasts. Revenue restricted for specific purposes will be expended consistent with those restrictions.
- D. One-time Revenue -- One-time revenue includes fund balances and grants or other sources which have a specific time limit and/or reason for expenditure. One-time revenue will be used for one-time expenses whenever possible; in some cases one-time revenue may be used for costs the City would have incurred for a program or service, regardless of the receipt of the one-time revenue. If one-time revenue is considered for ongoing expenditures (such as adding staff) the Budget Commission or City Council will balance the need for the additional ongoing expenditures with the on-going ability to pay prior to approving the program.
- E. Unpredictable Revenue -- Unpredictable revenue, which includes development related revenue such as Systems Development Charges (SDC), Public Improvement by Private Contractor fees, Development Review, Plan Review and Inspection Permit revenues, will be closely monitored through the year. Capital projects to be constructed with SDC monies will not be initiated until SDC revenue is available or another financing alternative is developed.
- F. Revenue Monitoring -- Revenues will be monitored monthly for performance compared to both the annual budget and the anticipated timing of revenue receipts. Operations funded partially or wholly from unpredictable revenue will be monitored monthly and mitigating action will be taken if revenues are not received as expected.

- G. Collections -- The City shall manage its revenue collections through a policy that actively pursues collection of all revenues owed to the City.
- H. Charges for Services -- Fees and charges for service are assessed to specific users where the user pays all or a portion of the costs to provide the service. When assessed as a fee, the charge generally grants the payer permission or a license to do a specific activity (i.e., franchise fees authorize use of the public right-of-way; a liquor license fee authorizes the license holder to sell liquor). When assessed as a charge for service, the charge is for a specific service, directly used by the payer (i.e., the admission fee at the swimming pool is only assessed to the person going swimming).
1. Fees and charges other than those identified elsewhere in City Council policy or via Corvallis Municipal Code will use the following criteria to determine the ratio of cost recovery:
    - a) Whether the person paying the fee can avoid it;
    - b) Whether the program supported by the fee is designed to benefit the entire community or only a small segment of the population;
    - c) Whether the fee is set high or low to incentivize something (i.e., change behavior);
    - d) Whether the fee should be earmarked for a specific use or should be treated as a general revenue available for operations;
    - e) Whether there are extenuating circumstances where the Council believes the fee should not cover all of the costs associated with the service; and
    - f) Whether the fee costs less to collect/administer than the revenue it brings in.
  2. Fees and charges are reviewed annually, and are updated via Council action when necessary. A revenue manual listing all such fees and charges of the City shall be maintained by the Finance Department and updated concurrent with the review.
  3. A fee shall be charged for any service that benefits limited interests within the community, except for basic, unavoidable human needs type services provided to persons with limited ability to pay.
  4. Historically, the City Council has provided very limited tax and fee exemptions; rather, the City Council has elected to use General Fund monies to pay the fees/charges for non-profit entities that request exemptions when the cause matches the City's goals.
- I. Systems Development Charges (SDC) – SDC rates are set via resolution and are designed to cover the costs of infrastructure necessary to provide services for future growth. The list of projects eligible for SDC funding shall be updated when facility plans are updated or amended, or when a project not listed in a facility plan is identified and will provide additional capacity to serve growth. The overall SDC program methodology and population service scenario shall be reviewed approximately every ten years.

#### **10.03.040 Property Taxes**

The City levies property taxes for operations and for general obligation debt service in compliance with the Oregon Constitution and Oregon Revised Statutes. The City has a permanent tax rate of \$5.1067 per \$1,000 of assessed value; ~~from time to time~~ the City may have a local option property tax levy for a limited period of time. Revenue for a local option levy will be accounted for according to the ballot language for the levy. Revenue from property taxes levied for general obligation debt service shall be for

specific series of debt, levied and accounted for in accordance with state legal requirements. Revenue from the City's permanent tax rate shall be accounted for in the General Fund~~will be allocated in accordance with this policy.~~

~~A. Allocation -- Property taxes are allocated to the General, Parks & Recreation, Fire and Rescue, and Library Funds according to the Budget Commission and City Council direction through the annual budget process. This sets a projected demand for property taxes in each fund receiving them for the year. The allocation is generally set so that each of the funds ends the budget year with 25 percent of the ending fund balance in the Combined Property Tax Financial Plan. The Finance Director shall review this allocation and modify the actual allocation of funds as necessary during the course of each fiscal year to keep all funds in a positive budgetary fund balance position, with the following targeted allocations set as part of the budget process.~~

- ~~1. The Arts Center allocation shall be 0.21% of the total property taxes received from the City's permanent tax rate. This amount shall not be reallocated to other uses without the City Council's approval.~~
- ~~2. The Osborn Aquatic Center shall be allocated \$270,000 in FY 11-12 from the City's permanent tax rate. This allocation shall grow each year by the rate of growth in the City's assessed value as projected for all property taxes during the budget process, with actual allocations based on the actual property tax revenue growth. This allocation shall be reviewed no later than December 31, 2013.~~
- ~~3. The Chintimini Senior Center shall be allocated \$25,000 in FY 11-12 from the City's permanent tax rate. This allocation shall grow each year by the rate of growth in the City's assessed value as projected for all property taxes during the budget process, with actual allocations based on the actual property tax revenue growth. This allocation shall be reviewed no later than December 31, 2013.~~

#### **10.03.050 Utility Fees (Water, Wastewater, Storm Water)**

- A. Utility Fee Basis -- Utility user charges for each of the three City utilities will be based on the total cost of providing the service (i.e., set to fully support the total direct, indirect, and capital costs) and are established so that the operating revenues of each utility are at least equal to its operating expenditures, reserves, debt coverage and annual debt service obligations, and planned replacement of the utility's facilities.
- B. Annual Rate Review -- Staff shall conduct an annual comprehensive rate review each fall for the Water, Wastewater and Storm Water funds for Council review. Rate increases will be targeted for implementation in February. Every effort shall be made to index/limit rate increases for the entire utility bill (water, wastewater, and storm water) to the rate of inflation (estimated at 2% to 3%) but not more than 7% in any one year unless federal or state mandate, judgment arising out of litigation, or Council approved policy needs dictate otherwise.
- C. Rate Adoption -- Utility rates will be adopted by ordinance and will be recorded in the Corvallis Municipal Code.
- D. Franchise Fees -- The City's Water, Wastewater, and Storm Water utilities will pay a franchise fee to the City's General Fund to compensate for the use of the public right-of-way. The franchise fee will be equal to 5% of the utility's gross operating revenue each year, net of interest, intergovernmental monies, miscellaneous water service fees, permit fees, SDCs, and turn-on service fees.

### 10.03.060 Parks and Recreation Department Fees

- A. Cost Recovery -- Parks and Recreation services are funded through a combination of user fees, property taxes, grants, and donations. Fees and charges shall be assessed in an equitable manner in accordance with the following fee and charge assessment schedule. Through a special initiative, services that provide recreational opportunities for populations with the fewest recreational alternatives (youth, limited income, senior adults, and families) may be more heavily supported by grants, donations, or property taxes than user fees to ensure that the population is well served by Parks & Recreation programs. Percentages shall be considered as guidelines; however, special circumstances, the nature and cost of each program, and persons to be served should be taken into consideration.
- B. Fee Model – the following lists represent all categories of services currently provided or those which may be provided in the future by the Parks & Recreation Department. The model is based upon the degree of benefit to the community (Tier 1 -- mostly a community benefit) or individual (Tier 5 -- mostly an individual benefit) of the service provided, the values of the Corvallis community, and the vision and mission of the Parks & Recreation Department. This model and policy form the basis for setting fees and charges.
1. Revenue positive cost recovery (Tier 5 services are targeted to recover a minimum of 200 percent of direct costs):
    - a) concession/vending
    - b) merchandise for resale
    - c) private/semi-private lesson
    - d) rentals – private/commercial
    - e) long-term leases
    - f) equipment rentals
    - g) trips
    - h) organized parties
    - i) drop-in childcare/babysitting
    - j) leased services – private/commercial
    - k) permitted services
  2. Totally fee supported with no tax investment (tier 4 services are targeted to recover a minimum of 100 percent of direct costs, and some of these services may be appropriate for use of alternative funding sources such as grants, donations, and use of volunteers):
    - a) classes and programs – intermediate/advanced
    - b) leased services – non-profit/governmental agency
    - c) preschool
    - d) social clubs
  3. Primarily fee supported with little or no tax investment (tier 3 services are targeted to recover a minimum of 90 percent of direct costs, and some of these services may be

appropriate for use of alternative funding sources such as grants, donations, and use of volunteers):

- a) health services, wellness clinics, and therapeutic recreation
- b) classes and programs – beginning/multi-ability
- c) tournaments and leagues
- d) rentals – non-profit/governmental agency
- e) specialized events/activities
- f) camps/after school care
- g) leased services – affiliates
- h) work study/internship/community service program

4. partial tax investment with minimal to partial fee support (tier 2 services are targeted to recover a minimum of 45 percent of direct costs, and many of these services may be appropriate for use of alternative funding sources such as grants, donations and use of volunteers):

- a) life/safety classes
- b) rentals – affiliates
- c) supervised park/facility
- d) community-wide events
- e) volunteer program

5. full tax investment with little or no fee support (tier 1 services are targeted to recover zero percent of direct costs, although some of these services may be appropriate for use of alternative funding sources such as grants, donations, and volunteers):

- a) non-supervised park/facility
- b) inclusionary services
- c) support services

C. Setting Fees – The Parks & Recreation Department Director shall set fees for programs and services in compliance with the targets listed above. Fees shall be adjusted during the course of each year as needed to ensure the cost recovery targets are achieved. The following pricing strategies will be used by the Parks & Recreation Director in setting fees:

- 1. Market pricing: a fee based on demand for a service or facility or what the target market is willing to pay for a service. One consideration for establishing a market fee is determined by identifying all providers of identical service (i.e., private sector providers, municipalities), and setting the highest fee. Another consideration is setting the fee at the highest level the market will bear.
- 2. Competitive pricing: a fee based on what similar service providers or close proximity competitors are charging for service. One consideration for establishing a competitive fee is determined by identifying all providers of an identical service (i.e., private sector providers, municipalities), and setting the mid-point or lowest fee.

3. Cost recovery pricing: a fee based on cost recovery goals within market pricing ranges.
- D. Fee Review -- The Park and Recreation Department shall conduct an annual comprehensive review of cost recovery targets in compliance with these policy targets; this review will be forwarded to the Parks, Natural Areas and Recreation Board which will forward their comments to the City Council via the Human Services Committee..
- E. Use of Volunteers -- Through an aggressive volunteer recruitment program, the Parks and Recreation Department shall seek to minimize the amount required for full tax investment with little to no fee support (tier 1 services) and partial tax investment with minimal to partial fee support (tier 2 services).
- F. Alternate Funding Sources -- Solicitation of funds through donations, fund raising events, non-traditional sources, and various other modes shall be encouraged by the Parks, Natural Areas and Recreation Board and other advisory committees. Funds collected for any special purpose shall be earmarked for that purpose.

#### **10.03.070 Ambulance Fees**

- A. Policy -- It is the intent of the City to provide responsive, efficient and self-funded emergency medical services as the Benton County designated service provider to the Benton County Ambulance Service Area, including all residents of the City.
- B. Rate Changes -- Staff shall review ambulance rates annually no later than February 28 to ensure the rates reflect changes in the direct costs of service. In reviewing rates, staff will consider the historic and projected costs of service, service demands, changes in fixed and variable costs, market rates, and changes in service requirements or mandates. The City shall notify Benton County of proposed fee increases or decreases at the beginning of the City's formal budget review process.
  1. Proposed rate changes will be submitted to the City Council via the Administrative Services Committee for review and recommendation to the full Council no later than April 1 of each year. If no rate change is recommended, staff will note the fact in a Council Report.
  2. The Council shall adopt rate adjustments by resolution. Following Council adoption, the new rates will go into effect by July 1 of each fiscal year.
  3. Notification will be issued to the public 30 days prior to the July 1 deadline. Customers will be notified of rate changes via advertisements in the local newspaper.
- C. Special Rate Reviews -- If, at any time during the fiscal year, estimated costs of service exceed available revenue, the City Manager may conduct a special rate review. In conducting such reviews the City Manager would follow the above procedures. In this instance, rate adjustments could take place at any time within the fiscal year, with 30 days' public notice.

#### **10.03.110 Grants**

- A. Grant Opportunities -- The City shall aggressively pursue grant opportunities; however, before accepting grants, the City will consider the current and future implications of accepting the monies.
- B. Federal Funds -- Federal funds shall be actively sought by the City. The City will use these funds to further the applicable national program goal. Because federal funds are not a guaranteed revenue source and are intended for a specific purpose, they will not be relied upon as an

alternative source of capital improvement funds unless the federal grant is specifically for capital projects. Use of federal funds shall support City goals and services.

- C. Grant Review -- In reviewing grants the department director and Finance Director shall evaluate each grant offer and make their recommendation to the City Manager after considering:
1. the amount of the matching funds required;
  2. in-kind services that are to be provided;
  3. length of grant and consequential disposition of service (i.e., is the City obliged to continue the service after the grant has ended?); and,
  4. the related expenditures including administration, record keeping, and auditing expenditures.
- D. Single Audit -- The annual audit by the City's independent auditors will include all required audit procedures for grant compliance as specified in the federal government's Office of Management and Budget OMB Circular A-133.

#### **10.03.120 Gifts, Donations and Bequests**

- A. Use of Gifts, Donations & Bequests -- Gifts, donations and/or bequests given to, and accepted by, the City for the use of any of its departments or divisions shall be used solely for the purpose intended by the donor. Unrestricted gifts will be expended on the recommendation of the related advisory board.
- B. Evaluation -- Gifts, donations, and bequests will be evaluated to determine what, if any, obligations are to be placed upon the City. Gifts, donations, and bequests will be considered as "over and above" basic City appropriations unless the gift, donation or bequest is for an already planned and budgeted service or program.

### **CP 10.04 EXPENDITURE POLICIES**

#### **10.04.010 Purpose**

To provide direction for developing the annual budget, monitoring the City's financial status throughout the year, and ensuring that the City's monies are expended to provide services to citizens.

#### **10.04.020 Background**

The City expends a significant amount of money each year to provide services that are important to citizen's sense of well being and safety and to improve the livability of the community. The largest portion of expenditures are for the operating costs of the organization. These costs include all of the salaries/wages and related benefits for City staff, along with materials, services and capital outlays necessary to perform the basic functions of the City. Additional costs associated with capital projects (infrastructure investments) and debt service are part of the annual budget, based on specific plans for both.

#### **10.04.030 Operating Budget -- Pay-As-You-Go**

- A. Pay-As-You-Go -- The City shall attempt to conduct its operations from existing or foreseeable revenue sources. Achieving pay-as-you-go requires the following practices:
1. current direct and indirect costs for operations and maintenance will be controlled and will be funded with current revenues, and

2. revenue and expenditure forecasts will be prepared annually for all operating funds prior to budget discussions.
- B. Cost Allocation Plan -- The Finance Director shall prepare a full cost allocation plan triennially to provide accurate, complete estimates of indirect service costs. The plan will be updated annually during budget development.
- C. Mandated Costs -- Costs attributable to mandates of other government agencies shall be included in the annual budget.

#### **10.04.040 Budget Balance**

The City Manager will prepare a budget for each fund each year where resources on a modified accrual basis either equal or exceed all expenditures in compliance with Oregon Administrative Rule 150-294.352(1)-(B)

- A. Resources available include all revenue anticipated in the budget year, including taxes, fees, charges for service, fines, intergovernmental payments, miscellaneous revenue, transfers, other financing sources, expendable reserves, and beginning fund balances.
- B. Expenditures include all planned expenditures for operations, inter-fund transfers, capital budget, debt service, and contingencies.

#### **10.04.050 Budget Performance Reporting**

- A. Quarterly Reports -- The Finance Director shall submit a Quarterly Operating Report (QOR) to the Budget Commission within 45 days of the close of the fiscal quarter. The QOR will be published on the City's web site for public review. The QOR will be reviewed by the Administrative Services Committee and be accepted by the City Council. At a minimum, the QOR will include income statements developed on the modified accrual (budgetary) basis for all operating funds of the City, and may include other information such as the status of the City Council's Values and Goals and departmental performance information.
- B. Performance Indicators -- Where practical, the City shall develop and employ performance indicators that are tied to Council values and goals, as well as management objectives, to be included in the budget. Status of the measures will be reported in each QOR.

#### **10.04.060 Maintenance, Repair & Replacement**

- A. Master Plans -- The City shall maintain master plans for all major infrastructure systems. Master plans provide direction about system needs (such as pipe size and reservoir locations) for predicted population build out of the community. Infrastructure master plans are required for Parks, Transportation, Water Plant, Water Distribution system, Wastewater Plant, Wastewater Collection system, Storm Water system, and the Airport. The master plans shall be adopted by the City Council as amendments to the City's Comprehensive Plan.
- B. Master Plan Projects -- Projects identified via an infrastructure master plan will be scheduled based on the priority of the project as identified in the master plan and will be budgeted in the Capital Improvement Program (CIP) when resources are available to implement the project and the project will result in the acquisition of a new or addition to an existing a capital asset; master plan projects that do not result in capital assets shall be included in the operating budget.
- C. Annual Inventory -- The City will conduct an inventory of all capital assets in conjunction with the annual audit. During the inventory, any excess wear and tear will be noted by staff and used to update replacement plans during the following budget preparation cycle.

- D. Equipment Replacement Plans -- Assets which are not part of a major infrastructure system or buildings and land, including vehicles, computers, and specialized equipment required for normal work (i.e., defibrillators, bullet proof vests), will be tracked by each department with replacement plans made for at least the financial planning period. These schedules will be updated annually in conjunction with the budget process.
- E. Stable Spending plans -- Every effort will be made to develop an equipment replacement schedule that results in a stable annual spending level. If spending levels cannot be stable and would result in a significant dollar amount variance year-over-year, staff will set aside in reserves an amount each year adequate to fully fund the project in the future. If monies are not set aside in reserves due to financial shortfalls:
1. reserves will be re-built within three fiscal years to the level required to meet future replacement plans; or
  2. staff will develop a plan to borrow monies for critical equipment replacement.
- F. Equipment Replacement Budgeting -- Equipment to be replaced will be budgeted considering:
1. Age of the asset and its manufacturer's recommended useful life;
  2. Wear and tear on the asset;
  3. Environmental conditions which may shorten or lengthen the useful life of the asset;
  4. The cost/benefit to complete routine maintenance and delay replacement;
  5. Availability of service and/or parts; and
  6. The cost/benefit of early replacement with more efficient and/or less expensive technology.
- G. Facility Maintenance -- The facility maintenance schedule for major maintenance or replacement projects for all City-owned buildings will be updated annually. The primary goal of the plan is to complete maintenance projects prior to system failures that would cause a decrease in service levels to citizens. Criteria for including projects are the same as those identified in 10.04.060.F.
- H. Maintenance Costs from the CIP -- Projects included in the proposed CIP will identify the anticipated operating costs or savings associated with the project. Estimated operating costs from CIP projects will be included in all years of the financial plan for the appropriate fund prior to approval of the CIP by the CIP Commission, Budget Commission or City Council.

#### **10.04.070 Personal Services**

- A. Compensation -- The City Council has a separate policy on compensation that provides policy direction and guidelines for labor negotiations and for the City Manager as it relates to compensation for exempt employees.
- B. Compensation Budget -- total projected compensation shall be budgeted in compliance with approved bargaining unit agreements. Compensation for exempt employees shall be budgeted in compliance with the City Manager's recommendation for these positions.
- C. Changes in Full Time Equivalent (FTE) -- Changes in the FTE shall be identified in the summary financial data in the Budget each year. This summary will include data by department, and a list of positions added, deleted, or approved but unbudgeted for the year.
- D. Vacant Positions -- The City shall not carry vacant budgeted positions for more than one fiscal year without the Department Director identifying a strategy for the position.

#### **10.04.080 Transfers**

- A. **General Fund Transfers** -- To the maximum extent feasible and appropriate, General Fund transfers to other funds shall be defined as payments intended for the support of specific programs or services. Amounts not needed to support such specific program or service expenditures shall be transferred back to the General Fund, unless Council directs the transfer to be used for other purposes.
- B. **Transfer Reconciliation & Cash Flow** -- Transfers for specific programs or projects, or to support special operations, should occur on the basis of cash flow needs of the program or service being supported. A reconciliation of actual transfers against budgeted transfers will be included in the year-end audit process.
- C. **Advances** -- Where it is necessary to make a one-time advance of General Fund monies to another fund, this action shall occur under the following conditions:
  1. The advance is reviewed, prior to the transfer of funds, by the Administrative Service Committee.
  2. All excess cash balances in the fund receiving the advance shall be invested for the benefit of the General Fund, if allowed by federal and state law and regulations, as long as the advance is outstanding.
  3. Should the borrowing fund accumulate an unexpected unrestricted balance, this excess shall be used first to repay the advance.
  4. At the time of closing out the fund, assets net of liabilities of the fund equaling the unpaid portion of the advance revert to the General Fund, if allowed by federal, state or local law.
  5. For short-term cash deficits in funds other than the General Fund during the course of the year, short-term loans are preferred to advances, except in cases where the receiving fund is legally precluded from paying interest on loans, or where loan transactions would be too numerous and costly to be cost effective.

#### **10.04.090 Contingency – Non-General Fund**

- A. **Contingency Amount** -- To meet emergency conditions, the budget shall provide for an appropriated contingency in each fund other than the General Fund of at least 2% of estimated annual operating revenues. All governmental and enterprise funds shall maintain a contingency. The contingency shall be exclusive of all reserves.
- B. **Contingency Use** -- Use of the contingency should be infrequent and for unanticipated expenditures such as costs associated with a response to a disaster, or to meet unanticipated increases in service delivery costs. The City Council must authorize expenditure of any contingencies via a resolution.
- C. **Contingency in Excess of 2%** -- The Finance Director may recommend a contingency in excess of 2% of current revenue in specific funds to address specific needs. When this occurs, the Finance Director will provide the Budget Commission and City Council with information regarding the reasons for the recommendation.
- D. **Contingency Below 2%** -- Where correction of a fund balance deficit causes the contingency to be budgeted below 2% of operating revenue, a gradual correction of the problem over several years is preferable to a one-time jump in rates, or substantial decreases in other expenditure plans.

## **CP 10.05 Capital Improvement Program (CIP)**

### **10.05.010 Purpose**

To maintain the City's investment in infrastructure, this policy provides direction for the development and implementation of the annual CIP ~~and to maintain the City's investment in infrastructure.~~

### **10.05.020 Background**

The City has a significant investment in the infrastructure necessary for the general public's use. The infrastructure systems – streets, bikeways and sidewalks, water treatment plants and distribution system, wastewater treatment plants and collection system, storm water conveyance system, airport, parks, recreation facilities, open spaces, and municipal facilities – are important to the general well-being of the community. The City maintains and enhances the infrastructure systems by developing long-term plans and securing the funding necessary to implement the plans. The Capital Improvement Program is developed to advise the community of the plans for maintaining the public investment, and to ensure the resources are available to invest when the community requires them.

### **10.05.030 Capital Improvement Program**

- A. Definition of a Capital Project -- A capital project must:
  1. cost more than \$25,000, and
  2. be a permanent addition to the capital assets of the City, and
  3. purchase land, or
  4. construct a new building, or
  5. remodel or add to an existing building, or
  6. construct/install public infrastructure, or
  7. replace existing infrastructure.
- B. Full Costs Included -- For any project which meets the definition of a capital project, all costs for the project including design, land or right-of-way acquisition, appraisals, construction, construction management, furnishings, and legal or administrative costs will be included in the project budget.
- C. Five-year CIP -- A five-year Capital Improvement Program (CIP) shall be developed and presented annually by staff to the CIP Commission, reviewed by the Planning Commission for compliance with the comprehensive plan, reviewed by the Budget Commission for compliance with long-term financial plans, and approved by the City Council. This plan shall contain all capital improvements from all funds and departments of the City. The first year of the plan shall constitute the next year's capital budget.
- D. Existing Assets -- A high priority shall be placed on repair or replacement of capital assets when such assets have deteriorated to the point of becoming hazardous, incur high maintenance costs, are negatively affecting property values, and/or are no longer functionally serving their intended purposes.
- E. Construction Standards -- Capital improvements constructed in the City shall be designed and built based on published construction standards which shall be periodically updated by the City Engineer. The construction standards will assure projects are built with an acceptable useful life and minimum maintenance costs.

#### **10.05.040 Capital Improvement Maintenance**

- A. Maintenance Standards -- Standards of maintenance to adequately protect the City's capital investments shall be developed and periodically updated. The annual budget will be prepared to meet established maintenance schedules.
- B. Operating Budget Impacts -- Future operating budget impacts for new capital facilities will be analyzed and estimates included in all years of the financial plans as part of considering a proposed capital project.

#### **10.05.050 Capital Improvement Financing**

- A. Appropriate Funding -- Within the limitation of existing law, various funding sources may be used for capital improvements. When capital projects are proposed, appropriate funding will be identified.
- B. Unspent Funds -- Upon completion of capital projects, the Finance Director shall certify any unspent funds from the project. The most restrictive project revenues shall be used first so that unused funds will have the fewest restrictions on future use. Unspent capital project funds, except bond funds, shall be returned to their original source. If there are unspent funds from a bond issue, those monies will be allocated according to stipulations in the bond indenture. In no case shall projects incur a funding deficit without the express approval of the City Council.
- C. Interest Earnings in the Capital Construction Fund (governmental fund) -- Interest earnings shall be allocated to each project based on the project's proportion of the cash balance in the fund. Projects which have a negative cash balance due to timing of reimbursements of grants or loans will not accrue interest revenue or an interest expense.
  - 1. Interest earnings which are restricted due to the funding source (i.e., grant, bond issue) shall be spent in compliance with those restrictions.
  - 2. Interest earnings not otherwise limited will be considered the most restricted City funds in the project and will be spent first in compliance with Financial Policy 10.05.050.B.
- D. Interest Earnings in the Proprietary Fund Construction Components -- Interest earnings which are restricted due to the funding source (i.e., grant, bond issue) shall be spent in compliance with those restrictions. All non-restricted interest earnings will be accrued to the operating fund and will be available to spend on either operations or future capital projects.

### **10.06 Debt**

#### **10.06.010 Purpose**

To proactively manage the City's existing and future debt issues in compliance with state and federal laws to maintain the City's capacity for future debt issues that may be required for infrastructure investment.

#### **10.06.020 Background**

The City of Corvallis operates on a pay-as-you go basis for most capital investment, matching resources with appropriate uses. Systems Development Charge revenue is used to fund capital investments that are required to increase the capacity of the City's infrastructure. Operating monies are used to pay for maintenance of existing infrastructure, and as leverage for grant monies to fund projects that may otherwise be unattainable. If necessary for some projects, reserves are built over time, or grants are sought to fund some capital investments. From time-to-time the City plans for a capital improvement project or a significant long-term operating expenditure (such as pension obligations) which is too expensive to finance

with cash reserves or which needs to be completed before reserves can be developed. When this occurs, the City borrows monies. The City is conservative in its borrowing practices, and strives to maintain low debt-per-capita ratios when compared to similar sized cities.

#### **10.06.030 Use of Debt Financing**

- A. Long-term Debt -- The City of Corvallis shall only use long-term debt for capital projects that cannot be financed out of current revenues within the Revenue Policy guidelines for rate increases. Debt financing shall generally be limited to one-time capital improvement projects or to leverage a future significant cost the City must bear (such as pension obligations) and only under the following circumstances:
  - 1. when the project's useful life is greater than or equal to the term of the financing;
  - 2. when project revenue or specific resources will be sufficient to service the debt; and,
  - 3. when analysis demonstrates that the debt will smooth or reduce costs over multiple years or the project is expected to benefit the citizens of Corvallis.
- B. Use of Debt Financing -- Debt financing shall not be considered appropriate for:
  - 1. Current operating and maintenance expenses (except for issuing short-term instruments such as revenue anticipation notes or tax anticipation notes); and
  - 2. Any recurring purpose (except as indicated above).
- C. Tax/Revenue/Bond Anticipation Notes -- Tax and revenue anticipation debt will be retired within the fiscal year issued, and bond anticipation notes will be retired no later than six months after the completion of the project.
- D. Short-term Debt -- Debt issued with a final maturity of one year or less from the time of issuance, which is outstanding at the end of the year, will not exceed 5% of net operating revenues (including tax anticipation notes but excluding bond anticipation notes.)

#### **10.06.040 Limits on Debt Issuance**

- A. Vote to Issue General Obligation Debt -- General obligation bonds require an affirmative vote prior to issuance. Constitutional limitations require a simple majority of votes for elections in May and/or November elections; for all other elections, a simple majority of registered voters must vote in the election, and of those voting a simple majority must vote affirmatively.
- B. Statutory General Obligation Bond Debt Limits -- Oregon Revised Statutes chapters 287 and 288 limit the outstanding general obligation principal indebtedness of the City other than bonds issued for water, sanitary or storm sewers to 3% of the true cash value of the taxable property within the City.
- C. Council Imposed Debt Limits -- The annual general obligation debt service for long-term issues (greater than five years), where the debt service is paid from property tax sources, shall not exceed 15% of the combined operating and capital budgets in the Governmental funds.
- D. Limited Tax General Obligation Bonds -- The outstanding principal debt for Limited Tax General Obligation Bonds (LTGO), non-self-supporting leases, and full faith and credit lease purchases, is limited to 1% of the true cash value of the taxable property in the City. Furthermore, annual debt payments for ~~Property Tax General Fund~~ supported LTGO debt shall not exceed 5% of the combined operating and capital budgets in the Governmental Funds.

- E. Revenue Bonds -- Revenue secured debt obligations will be undertaken only after a study of the projected operating, maintenance, debt service and coverage requirements and the impact of these requirements on user rates haves been completed. The outcome of the study will be shared with the City Council prior to issuing the debt.

#### **10.06.050 Debt Issuance**

- A. Timing of Debt Issuance -- The timing for each debt issue in association with the construction schedule will be carefully considered, using the following criteria:
1. Projected cash flow requirements for the capital project;
  2. Cash reserves on hand to temporarily fund preliminary project expenses;
  3. Spend down schedules identified by the IRS to meet arbitrage limitations; and
  4. Market conditions.
- B. Competitive Sale -- All bonds will be sold at competitive sale unless it is in the City's best interest to sell at a negotiated sale. The City reserves the right to reject any and all bids at a competitive sale and sell the bonds at a negotiated sale if it is in the best interest of the City of Corvallis to do so.
- C. Refunding Bonds -- Refunding or advanced refunding bonds may be authorized by the City Council providing the issuance complies with the rules adopted by the State Treasurer and outlined in Oregon Revised Statutes.
- D. Annual Debt Payment Limits -- To maintain the City's credit rating and expenditure flexibility, the annual debt service payments the City must make on net direct long-term general obligation debt shall not exceed 10% of operating revenue. To achieve this goal, on a per issue basis, the City will structure its debt to pay no less than 33% of the principal on bonds sold during the first half of the repayment term.
- E. Overlapping Debt -- City staff shall endeavor to notify the City Council of the debt issuance plans of the City's overlapping taxing jurisdictions and the possible impact such debt plans may have on the City's debt capacity.
- F. Investment of Bond Proceeds -- Receipt of bond proceeds will be timed to occur in conjunction with construction. However, it is acknowledged that in most cases bond proceeds will not be fully expended as soon as they are received. The City shall invest the proceeds from debt issuance in the legally authorized investment instruments for local governments in Oregon to maximize interest earnings available for the capital project. Prior to choosing an investment instrument, staff will take into consideration projected cash flow of the project and the likelihood that Internal Revenue Service (IRS) spend down targets will be met or exceeded. The investment instrument(s) shall be chosen to maximize interest earnings and minimize any arbitrage penalties which may accrue within the established IRS regulations.

#### **10.06.060 Leasing**

Lease purchase financing shall be considered only when the useful life of the item is equal to or greater than the length of the lease, and a lease purchase is the most economical method of purchasing available. If the item may become technologically obsolete or is likely to require major repair during the lease purchase period, then the item should be either purchased with cash or placed on an operating lease.

**10.06.070 Rating Agency Relationship**

- A. Reporting -- The City shall maintain good communication with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus.
- B. Compliance with SEC Rules -- The City will comply with all aspects of the Securities and Exchange Commission rule 15c2-12 pertaining to secondary market disclosure.

**10.06.080 Debt Management Plan**

- A. Debt Management Plan -- A Debt Management Plan shall be developed and updated prior to the issuance of any additional debt. The Debt Management Plan shall encompass all debt of the City which draws on the same financial resources, including, but not limited to:
  - 1. detail of the sources of funding for all debt;
  - 2. current and future debt capacity analysis;
  - 3. issues to be addressed for sound debt management;
  - 4. a contingency debt plan should any of the funding sources become unavailable in the foreseeable future; and
  - 5. reporting as to the City's compliance with its debt policies.
- B. Review -- The Administrative Services Committee shall review the Debt Management Plan prior to the issuance of new debt and any recommendations made therein.

**CP 10.07 RISK MANAGEMENT**

**10.07.010 Purpose**

These policies set forth the over-arching guidance for the City's risk management program which is designed to minimize risk of incidents where damage could occur to citizens, employees, or the City's infrastructure or assets. Managing risk is critical to protect the community's assets and the organization's financial position.

**10.07.020 Background**

The City of Corvallis' basic operations have certain risks associated with them, which could have a significant financial impact if the risks were not managed. Risk Management policies are designed to identify and assess the risks, change factors that can be controlled to reduce risks, ensure that risk is transferred to others when appropriate, and provide insurance to mitigate against losses. The Risk Management program is comprehensive and addresses risks to City employees through appropriate training, and risks to staff and the general public through proactive maintenance and insurance coverage as well as holding adequate reserves for uninsured losses and programs designed to reduce factors associated with claims.

**10.07.030 Risk Management Report**

- A. Annual Report -- The City Manager shall annually prepare a Comprehensive Risk Management Report, including but not limited to:
  - 1. a summary of the past year's risk management claims,

2. an identification of current and potential liability risks or activities potentially impacting the City's finances,
3. specific strategies to address the risks identified, and
4. a summary of the past year's safety and violence in the workplace activities/trainings.

#### **10.07.040 Risk Management Program**

- A. Program -- The City shall implement and maintain a Risk Management program designed to decrease exposure to risk. At a minimum, the program shall include:
1. a safety program that emphasizes reducing risks through training and safe work habits,
  2. an annual examination of the City's insurance program to evaluate how much risk the City should assume, and
  3. other risk management activities, including review of all City contracts with respect to indemnification and insurance provisions.

#### **10.07.050 Risk Management Fund**

- A. Purpose -- The Risk Management Fund shall be used to provide for insurance coverage, uninsured losses in excess of deductible amounts, safety program expenses, and prudent reserves, contingencies and fund balances.
- B. Catastrophic Reserves -- The targeted balance for unappropriated catastrophic reserves shall be \$500,000 each year. Appropriated catastrophic reserves which are drawn down will be rebuilt the following fiscal year. Unappropriated catastrophic reserves which are drawn down below the recommended target will be re-built at the rate of a minimum of 33% of the deficit balance per year over three years, or sooner if practical.
- C. Unreserved Fund Balance Target -- The unreserved fund balance target for the Risk Management Fund shall be \$40,000. Should the ending fund balance drop below \$40,000 in any fiscal year, it will be re-built the following year. Ending unreserved balances in excess of \$40,000 will be used as a dividend to departments if the catastrophic reserves are fully funded or can be used as funding for additional expenditures in the safety program as directed by the City Manager and appropriated within the following budget year. If the excess is used as a dividend to departments, the funds will be returned to departments based on the prior year's experience.

### **CP 10.08 INVESTMENTS**

#### **10.08.010 Purpose**

To minimize risk associated with investing the City's monies and ensure the availability of cash to meet expenditures, while maximizing earnings opportunities and minimizing idle funds. These policies provide direction for managing the City's investments.

#### **10.08.020 Background**

The City holds cash balances as part of its operations. The City invests balances in excess of daily needs in a variety of investment instruments as authorized by Oregon Revised Statutes on local government investments and the City's Administrative Policy on Investments. Investing monies has inherent risks; these risks are managed through the application of appropriate risk assessments and diversification, and

following prudent rules for investing governmental funds. These policies establish and provide guidelines for the safe and efficient management of City funds, and the purchase and sale of investment instruments.

#### **10.08.030 Scope**

- A. Application of Policy -- These investment policies apply to all cash-related assets within the scope of the City's audited financial statements and held directly by the City. Funds held and invested by trustees or fiscal agents are excluded from these policies; however, such funds are subject to regulations established by the State of Oregon.
- B. Pooled Cash -- The City of Corvallis will make use of pooled cash to invest under the prudent investor rule. The rule states "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived."

#### **10.08.040 Objectives**

- A. The City's investment objectives are listed below, and can be summarized as primarily concerned with safety, legality and liquidity, with a secondary objective of return:
  - 1. Preserve capital and protect investment principal,
  - 2. Conform with federal, state and other legal requirements,
  - 3. Maintain sufficient liquidity to meet operating requirements,
  - 4. Diversify to avoid incurring unreasonable risks regarding specific security types or individual financial institutions,
  - 5. Attain a market rate of return throughout budgetary and economic cycles,
  - 6. Invest with the intent to hold until maturity.

#### **10.08.050 Responsibility**

- A. Authority -- The authority for investing City funds is vested with the City Manager, who, in turn, may designate the Finance Director as Treasurer to manage the day-to-day operations of the City's investment portfolio, place purchase and sell orders with dealers and financial institutions, and prepare reports as required. The Finance director may choose to use the services of a professional investment advisor if he/she believes that is most beneficial to the organization.
- B. Investment Council -- To assist the City Manager in carrying out this management responsibility for the investment program, the Investment Council has been created. The Investment Council shall be composed of the City Manager, the Finance Director, the City Attorney, and a citizen of the City of proven integrity and business ability. The City Council President, or the Council Vice-President if the Council President is unable to serve, shall serve ex-officio as a voting member.
- C. Investment Council Charge -- The Investment Council is responsible for providing advice with respect to the investment decisions, activities, and establishment of written procedures for investment operations. Monitoring of the portfolio shall be performed by the Investment Council at least quarterly and verified by the City's independent auditor at least annually. The Investment Council shall review investment reports, investment strategies, investment holdings, banking relationships, and the legality and probity of investment activities.

- D. Investment Council Meetings -- The Investment Council shall meet quarterly. At each meeting, the Investment Council reviews investment reports submitted by the City Treasurer reflecting investment activity for each of the immediately preceding three months. Acceptance of the report must be unanimous. Should the reports not be accepted, the reports shall be revised accordingly by the City Treasurer and resubmitted to the Investment Council at its next regularly scheduled meeting or sooner if requested.
- E. Investment Maturity Matches Cash Flow -- Recognizing that the City's need for funds is not constant, the City Treasurer should schedule investments in coordination with all funds such that there is as little idle cash as practical, consistent with the projected cash flow budget.
- F. Investment Administrative Policy -- The City Treasurer shall annually update the City's administrative policy for investments, to be reviewed and approved by the Investment Council prior to adoption. Substantive changes in the Investment Administrative Policy shall be submitted to the Oregon Short Term Fund Board for review after City Manager approval.

**10.08.060 Investment Instruments/Vehicles**

- A. Investment Instruments -- Funds of the City of Corvallis must be limited to those investments allowed by the statutes of the State of Oregon and as identified in the Investment Administrative Policy.
- B. Investment Diversification -- Funds of the City of Corvallis will be invested in accordance with diversification by financial institution, investment type, and maturity as outlined in the Investment Administrative Policy.

**10.08.070 Reporting Requirements**

- A. Annual Reports -- The City Treasurer shall submit an annual statement certifying compliance with the Investment Administrative Policy to the Investment Council, noting compliance throughout the most recently completed fiscal year. This statement shall be filed ~~by August 1~~ as soon as practical, but no later than August 31 of each year.
- B. Monthly Reports -- The City Treasurer shall provide the Investment Council with a Monthly Investment Report reviewing the compliance with the Investment Administrative Policy and providing data on investment instruments being held, as well as any narrative necessary for clarification. The Monthly Investment Report shall include summary information about all investments held in the City's portfolio as of the end of the month, and shall be issued and posted on the City's web site within 21 days after the end of the monthly reporting period.

**CP 10.09 ACCOUNTING AND FINANCIAL REPORTING**

**10.09.010 Purpose**

To provide Council leadership for the organization by stating the importance of a system of internal controls to be implemented and maintained to meet the goals of providing accurate and timely financial reports to the community and financial markets.

**10.09.020 Background**

Best practices state that the City Council must lead the organization's commitment to excellence in financial management through the adoption of policies stating clear expectations. The City of Corvallis maintains a financial management system that ensures transactions are appropriately recorded, assets are

managed for the benefit of the community, and risk of fraud or financial loss is identified and minimized through a set of internal controls designed to manage the risk. The financial markets and other interested parties rely on the City's annual financial statements to ensure Corvallis bondholders the City's financial condition will allow the City to continue to make all required debt payments and meet all covenants.

#### **10.09.030 Internal Controls**

- A. Internal Control System -- The City shall establish and maintain a process that is designed to provide reasonable assurance that the City is achieving the following objectives:
1. effective and efficient operations,
  2. reliable and accurate financial information,
  3. compliance with applicable laws and regulations, and
  4. safeguarding assets against unauthorized acquisition, use, or disposition.
- B. Annual Audit -- The City shall hire an independent external auditor to perform an annual audit of the financial statements, including tests of the internal controls. It is the City's objective that the financial statements receive an unqualified opinion, an opinion in which the auditor can state, without reservation, that the financial statements are fairly presented in conformity with Generally Accepted Accounting Principles (GAAP).

#### **10.09.040 Financial System**

- A. Purpose of the Financial System -- The financial system shall be used as the means of recording and reporting financial transactions in a way that will assist users in assessing the service efforts, costs and accomplishments of the City.
- B. Financial System Characteristics -- The City's accounting and reporting system shall demonstrate the following characteristics:
1. reliability,
  2. accuracy,
  3. consistency,
  4. timeliness,
  5. efficiency,
  6. responsiveness,
  7. compliance with legal requirements, and
  8. conformance with GAAP.
- C. Funds -- The City shall establish and maintain only those funds that are necessary by law and for sound financial administration. The funds shall be structured in a manner consistent with GAAP, to maximize the City's ability to audit, measure and evaluate financial performance. The fund structure will be reviewed annually and the Finance Director will recommend changes to improve compliance with Council policies, financial planning, resource allocation and service delivery will be made to the City Manager at the beginning of the annual budget process. Adding, closing, or making significant changes to a fund shall be done by the City Council by adopting a resolution.

**10.09.050 External Financial Reporting**

A. Comprehensive Annual Financial Report (CAFR) -- The City shall annually prepare and publish, by December 31<sup>st</sup> of each year, a CAFR in conformity with generally accepted accounting principles. The CAFR shall include but not be limited to:

1. an explanation of the nature of the reporting entity,
2. the extent of activities conducted by the City,
3. comparison of actual activity to adopted budget,
4. an explanation of the City's fiscal capacity,
5. disclosure of short and long term liabilities of the City,
6. capital assets reporting,
7. cash policies and compliance reporting,
8. accounting policies, controls and management responsibilities, and
9. all other disclosures required by GAAP.

## GLOSSARY OF TERMS USED IN FINANCIAL POLICIES

Accrual Basis of Accounting - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

Appropriation - Legal authorization granted by City Council to make expenditures and incur obligations.

Assessed Value - The value set by the County assessor on real and personal taxable property as a basis for levying taxes.

Assessments - An amount levied against a property for improvements specifically benefiting that property.

Balanced Budget - A budget in which the resources are equal to or greater than the requirements in each/every fund.

Benefits - Employee benefits mandated by state and federal law, union contracts, and/or Council policy. The most common forms of fringe benefits are pension plans, health and life insurance, vacation, sick and holiday leave, deferred compensation, automobile allowances, disability insurance, and educational and incentive pay.

Bonds - A written promise to pay a sum of money (principal or face value) at a future date (maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used to finance long-term capital improvements.

Budget - A plan of financial operation, embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). Upon approval by the City Council, the budget appropriation resolution is the legal basis for expenditures in the budget year.

CAFR (Comprehensive Annual Financial Report) - Prepared at the close of each fiscal year and published no later than December 31 of each year to show the actual audited condition of the City's funds and serves as the official public record of the City's financial status and activities.

Capital Budget - A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget which includes both operating and capital outlays. The capital budget should be based on a capital improvement program.

Capital Improvement Program (CIP) - A plan for capital expenditures to be incurred each year over a fixed period of several future years, setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

Capital Outlay - Expenditures for operating equipment drawn from the operating budget. Capital outlay items normally include equipment that will last longer than one year and having an initial cost above \$5,000. Capital outlay does not include capital budget expenditures for construction of infrastructure such as streets, buildings, or bridges.

Contingencies - An appropriation of funds to cover unforeseen events which occur during the budget year. City Council must authorize the use of any contingency appropriations (not to be confused with Reserves).

Cost Allocation - A costing of local government services to identify the full cost of municipal services.

Council Goals - Broad goals established by the City Council at the outset of each two-year term to guide the organization in its activities and focus.

Debt Service - The amount of principal and interest that a local government must pay each year on net, direct-bonded, long-term debt plus the interest it must pay on direct short-term debt.

Deficit - (1) The excess of an entity's liabilities over its assets (see Fund Balance). (2) The excess of expenditures or expenses over revenues during a single accounting period. Direct Cost - A cost directly related to producing and/or providing related services. Direct costs consist chiefly of the identifiable expenses such as materials and supplies used to provide a service, the wages and salaries of personnel working to provide a service, and facility costs. These expenses would not exist without the program or service.

Equipment Replacement Schedule - A schedule of annual purchases to replace major equipment and vehicles that have met or exceeded their useful life to the City.

Expenditure - Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis.

Financial Audit - A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to:

- Ascertain whether financial statements fairly present financial position and results of operations,
- Test whether transactions have been legally performed,
- Identify areas for possible improvements in accounting practices and procedures,
- Ascertain whether transactions have been recorded accurately and consistently, and
- Ascertain the stewardship of officials responsible for governmental resources.

Financial Condition - The City's ability to pay all costs of doing business and to provide services at the level and quality that are required for the health, safety, and welfare of the community, and that its citizens desire.

Financial Plans - A schedule that provides information about the expected future fiscal stability of City operations. The projections are for the operating funds of the City. Each financial plan, or proforma, includes a discussion about issues that are addressed in the proforma, as well as assumptions made about both revenues and expenditures for each fund.

Financial Policies - Administrative and Council policies established to govern the City's financial operations.

Fixed or Mandated Costs - These include expenditures to which the government is legally committed (such as debt service and pension benefits), as well as expenditures imposed by higher levels of government (such as for wastewater treatment facilities).

Fund - An independent fiscal and accounting entity with a self-balancing set of accounts, recording cash and/or resources together with all related liabilities, obligations, reserves, and equities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance - The difference between fund assets and fund liabilities of governmental and similar trust funds. The equivalent terminology within proprietary funds is Retained Earnings. (When the term "Fund Balance" is used in reference to Proprietary Funds, it is normally referring to the estimated budgetary-basis amount available for appropriations for budgeting purposes.) The Governmental Accounting Standards Board (GASB) has defined fund balance segments as follows:

- A. Non-spendable: Amounts inherently non-spendable or that must remain intact according to legal or contractual restrictions.
- B. Restricted: Amounts constrained to specific purposes by externally enforceable legal restrictions, such as those provided by creditors, grantors, higher levels of government, through constitutional provisions, or by enabling legislation.

- C. Committed: Amounts constrained by the City Council via a resolution or ordinance.
- D. Assigned: Amounts the City intends to use for a specific purpose. The authority to assign resources lies with the City's Finance Director.
- E. Unassigned: Amounts that are not categorized into one of the aforementioned classifications; these resources may be used for anything. Only the General Fund should show a positive unassigned fund balance. For other funds, a negative unassigned balance should be reported if more resources are used than are available in the fund.

GAAP- Generally Accepted Accounting Principles.

General Obligation Bonds - When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues.

Government Funds - These funds subscribe to the modified accrual basis of accounting and include the following types of funds:

- General Fund - The major source of revenue for this fund is taxes. There are no restrictions as to the purposes in which the revenues in this fund can be used
- Special Revenue Funds - The resources received by these funds are limited to a defined use, such as the Street Fund.
- Debt Service Funds - Funds used for paying principal and interest of debt on non-enterprise funds.
- Capital Project Funds - Resources from these funds are used for purchase or construction of long-term fixed assets.
- Permanent Funds - The resources received by these funds are limited to a defined use and only earnings may be spent. The Davidson Fund is the city's only permanent fund.

Grant - A contribution of assets by one entity to another. Grants are generally designated for a specific expenditure.

HNA – the Historic Norming Adjustment is the factor in each fund that results from actual experience that is usually better than projected, either because revenues perform better than expected, and/or expenditure budgets are not fully expended due to unpredictable events such as employee turnover. The HNA is trended over a period of time and projected in future years in the financial plans to give a more likely projection of fund balance than otherwise would be visible.

Indirect Cost - A cost incurred in the production and/or provision of related services that usually cannot be directly associated with any one particular good or service. Indirect costs encompass overhead including administrative costs such as wages of supervisory and administrative personnel, occupancy and maintenance of buildings, and utility costs. These costs would exist without the specific program or service.

Investment – Cash balances, securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals, or base payments.

Liabilities - The sum of all amounts that are owed at the end of the fiscal year, including all accounts payable, accrued liabilities, and debt.

Long-Term Debt - Present obligations that are not payable within a year. Bonds payable, long-term notes payable, and lease obligations are examples of long-term debt.

Master Plan - A comprehensive plan, normally covering a 5-10 year period, developed to guide delivery of specific services, identify future needs and challenges, and identify future infrastructure needs.

Modified Accrual Basis of Accounting - The accrual basis of accounting adapted to the governmental fund type under which revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are generally recognized when the related fund liability is incurred.

One-Time Revenue - Revenue that cannot reasonably be expected to continue, such as a single-purpose federal grant, an interfund transfer, or use of a reserve. Also referred to as a non-recurring revenue.

Operating Budget - The appropriated budget supporting current operations. Most operations are found in the General, Special Revenue, Permanent, Enterprise, and Internal Service Funds.

Overlapping Debt - The net direct bonded debt of another jurisdiction that is issued against a tax base within part or all of the boundaries of the community.

Pay-As-You-Go Basis - A term used to describe the financial policy of a government which finances all of its capital outlays and/or improvements from current revenues rather than by borrowing.

Personal Services - A category encompassing all salaries, fringe benefits, and miscellaneous costs associated with employee expenditures. Budget law also refers to this category as personnel services.

Proprietary Funds - These funds subscribe to an accrual basis of accounting and include the following types of funds:

- Enterprise Funds - Account for distinct, self-sustaining activities that derive the major portion of their revenue from user fees.
- Internal Service Funds - Account for goods and/or services provided to other funds or departments within the organization. Examples include the Vehicle and Equipment Maintenance and Data Processing Funds.

Reserved Balance - For budgetary purposes, this is the amount of fund balance that is not available for appropriation except for the uses defined for the specific reserve.

Resolutions - A legal document adopted by the City Council that directs a course of action. In relationship to the budget, resolution refers to the document that levies taxes and sets legal appropriation levels.

Restricted Revenue - Legally earmarked for a specific use, as may be required by state law, bond covenants, or grant requirements. For example, many states require that gas tax revenues be used only for street maintenance or street construction.

Revenue - Monies received or anticipated by a local government from either tax or non-tax sources.

System Development Charge (SDC) - A charge levied on new construction to help pay for additional expenses created by growth or to compensate for already existing capacity in key facilities and systems already in place which support the new development.

Transfer - Amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund and a revenue in the receiving fund.

Unfunded Liability - A liability that has been incurred during the current or a prior year, that does not have to be paid until a future year, and for which reserves have not been set aside. It is similar to long-term debt in that it represents a legal commitment to pay at some time in the future.

02/19/13

Attachment A  
2-20-13 ASC minutes

To: Administrative Services Committee

From: Mark O'Brien

Subject: Public Safety Tax

Gentlemen,

The City Council directed you to continue the pursuit of a "public safety tax" levied as an adjunct to the City utility bill and so your meeting agenda for today includes a question from staff regarding the definition of a "living unit". Before the Administrative Services Committee and, by extension, the Council gets too far into the weeds on this issue may I respectfully suggest that there are several other and more important questions regarding this proposal in need of your immediate attention.

**Should the City place a "public safety tax" on the utility bill?**

Taxes are paid for government services that are really supposed to help everyone. So the idea is ... we pay taxes and they go into a pot where they are funding things like police, fire, parks and roads. These are good examples of where all of us directly or indirectly benefit.

Fees, on the other hand, are paid for government services that directly help that specific person. So, for example, when a bus rider pays a fare, that's a fee, and the rider is getting the direct benefit from that service. Another great example is a household which pays a fee to the City for City water.

These definitions are entirely consistent with those identified in City Council Policy. You must be able to imagine how citizens have become confused given the Council's divergence from these very conventional definitions as it enacts its own policies? Can you blame them?

While the City Attorney has identified a mechanism whereby Council may legally place a tax for public safety on the utility bill... Is that a wise or just course of action? Don't citizens deserve the peace of mind afforded by knowing that their Council will allow them their rightful voice in the tax funding priorities of the community? Am I wrong about that?

Whatever your answer, there is no debating that the residents of Corvallis are becoming increasingly alarmed at Council's willingness to shore up the budget using taxes disingenuously labeled as "fees" and or using the utility bill to impose taxes without the direct consent of voters through the election process. There is a great deal of negative tension building within the community on this question. This is a regressive tax! Citizens demand reasoned explanations and honest debate, not arrogance, on the part of their elected officials. Didn't we promise to make the hard decisions?

**Should property tax payers pay twice?**

Councilor Traber's original proposal for a Fire Service Fee was intended as a mechanism to capture revenue for property tax supported services from non-property tax paying entities. In deference to the

Collaboration Corvallis process Councilor Traber was asked, by Council Leadership, to hold back his proposal to allow time for the development of some mutually beneficial relationships with key partners.

Eventually the concept of a Public Safety Tax was explored by A.S.C. A key emphasis in that discussion was that any proposal should be revenue positive to the City and cost neutral to property tax payers. In addition, it was agreed that attempting to fund a larger scope of services beyond reopening Fire Station 5 was appropriate.

Since the beginning of the new Council term the Public Safety Tax proposal has evolved into one which intends to capture revenue from all Corvallis utility rate payers and not just non-property tax payers. In the simplest terms...how is this fair? How can we ask property tax payers to pick up an additional burden in order for the City to gain a marginal increase in revenue from non-profits such as the O.S.U. and the hospital?

In my opinion, a "public safety tax" imposed on property tax payers is entirely inappropriate; especially in light of significant questions as to whether O.S.U. , Benton County and the federal government would be required to pay.

I intend to explore this question in future correspondence but ...What ever happened to payment in lieu of taxes? Is there a champion among you who will ask our City partners in the non-property tax paying community, "What will you do to pay your fair share?" P.I.L.O.T. is the answer. It is the way. Shortsighted "fees" on the utility bill is the road to ruin and penny wise and pound foolish to boot! You must see it? Payment In Lieu of Taxes...

#### **What is the impact of the addition of 18 F.T.E. in public safety?**

18 F.T.E. additional in public safety is the stated staffing goal under the Public Safety Tax proposal. We have a significant "structural problem" affecting our City budget. It is commonly understood that City expenses increase at about 6% per year while City revenues increase at a rate closer to 2%. City revenue may never catch up to City expenditures on a year over year basis. This is what is meant by the phrase "unsustainable budget". It's bad news. A staffing increase of this magnitude without a sustainable source of revenue will make the "structural problem" worse, not better. With this proposal you run the risk of suffocating a very fragile economic vitality in the City. If you suffocate the economy, you suffocate us. You suffocate yourselves. It's quite simple. This proposal is self-defeating.

If the Council somehow, misguidedly, determines that it is in the best interest of the City to impose this tax and to unilaterally add 18 F.T.E. in public safety, as recommended by staff, then I respectfully request that Council take the following actions:

1. Mandate that the post-employment benefits for employees hired under this initiative be funded from "current" revenues on an annual basis.
2. Mandate that annual vacation time for employees hired under this initiative be limited to no more than 240 hours.

Attachment A, Cont'd  
2-20-13 ASC Minutes

3. State that vacation time for employees hired under this initiative is intended as "time off" and not as an adjunct retirement account.

4. Mandate that vacation time for employees hired under this initiative may be "cashed out" at a maximum of 80 hours annually and that said "cash outs" are to be paid from "current revenue". Other vacation hours shall be allocated on a "lose it or use it" basis.

5. Mandate that employees hired under this initiative may use and accrue sick leave at a rate consistent with other employees within their respective group however such sick leave accruals shall have no cash value upon separation with the City organization.

Thank you for your consideration of my comments. I will watch with interest as you continue your deliberations.

To: Administrative Services Committee

Copy: Jim Patterson  
City Manager

From: Betty Griffiths

Re: Public Safety Tax

Date: February 20, 2013

Attachment B  
2-20-13 ASC minutes

I am very concerned and dismayed that you are continuing to pursue the idea of a Public Safety Tax added to utility bills. I think that you should "just say no now" and save a lot of your time and our staff resources. I have not heard one resident who is in favor of this tax. There are many reasons given for not enacting this tax including that this:

- ✓ is a regressive tax
- ✓ is not the appropriate mechanism to fund city services
- ✓ is a large expansion of some city services in the face of decreased revenues from other sources such as property taxes and franchise fees and potential further decreases in other services
- ✓ is being put in place without a vote of the people
- ✓ is being pushed forward with almost a complete lack of citizen involvement in the process or an opportunity for adequate input to the full Council
- ✓ is being promoted to become effective at around the same time as the renewal for the library and parks and recreation services will come up for a vote and thus will decrease the likelihood that residents will vote for a renewal of this levy
- ✓ is unclear if government entities such as OSU will pay the tax
- ✓ is unclear how and if non-profits such as churches will be impacted
- ✓ is an inappropriate add on to the utility services fees
- ✓ is in addition to other fees that were added to the utility bill last year

This proposal has expanded way beyond the original idea to attempt to obtain some funding from OSU for the city fire services provided to the campus which would be revenue neutral for property taxes. Why not request that OSU pay a "fee in lieu of taxes"? I also have a major concern about the actual increase in staffing proposed both by the Fire Department and the Police Department.

When Fire Station Five was closed the full 9 FTE for staffing that station were not eliminated. Only three FTE were eliminated with the remaining 6 FTE simply moved to another station in another capacity. So now the proposal to reopen Fire Station Five means adding 9 FTE plus keeping the 6 FTE originally from that station and transferred. So the net impact is an additional 15 staff; plus 2 additional FTE for a total increase of 17 FTE over previous years. This is a huge increase and is not sustainable.

The Police Department requests are premature. The Collaboration Corvallis Neighborhood Livability Work Group proposal adding additional FTE to the Police Department. This was not approved by the Steering Committee, but sent back to the group for reworking. That proposal has not come back to the Steering Committee for consideration. In spite of repeatedly saying that we need to "honor" this process by allowing this process to bring proposals forward for the City and the University to consider, this proposal has preempted that process. This increase in police FTE has been put forward by staff before the Collaboration Corvallis project has acted on any recommendations regarding city police. What is the evidence that we even need additional police other than data from some "comparator" cities? In fact, the one most closely resembling Corvallis is Davis, California with fewer sworn officers per thousand. What are the crime statistics that indicate an increase in crime requiring an increase? Are we looking at improving how our police work, changing the way they are deployed or just adding staff? How will that help to solve the neighborhood problems? As I stated at the January meeting of the Collaboration Corvallis Steering Committee: *"If there is to be an increase in police staff in the hope of improving the situation in the neighborhoods, they need to be specialized with targeted duties like our traffic control officers. Just adding officers without having a strategy in place to target the officers for the police to work the days and places that they are needed does not help. They will just get absorbed into the general police duties. They are needed Thursdays to Sundays for ten hours each day. With 2 per shift, plus 2-3 backup officers this would require only 4-5 new officers."*

What I recommend is that you quickly move away from this tax with all of the downsides and consider a Public Safety Levy for an amount that would restore the cuts made in 2012 to the Fire and Police Departments. That would include the following:

- Three police officer positions that were cut by not hiring.
- Restoring the lieutenant and administrative specialist in the Police Department or two positions determined to be a higher priority by the Chief of Police.
- Reopen Fire Station Five with 9 FTE, 3 new FTE and 6 transferred back or if the Fire Chief has data to support keeping the 6 transferred positions, add back a total of 9 new FTE to reopen Fire Station Five.
- Increase the other costs associated with reopening Fire Stations Five

I believe that such a levy for five years would be supported by the citizens whereas I believe that if you approve the tax added to the utility bills it will be overturned by an initiative petition of the voters, undermine your credibility and harm other tax supported services such as Planning, Budget Office, City Manager's Office, Library and Parks and Recreation.

Thank you for your service and serious consideration of citizen input on this issue.

Date: 20 February 2013  
To: City of Corvallis ASC committee  
From: Marilyn Koenitzer; 4240 SW Fairhaven Drive; 97333  
Re: Public Safety Tax (PST)

Attachment C  
2-20-13 ASC minutes

Dear Councilors:

Whatever decision you make on this tax, it should be made with extensive public discussion and input. Then whatever the outcome, the public will be better informed about the dire straits of the budget situation.

After reviewing documents provided by Nancy Brewer, it is obvious that if you decide to put the PST on the utility bill, you have many choices to make regarding the extent of levels of service you intend to cover, and how to structure the rates:

One issue is whether to fund for all levels of service mentioned in the January 15, 2013 Memo, or to fund only partial coverage. These funding levels are usually hashed out by the budget committee, along with possible trade-offs in other budget areas.

Another issue is which accounts to charge, and whether those accounts are fairly charged. In one Monthly Billed Amounts example, the rates for single-family residence and a 30-unit apartment complex are the same. The Finance Department has tried to address this; but retrieving data is difficult. Another choice not shown in the memo might be to charge a percentage of the average usage for each water meter account, excluding the three highest months of water usage if you want to exclude irrigation charges.

Additionally, you have the sticky issue of tax-exempt status for government entities. You have no guarantee that the government agencies will pay. *I would like to know how many non-governmental tax-exempt accounts there are to get a better idea of the potential loss of revenue from these accounts if this tax goes to a levy vote.*

Then you have the dilemma that the tax has the appearance of ad-valorem tax. And if the tax is challenged on this basis, you are back to putting the PST to a levy vote.

Finally, you have to weigh the costs and benefits of this proposal and decide whether to pursue this option. The legal questions of validity of the tax and public opinion against putting non-water related taxes on the utility bill might doom this proposal. But again, fully discussing these issues can only benefit all of us. Whatever the outcome, thank you for looking into this complex issue.

From: Jan Napack  
4998 S.W. Hollyhock Circle  
Corvallis, OR 97333  
541-745-5335

*Attachment D  
2-20-13 ASC minutes*

To: Administrative Services Committee, Corvallis City Council  
Re: Proposed Billing Method of Public Safety Tax

Date: February 19, 2013

Council Members,

My understanding is that you are considering adding \$13, or more, per month to my water and sewer utility bill in order to fund Fire and Police Department services.

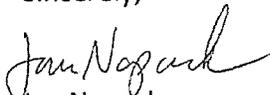
My first reaction to this proposal was: I unequivocally support a Public Safety Tax but why would the council prefer to impose a tax on my utility bill rather than hold a public vote? In my humble opinion, the only items on my utility bill should be water and sewer related costs.

It seems clear that city management is hoping to establish a means of generating revenue by council fiat. But in my view the council has already taken far too much latitude in assigning completely unrelated charges to my utility bill. For example, the transit "fee" that I see on my water bill was initially a property tax line-item in the General Fund for the Corvallis Transit System. Imposing the Sustainability package that included transit funding by council decree in 2011 allowed the city to acquire new revenue as if by magic. But in so doing, the council circumvented voter input for what essentially amounted to a tax increase.

Out of simple respect for our citizens, the city must allow the populace to vote directly for or against a Public Safety Tax, or for that matter, any general tax. To allow the city to evade this responsibility will only deepen suspicion and mistrust. Indeed, where has the council drawn the line beyond which any revenue necessity cannot be added to an ever expanding and blurred utility payment?

I view taxes as necessary and I support a Public Safety Tax but only by means of a discrete levy and a public vote carried out in a forthright and above-board manner.

Sincerely,

  
Jan Napack

# Community & Northwest

2-20-13 ASC minutes

Attachment E

Tuesday, February 19, 2013

Corvallis Gazette-Times, Corvallis, Ore.

A3

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City editor/Opinion page editor: Theresa Novak, 541-758-9527 Night/weekend newsroom: 541-753-2644

## Committee to examine public safety tax idea

By JAMES DAY  
CORVALLIS GAZETTE-TIMES

The Corvallis Administrative Services Committee will consider a public safety tax at its 3:30 p.m. meeting Wednesday at the Madison Avenue Meeting Room, 500 S.W. Madison Ave.

The issue was debated extensively at the Feb. 4 City Council meeting, with those present voting 5-2 to continue considering the tax. It would pay for 18 new employees and the reopening of Fire Station No. 5, which was closed in 2012 due to a budget shortfall.

Two taxing methods were discussed: One would add a flat-rate charge to

residents' bills for city services; the other would include the public safety improvements in an extension of the local option levy that expires on June 30, 2014.

Renewing the levy, which currently helps pay for the Corvallis Senior Center and the Osborn Aquatic Center, among other services, would require voter approval because it is paid for by property taxes. The city services bill approach would not have to go to the voters.

The possibility of imposing the tax without voter approval has been contentious.

"Such an action would likely be viewed as a serious

### ABOUT THE TAX

Corvallis is considering a public safety tax to pay for fire and law-enforcement services. Here is what the proposed tax would pay for:

- The reopening of Fire Station No. 5, including an ambulance and hiring nine firefighters
- Adding one Fire Department training lieutenant and one fire protection officer
- Adding six police officers and one school resource officer

**COMING UP:** The Corvallis Administrative Services Committee will discuss the issue at 3:30 p.m. Wednesday in the Madison Avenue Meeting Room, 500 S.W. Madison Ave. The public can testify. The committee also is scheduled to look at the tax at its March 20 meeting.

violation of citizen trust and thus lessening the likelihood of voter support in future and vitally important levy elections," wrote former Ward 1 Councilor Mark O'Brien, who is a citizen

member of the Budget Commission. "Eventually they will say 'enough is enough!'"

Rolland Baxter chimed in on the subject in a letter to the Gazette-Times: "If our

City Council can simply initiate a tax and put it on our water bill, what is stopping them from (other taxes)? And what is stopping them from raising the tax once established? Nothing"

Even councilors who have supported the tax discussion to this point expressed concerns on Feb. 4 about bypassing the voters.

"Part of it is unfair. People wanted a say, and I understand the reaction of voters," said Ward 6 Councilor Joel Hirsch, who is a member of the Administrative Services Committee. "We need to find a way to increase revenues."

Hirsch is joined on the

committee by Ward 9 Councilor Hal Brauner and Ward 8 Councilor Biff Traber. Brauner voted Feb. 4 to continue to discuss the tax. Traber was absent.

The committee also is scheduled to discuss the public safety tax at its March 20 meeting. The full City Council would have to act before the tax could be implemented. Backers of the plan hope that it can be put in place by July 1, the first day of the city's new fiscal year.

Contact reporter James Day at jim.day@gazettetimes.com or 541-758-9542. Follow at Twitter.com/jameshday or gazettetimes.com/blogs/jim-day

### An unequivocal 'no' to taxes on utility bill

ST  
2-20-13

No, no, a thousand times no to City Council's plan to impose significant new taxes — without voter approval — via the city water and sewer bill. The council's camel got its nose under the tent a couple of years ago, when taxes for sidewalks, trees and transit were slipped into the utility bill; now it appears the whole tent is going over.

City staff predict a "public safety tax" could raise nearly \$4 million a year (and hey, that's just for starters). Why run it through the utility bill? Answer: It "... gives the city (i.e., City Council, not voters!) more local control over resources and can provide a permanent funding source for services as opposed to a local option levy that would have to be renewed by voters every three to five years."

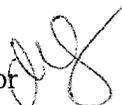
What is to stop council from doing this again and again, avoiding troublesome votes forever? Apparently, nothing.

If you think the utility bill approach would snare tax-exempts like OSU into paying public safety costs, think again. Staff notes they "would likely" assert their tax exempt status though it's possible they "may choose" to pay the charge. A rosy, and I believe unwarranted, view.

Council and staff should immediately drop this proposal and go on the up and up, with a proposal for a local option levy or other legitimate way to tax for public safety needs. We voters should object with our last breath to being forced to sacrifice our right to vote on taxes we pay.

Andrea Dailey  
Corvallis

MEMORANDUM

TO: Mayor and City Council  
FROM: Mary Steckel, Public Works Director   
DATE: February 8, 2013  
SUBJECT: Federal Transportation, Community and System Preservation Earmark for Widening Highway 99 Between the Union Pacific Railroad Overpass and Circle Boulevard

**ISSUE**

City Council's approval is required to authorize the City Manager to accept a federal grant for improvements to Highway 99, north of downtown, between the railroad overpass and Circle Boulevard.

**BACKGROUND**

This project will design the last phase of a 3-phased project to make improvements to Highway 99 between the railroad overcrossing and Elks Drive. Phases 1 (Circle to Walnut Boulevards) and 2 (Walnut Boulevard to Elks Drive) expanded the highway to 4 lanes, constructed additional turn lanes, and provided a separated multi-use path. The design of Phase 3 will expand the last remaining 2-lane section of roadway along this corridor to 4 lanes between the railroad overpass and Circle Boulevard. The grant for Phase 3 will fund design only, which includes obtaining all environmental and cultural clearances, to eventually construct the project. Construction will be programmed when grant funding becomes available. The timing of construction is yet to be determined, but is anticipated within the next 10 years.

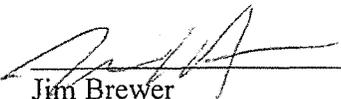
**DISCUSSION**

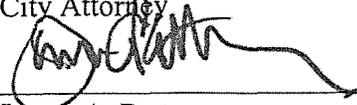
Phase 3 improvements, when constructed, will improve the safety and efficiency of vehicular movement through the area. The Phase 3 design grant totals \$275,608 and requires a City match of \$31,545 for a total design budget of \$307,153. Matching funds will be provided using existing Street SDC appropriations from the Advanced Transportation Management System project which has been cancelled. Grant funding will be provided through a Local Agency Agreement with the Oregon Department of Transportation.

**ACTION REQUESTED**

Staff recommends City Council adopt the attached resolution authorizing the City Manager to execute the Local Agency Agreement and any future amendments related to the Highway 99 widening project.

**Review and Concur:**

  
\_\_\_\_\_  
Jim Brewer  
City Attorney  
Date 2/14/13

  
\_\_\_\_\_  
James A. Patterson  
City Manager  
Date 2/14/13

  
\_\_\_\_\_  
Nancy Brewer  
Finance Director  
Date 2/15/13

**Attachments**

X:\Divisions\Engineering\Capital Planning\Projects\Projects Hwy 99 Widening\Docs\Council Memo & Resolution.wpd

**RESOLUTION 2013-**

Minutes of the March 4, 2013, Corvallis City Council meeting, continued.

A resolution submitted by Councilor \_\_\_\_\_.

WHEREAS, ORS 294.326 (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 Federal Transportation, Community and System Preservation (TCSP) earmark through the Oregon Department of Transportation (ODOT) in the amount of \$275,608 for the purpose of widening Highway 99; and

WHEREAS, the grant acceptance requires approval by the City Council and delegation of the authority to sign the Local Agency Agreement to the City Manager;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES to accept the Federal TCSP earmark offered through ODOT and authorizes the City Manager to execute the Local Agency Agreement and all associated amendments for this project.

\_\_\_\_\_  
Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

**Oregon Department of Transportation  
LOCAL AGENCY CERTIFICATION PROGRAM  
Supplemental Project Agreement No. 28996  
OR99W: NW Circle Boulevard – UPRR Overcrossing  
City of Corvallis**

THIS AGREEMENT is made and entered into by and between THE STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State," and the CITY OF CORVALLIS acting by and through its elected officials, hereinafter referred to as "City," both herein referred to individually or collectively as "Party" or "Parties."

**RECITALS**

1. By the authority granted in Local Agency Certification Program Agreement No. 27077 incorporated herein and by this reference made a part hereof, State may enter into this Supplemental Project Agreement with City for the performance of work on this improvement Project. The Certification Program allows State to certify a Local Agency's procedures and delegates authority to the certified Local Agency to administer federal-aid projects that are not on the National Highway System.
2. Under provisions of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for users, (SAFETEA-LU) State is required to set aside federal funds for projects to investigate and address relationships between transportation, community, and system preservation initiatives.
3. OR99W, is a part of the State highway system under the jurisdiction and control of the Oregon Transportation Commission. NW Circle Boulevard is a part of the City's street system under the jurisdiction and control of City.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

**> TERMS OF AGREEMENT**

1. Under such authority, State and City agree that City will design a four (4) lane section and relocate the multi-use path on OR 99W, hereinafter referred to as "Project." The location of the Project is shown on the sketch map attached hereto, marked "Exhibit A," and by this reference made a part hereof.
2. The total estimated cost of the Project is \$307,153, which is subject to change.
3. The Project shall be conducted as a part of the Transportation, Community, and System Preservation (TCSP) Program under Title 23, United States Code, which incorporated SAFETEA-LU. TCSP funds for this Project will be limited to \$275,608. The Project will be financed with TCSP Program funds at the maximum allowable

City of Corvallis/ODOT  
Agreement No. 28996

federal participating amount, with City providing the match and any non-participating costs, including all costs in excess of the available federal funds.

4. City shall make all payments for work performed on the Project, and invoice State for one-hundred (100) percent of its costs. State shall reimburse City invoices at the pro-rated federal share. All costs beyond the federal and state reimbursement, any deposited local funds, and any non-participating costs will be the responsibility of the City. State shall perform work in the estimated amount of \$10,000. State shall simultaneously invoice FHWA and City for State's Project costs, and City agrees to reimburse State for the federal-aid matching state share and any non-participating costs as determined in accordance with paragraph number 3, above upon receipt of invoice. Failure of City to make such payments to State may result in withholding of City's proportional allocation of State Highway Trust Funds until such costs are paid. City understands that State's costs are estimates only and agrees to reimburse State for the actual amount expended.
5. City shall design the Project and agrees to comply with all of the terms and conditions found in Certification Program Agreement No. 27077.
6. The federal funding for this Project is contingent upon approval by the FHWA. Any work performed prior to acceptance by FHWA will be considered nonparticipating and paid for at City expense. State's Regional Local Agency Liaison or designee will provide City with a written notice to proceed when FHWA approval has been secured and funds are available for expenditure on this Project.
7. State considers City a subrecipient of the federal funds it receives as reimbursement under this Agreement. The Catalog of Federal Domestic Assistance (CFDA) number and title for this Project is 20.205, Highway Planning and Construction.
8. City shall contact the State's District 4 Office prior to commencement of work to determine if any permits are needed to occupy State right-of-way. City agrees to comply with all provisions of any State issued permits to "Occupy or Perform Operations Upon a State Highway" and to also obtain Highway Approach Permits from State's District 4 Office for all public roads and private properties adjacent to the highway, if they are needed, according to Oregon Administrative Rule (OAR) 734, Division 51. City agrees to comply with all provisions of required permits, and shall require its developers, contractors, subcontractors, or consultants performing such work to comply with such provisions.
9. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate upon completion of the Project and final payment or ten (10) calendar years following the date all required signatures are obtained, whichever is sooner.
10. Local Agency Certification Program Agreement No. 27077 was fully executed on March 27, 2012. This Agreement is subject to the terms and provisions of the Local Agency Certification Program Agreement.

11. If City fails to meet the requirements of this Agreement or the underlying federal regulations, State may withhold the City's proportional share of Highway Fund distribution necessary to reimburse State for costs incurred by such City breach.
12. If City enters into a construction contract for performance of work on the Project where City is contracting work on a State highway, then City will require its contractor to provide the following:
  - a. Contractor shall indemnify, defend and hold harmless City, State and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of Contractor or its officers, employees, sub-contractors, or agents under this the resulting contract.
  - b. Contractor City shall name State as a third party beneficiary of the resulting contract.
  - c. Commercial General Liability. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of the resulting contract, Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to State and City. This insurance shall include personal and advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage shall be written on an occurrence basis. If written in conjunction with Automobile Liability the combined single limit per occurrence shall not be less than \$ 1,000,000 for each job site or location. Each annual aggregate limit shall not be less than \$ 2,000,000.
  - d. Automobile Liability. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of the resulting contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence shall not be less than \$1,000,000.
  - e. Additional Insured. The liability insurance coverage, except Professional Liability, Errors and Omissions, or Workers' Compensation, if included, required for performance of the Contract shall include State and City and its divisions, officers and employees as Additional Insured but only with respect to the Contractor's activities to be performed under the resulting contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.
  - f. Notice of Cancellation or Change. There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from Contractor's or its insurer(s) to State and City. Any failure to comply with the reporting provisions of

this clause shall constitute a material breach of the resulting contract and shall be grounds for immediate termination of the resulting contract and this Agreement.

- g. City shall require its contractor(s) and/or subcontractor(s) as appropriate to acquire construction and performance bonding covering State's interests where Project construction affects State Property. State will be covered individually under the bonding arrangement, not as a party in a dual obligation bond. Proof of said bonding will be provided to State by the acquiring party. If City fails to meet the requirements of this paragraph or the underlying agreement conditions, including all incorporated State and federal laws, rules and regulations and costs are incurred by State because of it, State may withhold the City's proportional share of Highway Fund distribution necessary to reimburse State for those costs.
  - h. Traffic signal, illumination poles and foundations installed on state highways shall conform to State's standards, pursuant to State's Traffic Structures Design Manual and Geotechnical Design Manual.
13. City shall be responsible for any behind the curb improvements including areas located within highway right-of-way. Such improvements shall be maintained at the same level as are similar facilities owned by State. City may require the adjacent property owners to fund or perform maintenance of the behind the curb improvements. City shall remain responsible for compliance with the terms of this Agreement, and responsible for the performance of such work, even when maintenance is performed by City contractors or property owners, or if right of way behind the curb is partly or in whole State right of way.
14. City shall maintain the landscaping and irrigation to be installed for all improvements behind the curbs or roadway. Maintenance along and on highway shall include replacement of dead or dying plants and trees, removal of litter, removal of weeds or weed control and tree trimming to maintain a 17 foot clear zone in the travel lane, leaf removal and irrigation for healthy sustainability of said landscaping.
15. City shall be responsible for 100 percent of water and power costs associated with the landscape and irrigation installed as part of improvements behind the curbs or roadway. City shall ensure that the water and power companies send water and power bills directly to City.
16. State hereby grants the City or others designated by the City and permitted by State District Permitting Office, permission to access State right of way for the purpose of maintaining Project related landscaping and sidewalks. In lieu of State district permits, State hereby grants City or others designated by City the right to enter and occupy State right of way for the purpose of routine maintenance of all project related landscaping and sidewalk improvements. All other activities beyond the listed routine maintenance may require a State District Office issued permits prior to said activities. Contact appropriate State's District Office to see if a permit is required.

17. City shall be responsible for the cost of decorative embellishment on any signal or separate illumination poles and shall be responsible for any decorative embellishment maintenance on such poles upon completion of City Projects. Any decorative lighting shall be the responsibility of the City for both electrical costs and maintenance. Such illumination shall be served by a separate system from the signal system. Any such additional illumination on the highway must be reviewed by the State Office of the State Traffic Engineer. State District Office shall coordinate all such reviews. Decorative poles and foundations installed on state highways must conform to State standards, as per Technical Bulletin TR07-06(B).
18. State may conduct periodic inspections during the life of City Certification Projects to verify that Projects are being properly maintained and continue to serve the purpose for which federal funds were provided.
19. State shall, at its own expense, maintain and operate the portions of the Project on State right of way.
20. This Agreement may be terminated by mutual written consent of both Parties.
21. State may terminate this Agreement effective upon delivery of written notice to City, or at such later date as may be established by State, under any of the following conditions:
  - a. If City fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
  - b. If City fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
  - c. If City fails to provide payment of its share of the cost of the Project.
  - d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
  - e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or if State is prohibited from paying for such work from the planned funding source.
22. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

23. City, as a recipient of federal funds, pursuant to this Agreement with State, shall assume sole liability for City's breach of any federal statutes, rules, program requirements and grant provisions applicable to the federal funds, and shall, upon City's breach of any such conditions that requires State to return funds to the FHWA, hold harmless and indemnify State for an amount equal to the funds received under this Agreement; or if legal limitations apply to the indemnification ability of City, the indemnification amount shall be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.
24. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
25. This Agreement and the Local Agency Certification Program (Certification Program) Agreement No. 27077, as amended and all attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.
26. State's Project Liaison for the Agreement is Michael S. Starnes, P.L.S., Region 2 Local Agency Liaison, 455 Airport Road SE, Building B, Salem, Oregon 97301-5395; (503) 986-6920; Michael.s.starnes@odot.state.or.us, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.
27. City's Project Liaison for this Agreement is Somkeart Sartnurak, City of Corvallis, PO Box 1083; Corvallis, Oregon 97339-1083; (541) 766-6731 ext. 5154; somkeart.sartnurak@corvallisoregon.gov, or assigned designee upon individual's absence. City shall notify the other Party in writing of any contact information changes during the term of this Agreement.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

*Signature Page to Follow*

City of Corvallis/ODOT  
Agreement No. 28996

This Project is in the 2012-2015 Statewide Transportation Improvement Program, (Key #17682) that was adopted by the Oregon Transportation Commission on March 21, 2012 (or subsequently approved by amendment to the STIP).

CITY OF CORVALLIS, acting by and  
through its elected officials

By \_\_\_\_\_  
City Manager

Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED AS TO LEGAL  
SUFFICIENCY**

By \_\_\_\_\_  
City Legal Counsel

Date \_\_\_\_\_

**City Contact:**

Somkeart Sartnurak  
City of Corvallis  
PO Box 1083  
Corvallis, Oregon 97339-1083  
somkeart.sartnurak@corvallisoregon.gov

**State Contact:**

Michael S. Starnes, P.L.S.  
Region 2 Local Agency Liaison  
455 Airport Road SE, Building B  
Salem, Oregon 97301-5395  
(503) 986-6920  
Michael.s.starnes@odot.state.or.us

STATE OF OREGON, acting by and  
through its Department of Transportation

By \_\_\_\_\_  
Region 2 Manager

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_  
Active Transportation Section Manager

Date \_\_\_\_\_

By \_\_\_\_\_  
Region 2 Planning and Development  
Review Manager

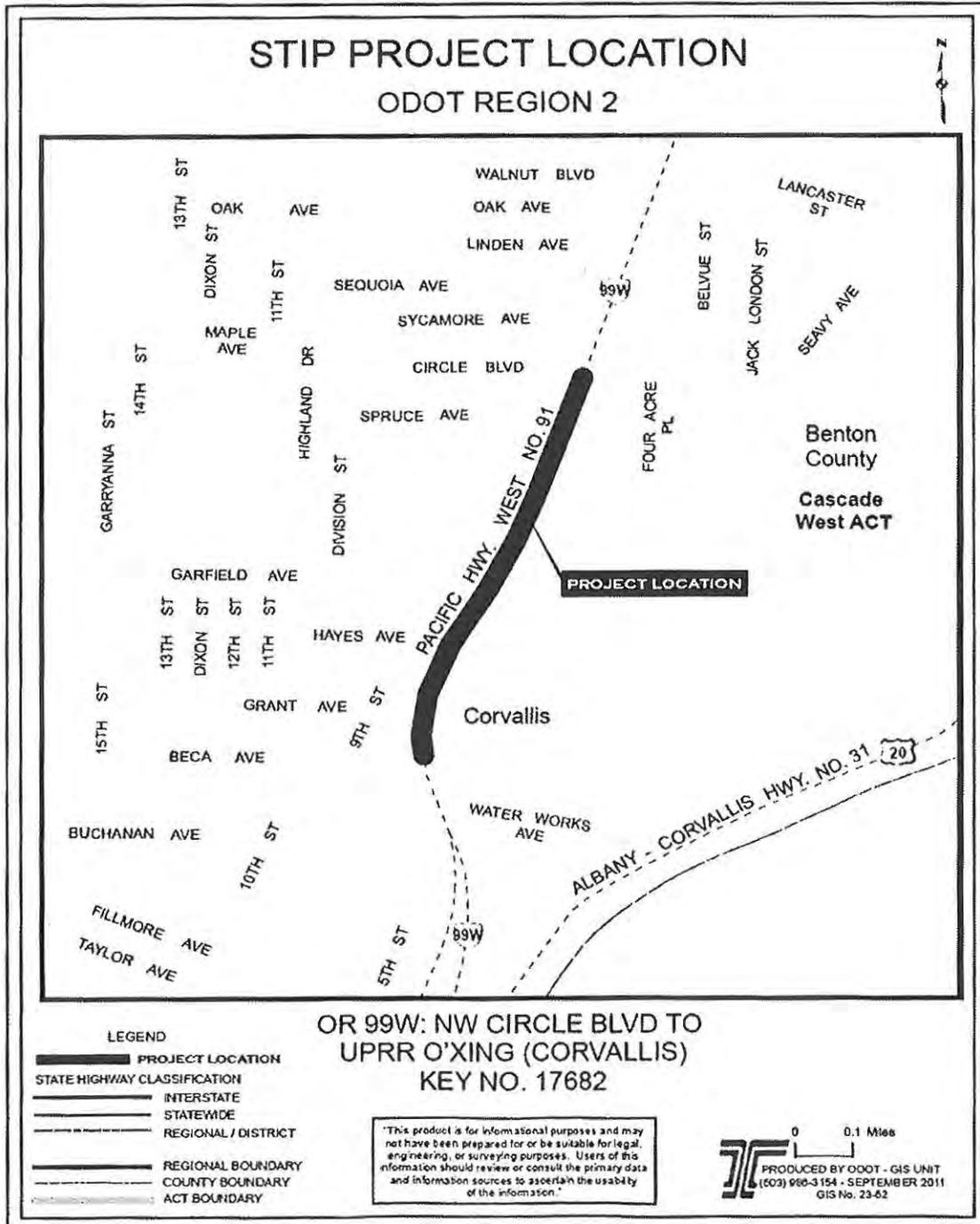
Date \_\_\_\_\_

**APPROVED AS TO LEGAL  
SUFFICIENCY**

By \_\_\_\_\_  
Assistant Attorney General

Date \_\_\_\_\_

Exhibit A – Project Location Map



\\s20002\GIS\WORK\GIS23\_52\_OTC\_maps\_and\_graphics\OTC\_MAPS\OTC\_11\_MAPS\REGION2A.MXD

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**COUNCIL REQUESTS**

**FOLLOW-UP REPORT**

**FEBRUARY 28, 2013**

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1. Waterline Break Follow-up Responses (Sorte)

My attached memorandum to Councilor Sorte and its attachment responded to his inquiries regarding the January 18 waterline break.

2. Development Requirements in Riverfront District (Hervey)

The attached memorandum from Community Development Director Gibb responds to Councilor Hervey's inquiry regarding development requirements in the Riverfront District.



James A. Patterson  
City Manager

**\* \* \* M E M O R A N D U M \* \* \***

**FEBRUARY 27, 2013**

**TO: COUNCILOR SORTE – WARD 7**

**FROM: JAMES A. PATTERSON, CITY MANAGER** 

**SUBJECT: RESPONSE TO E-MAIL DATED FEBRUARY 22, 2013 –  
WATER MAIN LETTER FEBRUARY 11, 2013**

Thank you for the e-mail you sent to City Attorney Brewer dated February 22, 2013, related to the letter the City Attorney's office sent out on February 11, 2013, regarding the water line break in your neighborhood and the letter from Ms. Seeburger.

In your e-mail you stated that you "expected the response to be much more helpful for the questions that seemed to be related to policy or administrative decisions." I apologize if you were expecting a response from me related to the policy or administrative decisions surrounding how the City should be proceeding in this matter. I have a great appreciation for the support that you are providing to your constituents and want to be as helpful and responsive, while at the same time exercising my duties and responsibilities as City Manager. As City Manager, I value each and every Councilor's input and support of their constituents.

In my decision making related to this unfortunate event, I keep in mind the direction I receive from the full City Council and the administrative responsibilities I have in implementing and directing staff to execute the full Council's policies or direction. With these considerations for problem solving, I must also focus on the more global view of the City and make sure that I, along with City staff, am providing guidance in how to resolve these types of difficult situations.

At this time, unless given instructions to do otherwise by the City Council that would be preceded by a serious discussion with the City Attorney's Office and staff, it is our collective recommendation that we allow CIS, our contractor, to finish their job so that we do not jeopardize their responsibility and obligations to our citizens and the City's potential legal liability.

I do appreciate your vast knowledge of the issues and your desire to make what you consider constructive changes to how the City as an entity deals with situations like this in the future. City staff and the City Attorney's Office will be happy to work with you to identify information that already exists that might prove helpful to citizens. Related to your request about a "complete discussion of how the City prioritizes water line replacement and how citizens can request a higher priority for projects they think are critical," I am struggling with understanding what you mean here. Our current CIP process includes extensive information about projects and includes citizen participation. At the end of the day, it is the City Council that determines the priorities for the CIP

Councilor Sorte – Ward 7

Re: Response to E-mail Dated February 22, 2013 –  
Water Main Letter February 11, 2013

February 27, 2013

Page 2

and the budget/funding allocations to accomplish the projects. City staff will follow the direction of the City Council, should the Council decide a change is needed in the current CIP process.

Finally, I am not aware that the City of Corvallis has ever provided a sanitarian in similar instances, and I know we do not have funds budgeted for this particular expenditure suggestion. I believe there are legal concerns about providing this service and using City funds to satisfy a request from a specific group of citizens that provides a benefit that is not otherwise provided to all citizens. The City Attorney can certainly provide additional advice on this legal concern. Having said all that, if the City Council wants to address this and other issues and provide City staff with guidance or direction, we will follow the City Council's direction and leadership.

1002

**Louie, Kathy**

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**Subject:** WATERMAIN\_ltr\_2-11.PDF

-----Original Message-----

From: Ward 7

Sent: Friday, February 22, 2013 11:42 AM

To: City Attorney Brewer; Louie, Kathy

Cc: Mayor and City Council

Subject: Re: FW: WATERMAIN\_ltr\_2-11.PDF

Good morning,

Here are my thoughts that I briefly mentioned as a Councilor report at the last Council meeting.

City Manager Patterson and City Attorney Brewer,

Mr. Brewer, thank you for the timely response to Ms. Seeburger's letter listing the neighbors' requests for help with flood related items and for your thoughtful answers to my questions by phone. As I mentioned to you and in Councilor reports at the last Council meeting, I expected the response to be much more helpful for the questions that seemed to be related to policy or administrative decisions. As you receive requests from my constituents please give them the necessary background and direction to pursue their concerns unless you are constrained by an actual legal action or regulation.

While I expected your response to the first item would be to direct them to the City's subcontractor or insurance carrier, the other three items appear to be within the City's ability to assist in some way. If that is not the case I would appreciate specific references or documents to guide my understanding.

Providing a sanitarian as a service to any citizens especially those who have experienced City managed water and potentially sewage coursing through their homes, while difficult in these budgetary times, still seems within the City's authority. Has the City provided services to citizens in post disaster situations in the past? I am aware of one example from our neighborhood after the first flood and imagine there are many more from other parts of Corvallis. It would be helpful for the City to describe to these flood affected citizens how the City and County share building health and safety responsibilities and provide necessary contact information. Maybe the City could even do a little advance work with the County that leads to a process that assures the families and future buyers of the homes that they are safe. The clean-up services were done by professionals, yet I have observed a variability of service that in some cases does not represent what I or an insurance professional deem safe.

Most of this information is available on the Web, yet it requires research time that competes with contracting with people to put homes back together.

The extent of the City's infrastructure is interesting, yet only as part of the context of a more focused discussion. I would like a complete discussion of how the City prioritizes water line replacement and how citizens can request a higher priority for projects that they think are critical. Examples of water main projects that have been moved up in priority and the evidence used to prompt that movement would be useful background along with direction as to how testimony can be provided throughout the budgetary process to request consideration of a capital expenditure of that type.

To help me determine what improvements we need to make in City procedures related to disasters, I would appreciate your reference to the procedures that the City currently uses to guide its assistance to victims of disasters. I have reviewed the hazard mitigation plan that was developed in 2007. Has it been regularly reviewed and updated since 2007? I cannot find how it guides City actions in an event like the water main break in Ward 7. I do not see how it can be used to assure the safety and health of the citizens or how to work with victims during or after a significant though localized event like this one.

Please refer me to other procedures that you have been using to guide the City staff members' actions in this event. While personally distributing claim forms and dumpsters, initiated as requests from me, and water and a porta potty was very kind and helpful, certainly the City would not suggest that those steps represent a complete level of support and care that citizens might expect to maintain a basic level of safety and health when sewage may have been forced into more than 20 homes exposing approximately 50 citizens? These citizens included the very young, very old and some struggling with serious health issues.

In terms of establishing responsibility for the water main break, while eliminating causes is an important part of the analysis, the most important work is to explain what the cause was. Unless the cause(s) can be determined, it would be surprising to me that the City could state that it is not responsible. I look forward to the completion and release of a report with a full set of alternative causes and how the consultant brought the likely causes together to explain such an unlikely coincidence of two breaks in a few years when the same week three other only pre-1960 water lines broke.

The timing of your responses to my requests is critical to the point that I have time to address the renewal of the CIS policy and affect the capital improvement budget. Probably my most important questions – how is the CIS contract renewed and how can it be amended to include items like response times to events so CIS can actually witness the damage and not arrive days after most of the clean-up or mitigation has been completed? Is there a local agent for the CIS policy and if so what are that agent's responsibilities?

Finally, even if litigation is initiative and as far as I know none has been initiated, these Corvallis citizens still deserve as much consideration and individual evaluation of their questions and needs as possible making every effort to avoid a defensive response.

Thank you,

Bruce Sorte  
Councilor Ward 7

## MEMORANDUM

**DATE:** February 27, 2013  
**TO:** Mayor and City Council  
**FROM:** Ken Gibb, Community Development Director   
**RE:** Council Request – Development Requirements in the Riverfront District

Council Hervey referenced testimony received by the Urban Services Committee (minutes attached) during the USC review of the request to occupy the public right-of-way for the Water Street Market Apartments (corner of NW First and Jackson Streets). During that meeting the project developer expressed concerns about the Riverfront Zone requirements, particularly the minimum 3 story height standard and the 2.5 floor area ratio (FAR) requirement. He opined that these standards were difficult to meet while also providing required parking resulting in a push to go to large scale building of 6-7 stories in height in order to achieve a cost effective project.

For background, the Riverfront Zone was incorporated in the Land Development Code update that became effective in 2006. However, the major provisions of this zone were written by the former Riverfront Commission in conjunction with their work on the riverfront improvement project in the late 90's. It was a goal of the Commission to ensure that future projects in the riverfront district would result in pedestrian scale development (e.g. no surface parking lots on First Street) and make good use of a limited and very valuable land resource by requiring a substantial building scale.

As the Riverfront Commission recommendations were being considered for the LDC update, there was discussion about the impact of minimum height and development scale requirements. However, there was direction from decision makers at the time to fully incorporate the Riverfront Commission recommendations.

As staff has reviewed recent projects proposed for the Riverfront Zone, we have recognized challenges in meeting the 2.5 FAR and 3 story requirements. As a result, Staff has already identified a review of this issue for consideration in a future LDC update package.

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

<b>Council Request Item</b>	<b>Requested By</b>	<b>Date of Request</b>	<b>CM Report Due Date</b>	<b>Assigned to</b>	<b>Response in CM Rpt No.</b>	<b>Comments</b>
City costs of requiring digital images of buildings with demolition permit applications	Beilstein	01-22-13	03-14-13	Gibb		
Development requirements in Riverfront District	Hervey	01-22-13	02-26-13	Gibb	ccr 02-28-13	
Waterline break follow-up responses	Sorte	02-22-13	02-26-13	Patterson	ccr 02-28-13	

**ADMINISTRATIVE SERVICES COMMITTEE  
SCHEDULED ITEMS**

**February 28, 2013**

MEETING DATE	AGENDA ITEM
March 6	<ul style="list-style-type: none"> <li>• Second Quarter Operating Report</li> <li>• Downtown Corvallis Association Second Quarter Report</li> <li>• Visit Corvallis Second Quarter Report</li> </ul>
March 20	<ul style="list-style-type: none"> <li>• Ambulance Rate Review</li> <li>• Public Safety Tax</li> <li>• Council Policy Review and Recommendation:               <ul style="list-style-type: none"> <li>• CP 07-1.10, "Advertising on Corvallis Transit System Buses"</li> </ul> </li> </ul>
April 3	
April 17	<ul style="list-style-type: none"> <li>• Municipal Code Chapter 8.14, "Single-Use Plastic Carryout Bags" Update</li> </ul>
May 8	
May 22	<ul style="list-style-type: none"> <li>• Visit Corvallis Third Quarter Report</li> </ul>
June 5	<ul style="list-style-type: none"> <li>• Third Quarter Operating Report</li> </ul>
June 19	<ul style="list-style-type: none"> <li>• Allied Waste Services Annual Report</li> </ul>
July 3	
July 17	
August 7	<ul style="list-style-type: none"> <li>• Council Policy Review and Recommendation:               <ul style="list-style-type: none"> <li>• CP 91-3.02, "City Compensation Policy"</li> </ul> </li> </ul>
August 21	
September 4	<ul style="list-style-type: none"> <li>• Visit Corvallis Fourth Quarter Report</li> </ul>
September 18	
October 9	<ul style="list-style-type: none"> <li>• Fourth Quarter Operating Report</li> <li>• Council Policy Reviews and Recommendations:               <ul style="list-style-type: none"> <li>• CP 92-1.05, "Miscellaneous Property Ownership"</li> <li>• CP 94-2.09, "Council Orientation"</li> </ul> </li> </ul>
October 23	<ul style="list-style-type: none"> <li>• Utility Rate Annual Review</li> <li>• Council Policy Reviews and Recommendations:               <ul style="list-style-type: none"> <li>• CP 04-1.09, "Public Access Television"</li> <li>• CP 91-3.04, "Separation Policy"</li> </ul> </li> </ul>
November 6	
November 20	
December 4	<ul style="list-style-type: none"> <li>• Visit Corvallis First Quarter Report</li> <li>• Comprehensive Annual Financial Report</li> <li>• First Quarter Operating Report</li> </ul>
December 18	

**ASC PENDING ITEMS**

- Comcast Franchise Renewal Update Public Works
- Council Policy Review and Recommendation:
  - CP 96-6.03, "Economic Development Policies" CMO
- Economic Development Policy on Tourism Community Development
- Municipal Code Review: Chapter 4.01, "Solid Waste Regulations" Public Works

**Regular Meeting Date and Location:**

Wednesday of Council week, 3:30 pm – Madison Avenue Meeting Room

## HUMAN SERVICES COMMITTEE SCHEDULED ITEMS

**February 28, 2013**

MEETING DATE	AGENDA ITEM
March 5	<ul style="list-style-type: none"> <li>• The Arts Center Annual Report</li> <li>• Public Art Selection Commission Annual Report</li> </ul>
March 19	
April 2	<ul style="list-style-type: none"> <li>• Heritage Tree Program</li> </ul>
April 16	
May 7	<ul style="list-style-type: none"> <li>• Liquor License Annual Renewals</li> <li>• Majestic Theatre Annual Report</li> </ul>
May 21	
June 4	<ul style="list-style-type: none"> <li>• Social Services Allocations – Fiscal Year 2013-2014</li> <li>• Boards and Commissions Sunset Reviews:               <ul style="list-style-type: none"> <li>• Corvallis-Benton County Public Library Board</li> <li>• Commission for Martin Luther King, Jr.</li> </ul> </li> </ul>
June 18	
July 2	<ul style="list-style-type: none"> <li>• Corvallis Farmers' Market Annual Report</li> </ul>
July 16	<ul style="list-style-type: none"> <li>• Council Policy Reviews and Recommendations:               <ul style="list-style-type: none"> <li>• CP 98-4.12, "Guidelines for Public Art Selection"</li> <li>• CP 07-4.15, "Use of Computer Lab Equipment and Public Internet Access at Senior Center"</li> </ul> </li> </ul>
August 6	<ul style="list-style-type: none"> <li>• Parks and Recreation Annual Fee Review</li> </ul>
August 20	<ul style="list-style-type: none"> <li>• Social Services Semi-Annual Report</li> </ul>
September 3	
September 17	<ul style="list-style-type: none"> <li>• Rental Housing Program Annual Report</li> </ul>
October 8	<ul style="list-style-type: none"> <li>• Council Policy Reviews and Recommendations:               <ul style="list-style-type: none"> <li>• CP 92-4.05, "Library Meeting Rooms Policy"</li> </ul> </li> </ul>
October 22	
November 5	
November 19	
December 3	<ul style="list-style-type: none"> <li>• 2013-2014 Social Services Allocation Process and Calendar</li> <li>• Council Policy Reviews and Recommendations:               <ul style="list-style-type: none"> <li>• CP 07-4.16, "Code of Conduct for Patrons at Parks and Recreation Facilities, Events, and Programs"</li> <li>• CP 92-5.04, "Hate/Bias Violence"</li> </ul> </li> </ul>
December 17	

### **HSC PENDING ITEMS**

- Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks) Parks & Recreation
- Municipal Code Review: Chapter 5.03, "Offenses" (Alcohol Minimum Fines/Social Host/Special Response Notices) Police
- Municipal Code Review: Chapter 5.03, "Offenses" (Smoking Enforcement Hiatus); Chapter 8.10, "Tobacco Retail Licenses" Police/City Attorney's Office
- Municipal Code Review: Chapter 9.02, "Rental Housing Code" Community Development

### **Regular Meeting Date and Location:**

Tuesday of Council week, 2:00 pm – Madison Avenue Meeting Room

**URBAN SERVICES COMMITTEE  
SCHEDULED ITEMS**

**February 28, 2013**

MEETING DATE	AGENDA ITEM
March 5	<ul style="list-style-type: none"> <li>• Systems Development Charge Annual Review</li> <li>• Airport Lease (Looney)</li> <li>• Council Policy Review and Recommendation:               <ul style="list-style-type: none"> <li>• CP 97-7.13, "Municipal Airport and Industrial Park Leases"</li> </ul> </li> </ul>
March 19	<ul style="list-style-type: none"> <li>• Total Maximum Daily Load (TMDL) Requirement Compliance</li> <li>• Airport Master Plan</li> </ul>
April 2	<ul style="list-style-type: none"> <li>• Council Policy Review and Recommendation:               <ul style="list-style-type: none"> <li>• CP 91-9.05, "Street Naming and Addressing Policies and Procedures"</li> </ul> </li> </ul>
April 16	
May 7	<ul style="list-style-type: none"> <li>• Municipal Code Review: Chapter 6.10, "General Traffic Code" (Weight Restrictions)</li> </ul>
May 21	
June 4	<ul style="list-style-type: none"> <li>• Board and Commission Sunset Review:               <ul style="list-style-type: none"> <li>• Capital Improvement Program Commission</li> </ul> </li> </ul>
June 18	
July 2	
July 16	
August 6	
August 20	
September 3	No meeting
September 17	
October 8	<ul style="list-style-type: none"> <li>• Council Policy Reviews and Recommendations:               <ul style="list-style-type: none"> <li>• CP 04-1.08, "Organizational Sustainability"</li> <li>• CP 91-7.07, "Sanitary Sewers; Responsibility for"</li> <li>• CP 05-7.17, "Utility/Transportation Facility Extensions Through Public Areas"</li> <li>• CP 91-9.03, "Parking Permit Fees"</li> </ul> </li> </ul>
October 22	
November 5	
November 19	
December 3	
December 17	

**USC PENDING ITEMS**

- |  |                       |
|--|-----------------------|
| • 49th Street Annexation Explanatory Statement and Display Advertisement | Community Development |
| • Corvallis Forest Stewardship Plan Review and Recommendation            | Public Works          |
| • Municipal Code Review: Chapter 8.13, "Mobile Food Units"               | Community Development |
| • NW Cleveland Avenue Traffic Update (February 2014)                     | Public Works          |

**Regular Meeting Date and Location:**

Tuesday of Council week, 5:00 pm – Madison Avenue Meeting Room



## UPCOMING MEETINGS OF INTEREST

### City of Corvallis

**MARCH - MAY 2013**

(Updated February 28, 2013)

MARCH 2013				
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 - Bruce Sorte	
<b>4</b>	<b>6:00 pm</b>	<b>City Council</b>	<b>Downtown Fire Station</b>	
5	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
5	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
5	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
5	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
5	5:30 pm	<i>OSU/City Collaboration Project Parking and Traffic Work Group</i>	<i>Osborn Aquatic Center Conference Room</i>	
6	3:30 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	<i>OSU/City Collaboration Project Neighborhood Livability Work Group</i>	<i>Madison Avenue Mtg Rm</i>	
9	10:00 am	Government Comment Corner	Library Lobby - Penny York	
11	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
11	5:00 pm	<i>OSU/City Collaboration Project Neighborhood Livability Work Group</i>	<i>Library Main Meeting Rm</i>	
11	7:00 pm	Mayor/City Council/City Manager Quarterly Work Session	Madison Avenue Mtg Rm	
12	7:30 am	<i>City Legislative Committee</i>	<i>City Hall Meeting Room A</i>	
12	5:30 pm	<i>OSU/City Collaboration Project Neighborhood Planning Work Grp</i>	<i>Osborn Aquatic Center Conference Room</i>	
12	6:00 pm	Historic Resources Commission	Downtown Fire Station	
13	7:30 am	<del>City Legislative Committee</del>	<del>City Hall Meeting Room A</del>	
13	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
13	5:30 pm	Downtown Commission	Downtown Fire Station	
14	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
16	10:00 am	Government Comment Corner	Library Lobby - TBD	
18	2:30 pm - 5:00 pm	<i>OSU/City Collaboration Project Steering Committee</i>	Downtown Fire Station	
<b>18</b>	<b>6:00 pm</b>	<b>City Council</b>	<b>Downtown Fire Station</b>	
19	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
19	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
20	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
20	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
20	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
20	7:00 pm	Planning Commission	Downtown Fire Station	
21	5:30 pm	<i>OSU/City Collaboration Project Neighborhood Planning Work Grp</i>	<i>Madison Avenue Mtg Rm</i>	
21	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
23	10:00 am	Government Comment Corner	Library Lobby - Biff Traber	
25	5:30 pm	<i>OSU/City Collaboration Project Parking and Traffic Work Group</i>	<i>Library Main Mtg Rm</i>	

26	5:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm
27	5:00 pm	Watershed Management Adv Cmsn	Madison Avenue Mtg Rm
28	5:30 pm	<i>OSU/City Collaboration Project Neighborhood Livability Work Group</i>	<i>Madison Avenue Mtg Rm</i>
30	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein

**APRIL 2013**

<b>Date</b>	<b>Time</b>	<b>Group</b>	<b>Location</b>	<b>Subject/Note</b>
<b>1</b>	<b>6:00 pm</b>	<b>City Council</b>	<b>Downtown Fire Station</b>	
2	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
2	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
2	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
2	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
2	5:30 pm	<i>OSU/City Collaboration Project Neighborhood Planning Work Grp</i>	<i>Osborn Aquatic Center Conference Room</i>	
3	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
3	7:00 pm	Planning Commission	Downtown Fire Station	
3	7:30 pm	Library Board	Library Board Room	
6	10:00 am	Government Comment Corner	Library Lobby - Hal Brauner	
8	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
9	7:30 am	<i>City Legislative Committee</i>	<i>City Hall Meeting Room A</i>	
9	5:30 pm	<i>OSU/City Collaboration Project Neighborhood Livability Work Group</i>	<i>Madison Avenue Mtg Rm</i>	
9	6:00 pm	Historic Resources Commission	Downtown Fire Station	
9	7:00 pm	Ward1 meeting (York)	Stoneybrook Clubhouse	City sponsored
<del>10</del>	<del>7:30 am</del>	<del>City Legislative Committee</del>	<del>City Hall Meeting Room A</del>	
10	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
10	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
11	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
11	5:30 pm	<i>OSU/City Collaboration Project Parking and Traffic Work Group</i>	Madison Avenue Mtg Rm	
13	10:00 am	Government Comment Corner	Library Lobby - TBD	
<b>15</b>	<b>6:00 pm</b>	<b>City Council</b>	<b>Downtown Fire Station</b>	
16	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
16	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
16	5:30 pm	<i>OSU/City Collaboration Project Neighborhood Planning Work Grp</i>	<i>Osborn Aquatic Center Conference Room</i>	
17	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
17	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
17	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
17	7:00 pm	Planning Commission	Downtown Fire Station	
18	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
20	10:00 am	Government Comment Corner	Library Lobby - Penny York	
23	5:00 pm	Cmsn for Martin Luther King, Jr.	Madison Avenue Mtg Rm	
23	5:30 pm	<i>OSU/City Collaboration Project Neighborhood Livability Work Group</i>	<i>Osborn Aquatic Center Conference Room</i>	
23	7:00 pm	Budget Commission	Downtown Fire Station	
24	5:00 pm	Watershed Mgmt Advisory Cmsn	Madison Avenue Mtg Rm	
24	5:30 pm	<i>OSU/City Collaboration Project Parking and Traffic Work Group</i>	<i>Osborn Aquatic Center Activity Room</i>	
27	10:00 am	Government Comment Corner	Library Lobby – TBD	

30	5:30 pm	<i>OSU/City Collaboration Project Neighborhood Planning Work Grp</i>	<i>Madison Avenue Mtg Rm</i>
30	7:00 pm	Budget Commission	Downtown Fire Station

**MAY 2013**

<b>Date</b>	<b>Time</b>	<b>Group</b>	<b>Location</b>	<b>Subject/Note</b>
1	7:00 pm	Planning Commission	Downtown Fire Station	
1	7:30 pm	Library Board	Library Board Room	
2	7:00 pm	Budget Commission	Downtown Fire Station	
3	7:00 am	Bicycle and Pedestrian Advisory Commission	Madison Avenue Mtg Rm	
4	10:00 am	Government Comment Corner	Library Lobby - Julie Manning	
<b>6</b>	<b>6:00 pm</b>	<b>City Council</b>	<b>Downtown Fire Station</b>	
7	7:00 am	Airport Commission	Madison Avenue Mtg Rm	
7	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
7	4:00 pm	Downtown Parking Committee	Downtown Fire Station	
7	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
<del>8</del>	<del>7:30 am</del>	<del>City Legislative Committee</del>	<del>City Hall Meeting Room A</del>	
8	8:20 am	Citizens Advisory Cmsn on Transit	Madison Avenue Mtg Rm	
8	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
8	5:30 pm	Downtown Commission	Madison Avenue Mtg Rm	
9	7:00 am	<i>Investment Council</i>	<i>Madison Avenue Mtg Rm</i>	
9	8:30 am	Citizens Advisory Cmsn on Civic Beautification and Urban Forestry	Parks and Rec Conf Room	
11	10:00 am	Government Comment Corner	Library Lobby - Richard Hervey	
13	3:00 pm	Economic Development Cmsn	Madison Avenue Mtg Rm	
14	7:30 am	<i>City Legislative Committee</i>	<i>City Hall Meeting Room A</i>	
14	6:00 pm	Historic Resources Commission	Downtown Fire Station	
14	7:00 pm	Ward 8 meeting (Traber)	Walnut Community Room	City sponsored
15	12:00 pm	Housing and Comm Dev Cmsn	Madison Avenue Mtg Rm	
15	5:30 pm	Arts and Culture Commission	Parks and Rec Conf Room	
15	7:00 pm	Planning Commission	Downtown Fire Station	
16	6:30 pm	Parks, Natural Areas, and Rec Brd	Downtown Fire Station	
18	10:00 am	Government Comment Corner	Library Lobby - Mike Beilstein	
<b>20</b>	<b>6:00 pm</b>	<b>City Council</b>	<b>Downtown Fire Station</b>	
21	2:00 pm	Human Services Committee	Madison Avenue Mtg Rm	
21	5:00 pm	Urban Services Committee	Madison Avenue Mtg Rm	
22	3:30 pm	Administrative Services Committee	Madison Avenue Mtg Rm	
25		No Government Comment Corner		
27		City Holiday – all offices closed		
28	5:00 pm	Cmsn for Martin Luther King, Jr.	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

## MEMORANDUM

March 4, 2013

TO: Mayor and City Council  
Budget Commission  
City Staff

FROM: Jim Patterson, City Manager

SUBJECT: FY 13-14 Budget Development

### I. Issue

To initiate one of many conversation starters associated with the FY 13-14 budget development process.

### II. Discussion

Preliminary data for developing the FY 13-14 Budget shows that if all services continue at their current levels, expenditures will once again exceed revenues, and the Council's goal of a sustainable budget will not be met. This is true even if there are no increases in compensation or benefits for exempt staff or for AFSCME members, where bargaining is just beginning.

As I have noted in the City Manager's Monthly Message, the organization is in the midst of a number of difficult conversations that are expected to lead to a balanced Proposed Budget for FY 13-14. These are not easy conversations, but they must be held to ensure that we are doing everything possible to provide the services the community wants and needs within existing resources. We are considering re-invention of government as a basic thought process, continuing to build on last year's theme that "Business as Usual is Not an Option."

To be clear, the community continues to rate the quality of City services very highly, as evidenced by the great scores the City receives on the annual survey. Very few people have had specific suggestions for eliminating services, but a common theme is that the City needs to cut the costs of existing services.

One of the most common suggestions is to cut pay and benefits; this suggestion makes sense since compensation is the largest cost driver for the City. However, as the City Council is aware, the Oregon Public Employee Collective Bargaining Act (PECBA) does not allow for the City Council or the City Manager to implement pay reductions outside of the bargaining process. We have certainly considered options:

- As the City Manager, I could reduce pay rates across the board for exempt managers and supervisors who are not covered by a collective bargaining agreement; I will not make this proposal since some are already making less than the employees they supervise. Department Directors all took pay reductions for FY 12-13, and all exempt staff members have taken no COLA for three years and have taken reductions in compensation through reduced City payments of cafeteria benefits.
- Medical insurance plans and costs are negotiated as part of the labor agreements. Members of IAFF and CPOA have made changes in their medical plans that have reduced the City's costs. As the Council knows, the CRCCA is headed to arbitration. AFSCME has just begun negotiations.

- The City participates in the Oregon Public Employee Retirement System (OPERS) for all employees and costs are projected to increase significantly in FY 13-14; the City cannot change the retirement system and it cannot pay less than OPERS mandates. Legislative action pending in Salem may change this cost and may reduce rates from what are currently scheduled to go into effect on July 1, 2013, but action, if it occurs, is not expected in time for developing this Proposed Budget.

As a result of the above factors, which make it nearly impossible for me to effect the cost of services provided directly by City staff, I am writing to inform you that we will be looking at opportunities to privatize services. To be sure, any service area that is privatized would be a significant change in how the City transacts its business. This is not an easy decision to make, but it seems to me to be the right decision – to at least explore whether or not services can be provided at a lower cost. To that end, affected staff and labor leaders were informed today that we will begin by examining the following service areas:

- Fleet maintenance services
- GIS services
- IT services
- Parks maintenance services

These areas have been selected because it is the Department Director's perception that there are private sector entities that provide these services. Over the next several months the affected departments will pursue cost information to better understand whether these service areas can be provided by the private sector on a cost effective and responsive basis.

More information will be forthcoming as it is obtained.

As always, please let me know if you have any questions.

A handwritten signature in black ink, appearing to be "Jim P. [unclear]", written in a cursive style.



G.  
2/28/13

P.O. Box 928 • Salem, Oregon 97308  
(503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863  
[www.orcities.org](http://www.orcities.org)

To: Board of Directors

From: Michael J. McCauley  
Executive Director

Date: February 15, 2013

Re: LOC Regional Meetings

Below is the information we are distributing in the March edition of Local Focus regarding this year's Regional Meetings. President Endicott will be joining staff on this year's meetings. All Board Members are encouraged to attend regional meetings in their area.

### **LOC to Conduct Statewide Regional Meetings**

This spring the League will hold a series of 14 meetings with city officials across the state. During these meetings, LOC staff will provide an update on the legislative session, including the status of LOC's legislative proposal that would give cities more local control through a proposed constitutional amendment allowing voters to approve local option levies outside compression. It is anticipated that the agenda will also include participation from the Governor's Regional Solutions staff.

This is an important opportunity for city officials to hear about and provide input on what's happening at the State and at the League, as well as to provide a forum for discussion among city officials in your area.

A light lunch will be provided at the noon meetings. While a reservation is not necessary, an RSVP would be helpful for planning purposes. RSVPs (including the location) should be emailed to Kim Bentley at [kbentley@orcities.org](mailto:kbentley@orcities.org).

**Editor's Note:** The League strongly encourages city officials to attend a regional meeting. City input is critical to the League's ability to serve its members effectively. For more information, please contact Mike McCauley at [mmccauley@orcities.org](mailto:mmccauley@orcities.org) or (800) 452-0338 or (503) 588-6550.

### **LOC Spring Regional Meeting Schedule**

April 2  
12:00 Noon Clatskanie – Clatskanie PUD  
5:00 p.m. Tillamook – Tillamook 9-1-1 Meeting Room

April 3  
12:00 Noon Yachats – Location TBD\*  
5:00 p.m. Coquille – Coquille Community Center

April 4  
12:00 Noon Grants Pass – Location TBD\*  
5:00 p.m. Cottage Grove – Location TBD\*

April 5  
12:00 Noon Corvallis – Madison Avenue Meeting Room

April 16  
12:00 Noon Redmond – Location TBD\*

April 17  
12:00 Noon Milwaukie – Public Safety Building  
5:00 p.m. Beaverton – City Hall

April 18  
12:00 Noon Newberg – Public Safety Building

May 23  
12:00 Noon Nyssa – Location TBD\*  
5:30 p.m. Hermiston – Hermiston Conference Center

May 24  
12:00 Noon Baker City – Location TBD\*

\*Specific locations will be advertised in the weekly electronic *LOC Bulletin* and via email to area city officials approximately two weeks prior to each meeting.

## MEMORANDUM

---

TO: Mayor and City Council  
FROM: Mary Steckel, Public Works Director   
SUBJECT: 10<sup>th</sup> Street and Grant Avenue Traffic Circle  
DATE: March 1, 2013

### Issue

Staff is working on the Council Policy directed process to assess the effectiveness of the traffic circle at 10<sup>th</sup> and Grant.

### Discussion

Public Works wants to share with the City Council the schedule and general timeline for the steps required by the Council Policy on Neighborhood Traffic Calming.

- |                     |  |
|---------------------|--|
| First week of March | Distribute the survey to the owners of the properties along 10 <sup>th</sup> Street that were included in the original traffic calming project.  |
| Third week of March | Deadline for returning the completed surveys.<br><br>Hold a meeting open to the general public to share the proposed design for the replacement traffic circle and to provide an opportunity for public input. |
| During April        | Report to the Urban Service Committee with information on the survey results, public input, historic and current traffic data, and the proposed design for the replacement circle.                             |

This update is provided for information only.

4 March 2013

To the Honorable Mayor and Council  
City of Corvallis

As one who lives within the block that is marked by the intersection of 10<sup>th</sup> and Grant, and as one who brings my young children to school through it each day on bike or on foot, I can assure you that 10<sup>th</sup> and Grant is a major accident waiting to happen. Not a single week goes by without many “near misses” between cars, bikes, and pedestrians.

The overgrown planter that is in the middle of the intersection will be removed later this year as part of a construction project. This construction project is a blessing in disguise; a blessing because a city staffer told me that the City would not be able to replace what is presently there with what is presently there. On the other hand, the disguise is the process – one that allowed the current intersection design in the first place.

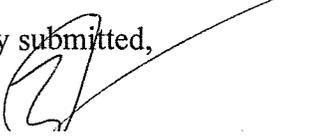
The so-called traffic circle at 10<sup>th</sup> and Grant was installed in 1996 as the result of a traffic calming petition process by neighboring properties. This is an intersection that affects far more motorists, bicyclists, and pedestrians from across this city than are represented by the original petitioning properties. And yet, under traffic calming procedures, the fate of public safety at this intersection cannot be determined until the original properties that petitioned for calming in the first place are surveyed to determine what they might wish to see at this intersection. I am the current owner of one of the originally surveyed properties, and I find it absurd that my opinion in what the eventual design will be might have more weight than best practices in traffic safety when considered by the council.

As one who uses this crossing on a daily basis, I say this current intersection design is dangerous. Professionals, including city staff, have told me that this intersection, with the present rights-of-way, is not conducive to a roundabout or traffic circle based on modern best practices in design. Given the City’s commitment to promotion of more sustainable alternatives, such as bicycle and pedestrian traffic, I would ask that the council consider replacing the so-called “circle” with a four-way stop.

There seem to be fewer driver comprehension problems with four-way stops across the city. It would be safer for pedestrians to cross at the corners of a four-way stop, rather than twenty feet or more away from the intersections, as has been suggested by city staff as a way to improve pedestrian safety at a traffic circle. With regard to traffic calming, I find it hard to understand how vehicles moving at 15 miles per hour in a “circle” are calmer than those that come to a full stop before proceeding. Finally, as a taxpayer, I appreciate the smaller fiscal footprint a more conventional intersection will afford us.

It is of greatest importance to me that however this intersection is improved, that it be improved to benefit the safety of all motorists, bicyclists, and pedestrians that use it each and every day, rather than to satisfy a vocal minority that happens to own properties nearby.

Respectfully submitted,

Eric Gleske 

Corvallis, OR 